

Parental Consent Form – Google Workspace for Education

Dear Wood School Parents and/or Guardians:

This year we will continue to utilize Google Workspace for Education, a web-based platform that can be accessed anywhere. This platform consists of a set of education productivity tools including Gmail, Calendar, Drive, Docs, Slides, Sheets, Classroom, and more.

All students in grades 3-6 will receive a Google Workspace for Education student account. Through this account, students will be granted access to Google services. Students will also utilize Google Classroom to view lessons and complete assignments, communicate with their teachers, and collaborate on group projects.

The following Google services are available to each student:

- **Email:** *An individual email account for school related use managed by the Plainville School District (Please refer to Plainville School District's Acceptable Use Policy for Students)*
- **Calendar:** *An individual calendar with the ability to organize schedules, activities, and assignments*
- **Tools:** *Google tools including Docs, Slides, and Sheets are available on the web for quick editing of stored documents*
- **Classroom:** *A digital hub that brings conversations, classwork and assignments together.*
- **Drive:** *A personal document storage location (Google Drive) for each student to save documents and retrieve them from any Internet-enabled device. Documents can be shared with others and groups of students can collaborate and edit a document*
- **Forms:** *An online form tool that allows students to build surveys and quizzes.*

Guidelines for Responsible Use of Google Workspace for Education for Students:

1. **Official Plainville School Google Workspace for Education Account:** *All students will be assigned a unique Google Workspace for Education student account. This account will be active until the student is no longer enrolled in the Plainville School District.*

2. **Access to Email:** *Students in grades 3-6 will have access to Gmail which will be used internally to communicate with their teachers and students within the Plainville School District.*

3. **Prohibited conduct:** *Students must abide by the Plainville School District's Acceptable Use Policy for Students.*

4. **Access restriction:** *Access to and use of a Google Workspace for Education student account is considered a privilege afforded at the discretion of the Plainville School District. The Plainville School District reserves the right to immediately withdraw access and use of these services when there is reason to believe that a student has violated district policies or law. In such cases, the alleged violation will be referred to the School Administrator for further investigation and possible disciplinary action.*

5. **Security:** *The Plainville School District cannot and does not guarantee the security of files located on Google Workspace for Education system.*

6. **Privacy:** *The general right of privacy will be extended as much as possible in an electronic environment. However, users of Google Workspace for Education student accounts are strictly prohibited from accessing files and information other than their own unless these files are shared by others. The Plainville School District reserves the right to access the Google Workspace for Education system, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.*

Technology use in the Plainville School District is governed by federal laws including:

- **Children's Internet Protection Act (CIPA):**

<http://www.fcc.gov/guides/childrens-internet-protection-act>

CIPA's policies require schools to have safety and security measures in place to protect children from accessing inappropriate content on the Internet (via Internet content filtering). CIPA parameters also prescribe student Internet access and use.

- **Children's Online Privacy Protection Act (COPPA):** <http://www.coppa.org/coppa.htm>

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13.

- **Family Educational Rights and Privacy Act (FERPA):**

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, a student's education records are protected from disclosure to third parties.

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

- My digital signature confirms my consent to allow my child access to the Google Workspace for Education. Please review the privacy policy associated with the use of Google Workspace for Education. To learn more about the Privacy Notice, please review the policy at https://gsuite.google.com/terms/education_privacy.html
- I understand that my child will be provided a Google Workspace for Education student account issued by the Plainville School District.
- I understand that this permission will stay in effect for as long as my child is enrolled in the Plainville School District.
- I understand that I may ask for my child's Google Workspace for Education student account to be removed at any time by notifying the teacher in writing.
- I understand that my child's information stored in Google Workspace for Education system will be accessible to the Plainville School District. Examples of such information include emails (if applicable), student created assignments, notes, calendars and projects.
- I understand that my child will be expected to adhere to the Acceptable Use Policy for Students.

Note: Parents are asked to sign this form digitally through the Parent Portal. No student will be assigned a Google Workspace for Education account without parental or guardian approval.

☐ **YES**, I give permission for my child to be assigned a Plainville School District Google Workspace for Education account.

☐ **NO, I DO NOT** give permission for my child to be assigned a Plainville School District Google Workspace for Education account.