**Google Apps for Education Permission Form**

**RETURN TO HOMEROOM TEACHER**

Dear Parents/Guardians:

The Canterbury Public Schools utilizes Google Apps for Education for students, teachers, and staff. This permission form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience. A very important clarification is that the electronic mail (E-Mail) component of the account is not accessible for students. The educators in Canterbury Public Schools determined that the most educationally viable components were not dependent on the mail component.

The following services are available to each student and hosted by Google as part of Canterbury Public School’s online presence in Google Apps for Education:

Classroom: a program that integrates your Google Apps for Education account with all your Google Apps services, including Google Docs and Google Calendar. Classroom saves time and paper, and makes it easy to create classes, distribute assignments, communicate, and stay organized for both students and teacher

Docs and Drive– a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office and like programs

Calendar – an individual calendar providing the ability to organize schedules, daily activities, and assignments

Sites – an individual and collaborative website creation tool

Using these tools, students collaboratively create, edit, and share files and websites for school related projects and communicate via Google with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups and creating presentations to share with others.

Technology use in the Canterbury Public Schools is governed by federal laws including:

Children’s Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under the age of 13. By default, advertising is turned off for Canterbury Public Schools presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school’s use of student information is solely for education purposes.—COPPA—http://www.ftc.gov/privacy/coppafaqs.shtm

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. See Board of Education policy 5125. The Board of Education recognizes the legal requirements to maintain the confidentiality of student records. The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations, The No Child Left Behind Act of 2001, and the Connecticut General Statutes. —FERPA—http://www.ed.gov/policy/gen/guid/fpco/ferpa

**Guidelines for the responsible use of Google Apps for Education by students:**

1. **Official User Account.** All students will be assigned a username@canterburypublicschools.org. This individual account is accessed through Google under the educational domain of the Canterbury Public Schools.
2. **Prohibited Conduct**. Please refer to the Board Policy 6141.321, and the Baldwin Middle School Student Handbook on p.11.
3. **Access Restriction**. Access to and use of student accounts is considered a privilege accorded at the discretion of the Canterbury Public Schools. The District maintains the right to immediately withdraw the access and use of these services when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.
4. **Security**. Canterbury Public Schools cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.
5. **Privacy**. The general right of privacy will be extended to the extent possible in the electronic environment. Canterbury Public Schools and all electronic users should treat electronically stored information in individuals’ files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

**Canterbury Public Schools**

**Dr. Helen Baldwin Middle School**

*Google Apps for Education Permission Form for Student Account, Online Documents, Calendar and Sites*

By signing below, I confirm that I have read and understand the following:

Under FERPA and corresponding Connecticut Law, a student’s education records are protected from disclosure to third parties. I understand that my student’s education records stored in Google Apps for Education may be accessible to someone other than my student and the Canterbury Public Schools by virtue of this online environment. My signature below confirms my consent to allow my student’s education record to be stored by Google.

I understand that by participating in Google Apps for Education, information about my child will be collected stored electronically. I have read the privacy policies associated with the use of Google Apps for Education (http://www.google.com/a/help/intl/en/edu/privacy.html). I understand that I may ask for my child’s account to be removed at any time.

**YES**, I give permission for my child to be assigned a full Canterbury Public Schools Google Apps for Education account. This means my child will receive an e-mail account, access to Google Docs, Calendar, and Sites.

**NO**, I do not give permission for my child to be assigned a full Canterbury Public Schools Google Apps for Education account. This means my child will NOT receive a user account, access to Google Docs, Calendar, and Sites.

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| Student Name (Print): |  | | | |
|  |  |  |  | |
|  |  | Grade: | |  |
|  |  |  | |  |
| Parent/Guardian Signature: |  | Date: | |  |