

Minnewaska Area School District

Google Apps for Education OPT OUT Form

Dear Parents/Guardians,

As part of its technology program, Minnewaska Area School District provides students in grades K-12 with a Google Apps for Education account. Google Apps for Education is a free service designed by Google specifically for schools and colleges. It allows students to use Google services in a controlled environment where the district issues and manages accounts and features. This form briefly describes these services and certain responsibilities for using them. You need only to fill out and return this form if you do NOT wish your student to have a Google account.

Google Apps for Education Services

Google Apps for Education accounts are free from advertising.

Google Apps provide students with a set of digital tools that can help them to complete assignments, store files, and communicate with teachers and fellow students. Students will be able to access their account from nearly any type of Internet-connected device. This will make it easy for students to start a project at school and continue working on it from home, or vice versa. It also allows them to start a project using a computer, but work on it later using another type of device, such as a tablet. Using Google Apps may also reduce the need for students to print their digital work because teachers who choose to use Google Docs with their students will be able to view student work online and even provide them with feedback digitally.

*The information stored in the student's Google Apps drive will not be backed up. If the student deletes the file or overwrites a file, the district may not be able to retrieve it or reproduce it for either the student or the parent.

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| Docs | A word processing, spreadsheet, drawing, and presentation toolset similar to Microsoft Office |
| Drive | Unlimited file storage* |
| Calendar | An individual calendar providing the ability to organize schedules, daily activities, and assignments |
| Sites | An individual and collaborative website creation tool |
| Mail | An individual email account for school use managed by Minnewaska Area Schools |

Why is email included? Email is one of today's essential communication tools. Just as students learn how to write papers and letters, they also need to learn how to use email appropriately and effectively. In younger grades email will be within Minnewaska Area Schools only. As students get older, we will introduce email that can leave our district. These settings can restrict email use to within the school or district; allow outside emails only from specific sites, such as when students need to use an address to create an account on an educational website; or allow unrestricted use.

Technology use in Minnewaska Area Schools is governed by federal laws including:

Children's Online Privacy Protection Act (COPPA) (<http://www.ftc.gov/privacy/coppafaqs.shtm>)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Minnewaska Area Schools' presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school system 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.

Family Educational Rights and Privacy Act (FERPA) (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>)

FERPA protects the privacy of student education records and gives parents the rights to review student records*. Use of Google Apps accounts for storing student work, completing assignments, and communicating with teachers may result in 'student records' being stored by Google. Google will be considered a "School Official" (as that term is used in FERPA and its implementing regulations) and will comply with FERPA.

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Under FERPA, a student's education records are protected from disclosure to third parties. I understand that by participating in Google Apps for Education, information about my child will be collected and stored electronically. 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 Minnewaska Area School District by virtue of this online environment. Google Apps for Education privacy information can be found here:

https://edu.google.com/why-google/privacy-security/?modal_active=none

Guidelines for the responsible use of Google Apps for Education by Students

1. **Account.** Accounts will be created upon enrollment and disabled and archived when the student is no longer enrolled.
2. **Email Address.** An email account will be created for each student. Although use will be restricted by grade level, parents should assume that at some point their student will have an active email account for educational use.
3. **Access.** Although Google is very reliable, no guarantee is made that the account will be accessible 100% of the **time**. In addition, the district may elect to suspend access to certain Google Apps features when school is not in session. The district will make every attempt to give students advance notice of any known disruption to the service.
4. **Access Restrictions.** Access to and use of Google Apps accounts, including student email, is considered a privilege accorded at the discretion of the Dover Schools. The district 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, district policies, or other applicable rules have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication. Access to a student's Google Apps account may also be suspended based on discipline issues that do not involve the Google Apps account itself, if recommended by a school or district Administrator.
5. **Security.** Minnewaska Area 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 as with all email systems, the district cannot ensure that users **will** not be exposed to unsolicited information or hacked. Users are strictly prohibited from attempting to access another user's Google Apps account. Students should protect their files and information by not sharing their passwords with others and by logging out of **their** account when not in use.
6. **Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment. Students are advised to be careful and purposeful when sharing access to their documents with others, something that Google Docs makes easy to do in order to help students and teachers collaborate on projects. (See 8. Monitoring below.)
7. **Prohibited Conduct.** Please refer to the Student Acceptable Use Policy.
8. **Monitoring.** Authorized staff may access, search, examine, inspect, collect, or retrieve information of any kind from these accounts at any time and without prior notice in order to determine if a user is in violation of any of the Board's rules, or for any reason not prohibited by law. In addition, authorized staff may delete or remove a user's files from a Google Apps account without **warning** when those files violate the AUP or when necessary to maintain safe and correct operations of the service.
9. **Ownership.** Minnewaska Area Schools' Google Apps accounts, like other accounts issued by the district, are the property of Minnewaska Area Schools. All user-generated data, including email content and digital images, however, is implicitly understood **to** be representative of the author's individual point of view and not that of the school or school system. Students and their **parents** should be aware that the Board cannot assume any liability arising out of the illegal or inappropriate use of technology resources.

If you do NOT want your student to access Google Apps, please complete, sign, and return this form to your child's school. If at any time you would like to rescind your decision and change your permission, you must let the school know in writing.

I DO NOT want my students to be allowed access to Google Apps.

Student Name: _____

School: _____ Grade: _____

Parent/Guardian Signature: _____

Date: _____

August 2019