

I.T. Department -

Google Apps For Education
Students Under 13: Information and Parental Consent

Information:

Union Academy utilizes Google Apps for Education for students in grades 3 – 12. These services are hosted by Google in collaboration with Union Academy. Permission forms are good only for the current school year.

Students will have access to the following services:

- Mail: A Gmail account for **school use only** and will be managed by Union Academy.
- Calendar: A calendar application providing the ability to organize schedules and daily activities along with collaboration with teachers and staff.
- Docs: A cloud based tool suite similar to Microsoft Office.
- Drive: In collaboration with Docs, Google Drive allows students and staff to share assignments, collaborate in real time, and access their information anywhere with an internet connection.

Union Academy follows guidelines according to the following federal laws:

- 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 Union Academy’s Google Apps for Education domain. No personal student information is collected for commercial purposes. This permission form allows Union Academy to act as an agent for parents in the collection of information for educational purposes. (For more information on COPPA, please visit: <http://www.ftc.gov/privacy/coppafaqs.shtml>)
- Family Educational Rights and Privacy Act (FERPA): FERPA protects the privacy of student education records and gives parents the right to review student records. Each year when students are given the Network Login/Safety introduction, they are notified of the option to opt out of network access. The opt-out form can be filled out annually for a student and can be located on the Union Academy website under Departments – Technology. (For more information on FERPA, please visit: <http://www.ed.gov/policy/gen/guid/fpco/ferpa>)

Authorization:

- I **do** give permission for my child to be assigned a Union Academy Google Apps for Education account.
- I **do not** give permission for my child to be assigned a Union Academy Google Apps for Education account.

Parent Acknowledgement:

Under FERPA and corresponding laws, a student’s education records are protected from disclosure to third parties. I understand that my student’s education records stored in Google Apps for Education may be accessible to someone other than my student and Union Academy by virtue of Google Apps’ online environment. My signature below confirms my consent to allow my student’s education records be stored by Google.

My signature below represents:

1. I understand that by participating in Google Apps for Education, information about my child will be collected and stored electronically.
2. I have read the privacy policies associated with the use of Google Apps for Education (found at <http://www.google.com/a/help/intl/en/edu/privacy.html>).
3. I may ask for my child’s account to be removed at any time.

Student Name: _____ **Grade:** _____ **Age:** _____
Last First

Parent/Legal Guardian: _____ **Date:** _____
Signature

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Introduction:

- This document is meant to give more detailed information concerning Union Academy’s use of Google Apps for Education. It provides additional information on acceptable use, privacy, safety, and more information regarding federal laws in place to protect students/children.
- If at any time a parent would like to opt their child out of Google Apps for Education, they can do so by submitting a Request to Opt Out form to the Union Academy IT Department. This form is available on the Union Academy website → Departments → Technology → Google Apps for Education page.
- Use of the school’s technology, network, and Google Apps should be considered a privilege and not a right. Union Academy reserves the right to terminate a student’s access and/or account(s) at any time for any violation of law or school policy.

Google Apps Acceptable Use:

- The Google Apps platform at Union Academy is intended for educational use only. These accounts should **not** be used for any personal reasons, including a communication avenue between students and a parent/guardian/family member. The same rules that apply to cell phone use in school apply to student e-mail.
- **Privacy:** Students should hold no expectation of privacy concerning their Google Apps account. School administrators and parents have the ability to monitor and access the student’s account as needed.
- **Prohibited Activities:**
 1. Unlawful activities
 2. Purposes with the intention of making money or running a business
 3. Inappropriate or offensive content
 4. Threatening another person, bullying, or defamation of character.
 5. Negative representation of Union Academy (including staff and students).
- **Safety:** (applies to both Google Apps for Education and general internet use)
 1. Students may not post personal contact information about themselves or other people.
 2. Do not meet with any individual met online without parent approval or participation.
 3. Alert a school employee about any correspondence received that may be inappropriate or uncomfortable.
 4. Students are responsible for the use of their individual accounts and should take all precautions necessary to not allow the use of their account by another individual. Passwords should be kept confidential and never shared.
 5. Stay alert for e-mails that look suspicious. Never engage correspondence or view content in a suspicious e-mail or one from an unknown sender.