



Google Apps for Education Permission Form

Dear Parents / Guardians,

St. Rita School for the Deaf (SRSD) utilizes Google Apps for Education for students, teachers and staff. This permission form describes the tools and student responsibilities for using these services.

The following services are available to each student and hosted by Google as part of St. Rita School for the Deaf's online presence in Google Apps for Education:

- Mail - a student email account for school use managed by SRSD
- Calendar - a student calendar providing the ability to organize schedules, daily activities, and assignments
- Docs - word processing, spreadsheet, drawing, and presentation
- Sites - collaborative website creation tool
- Classroom - This is the suite of tools listed above, Mail, Drive and Docs

Classroom is designed to help teachers create and collect assignments paperlessly, including time-saving features like the ability to automatically make a copy of a Google Document for each student. It also creates Drive folders for each assignment and for each student to help keep everyone organized.

Students can keep track of what's due on the Assignments page and begin working with just a click. Teachers can quickly see who has or hasn't completed the work, and provide direct, real-time feedback and grades right in Classroom.

Technology use in St. Rita School for the Deaf is governed by the Archdiocese of Cincinnati and 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 13. By default, advertising is turned off for SRSD 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.shtml>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information (See Board Policy JOA) but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form.

--FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

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

- 1. Official Email Address.** All students will be assigned a username@srsdeaf.org email account. This account will be considered the student's official SRSD email address until such time as the student is no longer enrolled with the St. Rita.
- 2. Prohibited Conduct.** Please refer to Archdiocese of Cincinnati Internet / Technology Acceptable Use Policy, and the SRSD Parent / Student Handbook.
- 3. Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of SRSD. St. Rita maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or SRSD policies have occurred.

In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.

4. **Security.** SRSD 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 school 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. SRSD 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 school reserves the right to access the username@srsdeaf.org Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

St. Rita School for the Deaf

Google Apps for Education Permission Form for Student Email, Online Documents, Calendar, Classroom, and Sites

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

Under the Archdiocese of Cincinnati, FERPA and corresponding Ohio 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 SRSD 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 and stored electronically. I have read the privacy policies associated with 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.

St. Rita School for the Deaf

Google Apps for Education Permission Form for Student Email, Online Documents, Calendar, Classroom, and Sites

_____ YES, I give permission for my child to be assigned a full SRSD Google Apps for Education account. This means my child will receive an email account, access to Google Docs, Calendar, Classroom and Sites.

_____ NO, I do not give permission for my child to be assigned a full SRSD Google Apps for Education account. This means my child will NOT receive an email account or access to Docs, Calendar, Classroom, and Sites.

Student Name: (Print - FirstName, Middle Initial, LastName)

Student ID # (if known): _____

Date of Birth: _____

Grade: _____

Parent/Guardian Signature: _____

Date: _____

Please sign and return this form.