



Google Apps for Education Faulconer-Chapman School

The Sheridan School District utilizes Google Apps for Education, which is a service that is available through an agreement between Google and the State of Oregon. Apps for Education includes free, web-based programs providing email, word processing, spreadsheet, presentation, conferencing, calendaring and collaboration tools for Oregon students, staff and teachers.

Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use only. This permission form describes the responsibilities of the school, students and parents in using Apps for Education on the school domain.

Child Internet Protection Act (CIPA) - <http://fcc.gov/cgb/consumerfacts/cipa.html>

The school is required by CIPA to have technology measures and policies in place which protect students from harmful materials including obscene and pornographic. This means student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

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, 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.

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

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request the school not disclose this information on the FERPA form.

- The School will not publish confidential education 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 student last names or other personally identifiable information.
- Parents may request photos, names and general directory information about their children not be published.
- Parents have the right at any time to investigate the contents of their student's email account and Apps for Education files.

Oregon K-12 Apps for Education is available at school and at home via the web. Even though email from known inappropriate sites is blocked, there is always a chance students will be exposed to inappropriate content. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times.

Students - Acceptable Use, Privacy and Safety

Apps for Education is primarily for educational use. Students may use Apps for personal use subject to the restrictions below and other school rules and policies which may apply.

- **Privacy** - School staff, administrators and parents all have access to student email for monitoring purposes. Students have no expectation of privacy on the Apps system.
- **Limited personal use** - Students may use Apps tools 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 things)
 - Inappropriate sexual or other offensive content
 - Threatening another person
 - Misrepresentation of Oregon Public Schools, staff or students. (Apps, sites, email and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.)
- **Data Security** - Student files and email are safe with Apps but it is the responsibility of the student to make backups of important documents.
- **Safety**
 - Students may not post personal contact information about themselves or other people. This includes last names, addresses and phone numbers.
 - Students will agree to not meet with someone they have met online without their parent's approval & participation.
 - Students will tell their teacher or other school employee about any message they receive which 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.
- **Consumer safety** (Advice for students and parents)
 - Don't get scammed. Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called phishing. Don't trust links or web pages sent by email. Instead, open a new browser window and type in the address yourself.
 - Don't get spammed. Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam.
- **Digital Citizenship**
 - Treat others well. It hurts to get a mean email just like it hurts when someone is mean in the school hallway. Be kind when using email or making a post on a forum or web page. Everyone 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 inappropriately reproduces a work protected by a copyright. If a work contains language specifying 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, they 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 email or on a school web page which disturbs the learning environment in your school, your right of speech may be limited. School web sites, email and groups are for educational use and are not considered public forums for debating ideas. This means a school has the right to limit student speech that disturbs the learning process in these areas.

Access Restriction - Due process

Access to and use of Apps for Education is considered a privilege accorded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of Apps when there is reason to believe 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 tenant of the Agreement with the State of Oregon, the State reserves the right to immediately suspend any user account in question of appropriate use. Pending review, a user account may be terminated as part of such action.