



Google Apps for Education Information for Parents/Guardians

The Bethlehem Area School District's *Roadmap to Educational Excellence* sets goals that include a focus on educating the whole child by offering more relevant and effective core learning, stretch learning, engagement, and personal skill development experiences for each BASD student. In order to increase the amount and quality of real world, problem-based learning at all levels, we use a variety of technology tools to help students achieve their academic goals. Using GAFE helps students develop technology proficiency, and enables students to develop skills with communication and collaboration.

This year, Bethlehem Area School District will provide students with Google Apps for Education (GAFE) accounts. GAFE includes free, web-based programs like e-mail, document creation tools, shared calendars, and collaboration tools. Students will have a GAFE e-mail account managed by the district. GAFE runs on an Internet domain owned by the school and is intended for educational use. Your student's teachers will be using Google Apps for lessons, assignments, and communication.

GAFE is also available at home, the library, or anywhere with Internet access. School staff will monitor students' use of Google Apps when students are at school. Parents and guardians are responsible for monitoring their child's use of Google Apps when accessing from home. Students are responsible for their own behavior at all times.

Advantages of using Google Apps For Education accounts over consumer Google Accounts

- GAFE accounts comply with FERPA guidelines. GAFE services do not collect or use student data for advertising purposes or create advertising profiles.
- GAFE e-mail is archived, which is required by the Children's Online Privacy Protection Act of 1998 (COPPA).
- GAFE accounts are provided with unlimited storage space.
- GAFE accounts are ad-free.
- GAFE school districts are provided with additional support from Google. In turn, district staff can provide more support to students and staff who use their GAFE account.
- More information about FERPA and COPPA can be found at the end of this document.

Student safety is our highest priority.

Acceptable Use (Privacy and Safety)

GAFE is primarily for educational use. Students may use their BASD GAFE account subject to the restrictions below and additional school rules and policies that may apply.

- **Privacy** - GAFE accounts are owned by Bethlehem Area School District. School staff and administrators have access to student documents and e-mail for monitoring purposes. Parents/guardians may gain access to student accounts upon request. Students have no expectation of privacy on the BASD GAFE system.
- **Limited personal use** - Students may use GAFE tools on a limited basis for personal projects but may not use them for:
 - Unlawful activities
 - Commercial purposes (running a business or trying to make money)
 - Personal financial gain (running a web site to sell items)
 - Inappropriate sexual or other offensive content
 - Threatening / harassing another person
 - Misrepresentation of Bethlehem Area School District, the staff or students. Google Apps, sites, e-mail, and groups are not public forums. They are extensions of classroom spaces where students' free speech rights may be limited.
- **Safety** - Students may not post personal contact information about themselves or other people. This includes last names, addresses and phone numbers. Students agree not to meet with someone they have met online without their parent's/guardian's approval and participation. Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable. Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.
- **Access Restriction: Due Process** - Access to GAFE is considered a privilege accorded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of GAFE 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 the Principal for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, the Bethlehem Area School District also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

Protecting Your Account (Advice for all)

- **Don't get scammed.** Crooks are good at fooling people. They create fake e-mails and web pages that look real in a practice called "phishing." Don't trust links or web pages sent from unknown e-mail accounts, and never respond to an e-mail asking you to provide your account information or passwords.
- **Don't get spammed.** Spam is unwanted advertising sent by e-mail. Never reply to spam and don't do business with companies that send it. Use the "report spam" button in Google Mail to get rid of spam.

Digital Citizenship (Advice for All)

- **Treat others well.** When using your BASD GAFE e-mail account or making a post on a forum or web page, be considerate of others' feelings. Other people will see what you write, so think before you type. Be careful with what you say about others and yourself.
- **Respect the rights of copyright owners.** Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright, without having the necessary permissions to do so. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, he/she should request permission from the copyright owner.
- **Students have First Amendment rights to free speech.** Your rights can be limited in school, though. If you post something via e-mail or on a school web page that disturbs the learning environment in your school, your right of free speech may be limited. School web sites, e-mail, and groups are for educational use and are not considered public forums for debating ideas. This means that a school has the right to limit student speech that disturbs the learning process in these areas.

Laws and Policies That Help Protect Our Students Online

Child Internet Protection Act (CIPA)

The school district is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and/or pornographic. This means that student e-mail is filtered. Mail containing harmful content from inappropriate sites will be blocked.

-- CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>

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, Google advertising is turned off for Apps for Education users. 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/guardians rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents/guardians may request that the school not disclose this information. The school will not publish confidential educational records (grades, student ID #, etc.) for public viewing on the Internet.

The school may publish student work and photos for public viewing but will not publish personally identifiable information. Parents/guardians may request in writing that photos, names and general directory information about their children not be published. Parents/guardians have the right at any time to investigate the contents of their child's e-mail and Google Apps for Education files.

-- FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>