

RYE CITY SCHOOL DISTRICT

Annual Disclosure and Consent for Google Apps for Education

Dear Parent(s)/Guardian(s):

The Rye City School District provides students, teachers and staff with Google Apps for Education accounts. Google Apps for Education includes free, web-based programs like document creation tools, shared calendars, and collaboration tools. Google Apps for Education runs on an Internet domain purchased and managed by the District and is intended solely for educational use – these Apps provide a self-contained environment for students and staff to collaborate and share information only within the District's Google site. Your child's teachers may be using Google Apps for things such as lessons, assignments, and communication. Although Google Apps for Education also provides the opportunity for Internet email accounts, the District will not be providing this option to students at this time. The District will provide each student with his/her own user name and password, which will allow your child to access Google Apps for Education at home, the library, or anywhere your child has access to the Internet.

Student use of Google Apps for Education is governed by the District's Acceptable Use Policy (4526) and accompanying Regulations (4526 R2 and 4526R3) as well as the District's Code of Conduct. Students are responsible for their own conduct at all times when using Google Apps for Education. While the District will be monitoring student use of Apps when students are at school, parents are responsible for monitoring their child's use of Apps outside of school. We encourage you to discuss with your child family rules and expectations for using Internet-based tools, including but not limited to Google Apps for Education. Parents are encouraged to report inappropriate use of Google Apps for Education to the District.

Student safety is our highest priority. To this end, we provide you with the following important information about Google Apps for Education.

Privacy and Safety

- Safety
 1. Students may not post personal contact information about other people. This includes but is not limited to last names, addresses and/or phone numbers.
 2. Students will tell their teacher or other District staff member about any message they view/receive that they believe is inappropriate or makes them feel uncomfortable.
 3. 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 student provide his or her password to another person (except parent(s)/guardian(s)).
 4. Please review the District's Acceptable Use Policy and Code of Conduct for the rules and expectations of student conduct while using Google Apps for Education.

- Access Restriction

Access to Google Apps for Education is considered a privilege provided to students 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 that violations of law or District policy(ies) have occurred.

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- Digital Citizenship (Advice for All)
 1. Students must treat others with respect. When using web-based programs, students should be kind and think before they type. Students should be careful with what they say about others and themselves.
 2. Respect the rights of copyright owners. Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the student should follow the expressed requirements. If the student is unsure whether or not they can use a work, they should request permission from the copyright owner.
 3. Students have First Amendment rights to free speech. However, these rights can be limited in school. If students post something on a school web page that disturbs the District's learning environment, their right of speech may be limited. District web sites and groups are for educational use only. This means that the District has the right to limit student speech that disturbs the learning process in these areas.
 4. Please refer to the District's Acceptable Use Policy and Code of Conduct for more detailed information concerning rules and expectations of student behavior when using Google Apps for Education.

The following laws and policies help to protect our students when they utilize online or web-based programs:

Child Internet Protection Act (CIPA)

The 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 pornographic. Teacher supervision and school content filters are used to prevent access to inappropriate content and ensure that student use of digital tools adhere to the District's Acceptable Use Policy.

For more information regarding CIPA, please feel free to visit the following link: <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. The District's collection and/or use of student information is solely for educational purposes. However, you should be aware that Google may collect certain information concerning users of Google Apps for Education from time to time. Please refer to the Privacy Policy published by Google, which outlines the information that Google may collect and how it may be used. Google's Privacy Policy can be found at: <http://www.google.com/apps/intl/en/edu/privacy.html>

NOTE: this is the same Privacy Policy which currently applies to your child's use of any Google products, including your child's use of Google products at home or anywhere that Google products are accessed by your child.

For more information regarding COPPA, please feel free to visit the following link: <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 rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information, i.e. opt-out. Please refer to the District's

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Policy 5500 for more information about student records and opting out of the disclosure of directory information. In addition, please note that:

1. The District will not publish confidential education records (grades, student ID #, etc...) for public viewing on the Internet. Public viewing means viewing by anyone other than your child, your child's teacher or District administrators.
2. The District may publish student works and photos for public viewing.
3. Parents have the right at any time to investigate the contents of their child's Apps for Education files.
4. Google Apps for Education is exclusively an online program and neither Google nor the District provides any means for backing-up or otherwise retrieving or accessing lost and/or deleted records/data. The District will delete all student documents/data from Google Apps for Education on an annual basis, i.e. the District will not be retaining any such information beyond the school year in which it was created, published, etc. Therefore, if your child wishes to retain any such information, he/she should take measures to do so before the end of the school year.

For more information about you and your child's rights under FERPA, please feel free to visit the following link: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

Please carefully review this information and return the below portion of this form to the District by _____<DATE>.

Student Name: _____

Parent(s)/Guardian(s): _____

_____ **YES** I give permission for my child to use Google Apps for Education. I understand that this includes permission for my child and the District to publish student work, documents, data and/or photographs to the District's Google Apps for Education domain. I agree to monitor and enforce acceptable use when my child is off District property. I further acknowledge that I have reviewed and accept Google's Privacy Policy in connection with my child's use of Google Apps for Education (<http://www.google.com/apps/intl/en/edu/privacy.html>)

_____ **NO** I do not give permission for my child to use Google Apps for Education. I understand that this means my child will not be able to access Google Apps for Education for any purpose, including but not limited to sharing information and/or collaborating with District staff and/or students concerning assignments, projects and events.

Date: _____

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