

August 2018

Dear Parents/Guardians,

The Suffield Public Schools utilizes Google Apps for Education for students, teachers and staff. As with any educational endeavor, a strong partnership with families is essential to a successful experience. With this letter we are sharing information regarding the use of Google Apps for Education in the Suffield Public Schools and are requesting your parental permission for any student under the age of 13.

The services and tools available to each student and hosted by Google as part of Suffield Public Schools' online presence in Google Apps for Education are as follows:

Grade	Use of Chromebooks	Drive	Calendar	Sites	Email
K-1	not available	Disabled	Disabled	Disabled	Disabled
Grades 2-5	used in Media Center and classrooms	Students will create and share documents with teachers and other students.	Disabled	Disabled	Enabled Internal Only
Grades 6-8	used in Media Center, and classrooms *Includes Home Use	Students will create and share documents with teachers and other students	Enabled	Enabled	Enabled Internal Only

- Use of Chromebooks: Students need a Suffield Public School Google account to sign on to and use a Chromebook in labs, Media Centers and classrooms.
- Drive: - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office Word, Excel, and PowerPoint
- Calendar: an individual calendar providing the ability to organize schedules, daily activities, and assignments
- Sites: - an individual and collaborative website creation tool/used in Middle School for learning basic principles of Web Design
- Mail: (for grades 3-8) - an individual internal email account for school use- managed, monitored, and filtered by the Suffield Public Schools (students can only send and receive email to/from students and teachers within our Google domain and cannot send or receive email outside of our Google system)

By the end of grade 8, using these tools, students will be able to collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Google Apps for Education in the Suffield Public Schools is governed by federal laws and local board policies including:

Family Educational Rights and Privacy Act (FERPA) FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information. In order to establish a Google account the Suffield Public Schools provides Google with student names which are directory information under board policy.

Additional information on FERPA can be found here: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.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, advertising is turned off for the Suffield Public Schools' presence in Google Apps for Education. No personal student information is collected by Google 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 district's use of student information is solely for education purposes. Student information that is "collected" by Google is described as: *projects, documents, email, files, username and password.*

Additional information on COPPA can be found here:

<http://www.ftc.gov/privacy/coppafaqs.shtm>

Student Responsible Use (Suffield Public Schools policy 6141.321)

This is the policy that governs student technology/networked resources use in the school district. It is expected that students will operate within the parameters of the Student Responsible Use Policy with regards to Google Apps for Education. The Responsible Use Policy is available on our web site here:

https://www.suffield.org/uploaded/BOE/Policy/Series_6000_Instruction/6141.321.pdf

Suffield Public Schools
Google Apps for Education Parent Permission Form

In order to use a Google Apps for Education Account and email address for children under the age of 13, parental permission is required.

_____ **YES**, I give permission for my child to be assigned a full Suffield Public Schools' District Google Apps for Education account. This means my child will receive access to **Google Drive (grades 2-8)**, Google Sites, Calendar, and a Google internal email account (**grades 3-8**).

My signature below confirms my consent to allow education records (projects, documents, email, files, username and password) to be created using the Google account and then stored by Google. I understand that my student's education records (projects, documents, email, files, username and password) stored in Google Apps for Education may be accessible to persons acting on behalf of Google by virtue of this online environment. I further understand that I may ask for my child's account to be removed at any time by submitting a request in writing.

_____ **NO**, I do not give permission for my child to be assigned a Suffield Public Schools' Google Apps for Education account. This means my child will NOT be able to use a district chromebook or receive an email account, access to Drive, Calendar, and Sites.

Student Name: (Print) _____

School: _____ Grade: _____

Parent/Guardian Signature: _____

Date: _____