

Leverett Elementary School

G Suite for Education

Permission Form

Dear Parents/Guardians,

Leverett Elementary School provides G Suite for Education (formerly known as Google Apps for Education) service for students in grades K through 6th. The G Suite for Education service is entirely online and available 24/7 from any Internet-connected device. The suite of applications allows students to create, edit, collaborate in real-time, peer review, store and share files only between students and teachers within the school district. These applications and associated hardware give teachers more resources to effectively integrate 21st century technology in their curriculum.

Leverett Elementary School requires parental/guardian consent for each student to allow access in the G Suite for Education service. This permission form describes the tools and responsibilities for using these applications.

G Suite for Education is configured as a self-contained environment maintained by Google and managed by the School Technology Coordinator. Upon approval, students will receive a G Suite for Education student account. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

All students from Grades K to 6th will have access to the following applications:

- Google Drive - unlimited file storage with a suite of word processing applications including Docs, Sheets, Slides, Forms and Drawings.
- Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- Sites - an individual and collaborative website creation tool (Accessible to Grades 3-6 only)
- Email – students will only be able to use their email address to communicate with teachers and other students within the classroom. (Accessible to Grades 3-6 only)
- Classroom: Classroom is designed to help teachers create, distribute and collect assignments paperlessly. It also creates Drive folders for each assignment to help keep everyone organized.
- Selected Apps: Selected apps will be available to students when requested by teachers and when safe and appropriate.

The following applications are disabled for all students:

- Google Hangout/Talk - Instant Messaging and Video Teleconferencing tool, not enabled for students
- Google+ - Social Media and additional Collaboration Applications, not enabled for students

Student Responsibility

Along with opportunity comes responsibility. Student use of G Suite for Education follows the expectations and disciplinary action outlined in Leverett Elementary School's Acceptable Use Policy, School Handbook and other School Policies. Although the applications can be accessed outside of school, any use of the account on the school domain (leverettschool.org) is bound by the same rules and guidelines as used on the School's network. It must always be used for educational purposes just as if the student were in school. Students have no expectation of privacy on the G Suite for Education system.

School Responsibility

G Suite for Education student accounts created by the school district will be managed based on parent permission and requirements for use in classes. Internet safety education will be included as part of introducing new web based tools. In school, teacher supervision and website content filters are used to prevent access to inappropriate content and to ensure that student use of digital tools follows the Leverett Elementary School Acceptable Use and other School Policies referenced above.

Parent/Guardian Responsibility

Parents assume responsibility for the supervision of Internet use outside of school. Parents have read and will support their student in adhering to the School Acceptable Use Policy. Parents are encouraged to discuss family rules and expectations for using Internet based tools, including G Suite for Education. Parents are encouraged to report any evidence of cyberbullying or other inappropriate use to school administrators.

Additional information on the G Suite for Education Privacy Notice can be found at https://www.google.com/intl/en/work/apps/terms/education_privacy.html and FAQ can be found at <https://www.google.com/edu/trust/>. District Policies may be viewed on the school website found under the School Committee - Policy tab.

By signing below, I confirm that I have read and understand the information contained in this consent/permission form and agree to the following:

Under FERPA, a student's education records are protected from disclosure to third parties. I understand that my student's educational work stored in G Suite for Education may be accessible to someone other than my student and Leverett Elementary School by virtue of this online environment. My signature below confirms my consent to allow my student's educational work to be stored by Google.

I understand that by participating in G Suite for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of G Suite for Education (<https://www.google.com/policies/privacy/>).

This one-time consent/permission form will remain in effect while the student remains a student of Leverett Elementary School, unless I withdraw my consent. I also understand that the School maintains the right to immediately withdraw access and use of G Suite for Education when there is reason to believe violations of law or School policies have occurred.

I understand that:

- YES, I give permission for my child to be assigned a full Leverett Elementary School G Suite for Education account for the School District s/he attends. This means my child will receive an account with access to Google Drive Applications, Calendar, Sites, Email, Classroom and selected apps.
- NO, I do not give permission for my child to be assigned a full Leverett Elementary School G Suite for Education account. This means my child will NOT receive an account or access to Google Drive Applications, Calendar, Sites, Email, Classroom and selected apps.

Student Name: (Print) _____

Grade: _____

Date: _____

Parent Name: (Print) _____

Parent/Guardian Signature: _____