

# Google Apps for Education Permission Form Elementary - 5th Grade Students

Teacher Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Dear Parents/Guardians,

We are excited to announce that beginning in August 2014, Los Gatos Union School District will be using Google Apps for Education for 5th grade students and teachers. This permission form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

**The following services are available to each student and hosted by Google as part of Los Gatos Union School District's online presence in *Google Apps for Education*:**

- Mail** - an individual email account for school use managed by the Los Gatos Union School District  
*Student emails will not be made public nor will Google be provided with any personal information.*
- Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- Drive** - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office
- Sites** - an individual and collaborative website creation tool
- Video** - an individual and collaborative video creation tool
- Google Classroom** - an organizational tool used to manage assignments and content

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via teacher monitored discussion groups, blogs and wikis. These services are entirely online and available 24/7 from any Internet-connected computer. These are filtered, secure sites and students will be required to login to access their files. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small collaborative groups on presentations to share with others.

For more information about Los Gatos Union School District's *Google Apps for Education* implementation in 5th grade, please visit the LGUSD Website and click on the *Google Apps for Education* link.

## Authorization:

**Permission To Use *Google Apps for Education*:** I understand that by participating in *Google Apps for Education*, the only information about my child that will be collected and stored electronically is their username and password. I have read the privacy policies associated with use of *Google Apps for Education* on page 2. More info <http://www.google.com/a/help/intl/en/edu/privacy.html>. Technology use in the Los Gatos Union School District is governed by federal laws including COPPA (<http://www.ftc.gov/privacy/coppafaqs.shtml>) and FERPA (<http://www.ed.gov/policy/gen/guid/fpco/ferpa>).

- YES, I give permission for my child to be assigned a full Los Gatos Union School District *Google Apps for Education* account. This means my child will receive an email account, access to Google Drive, Calendar, Video and Sites.
- NO, I do not give permission for my child to be assigned a full Los Gatos Union School District *Google Apps for Education* account. This means my child will NOT receive an email account or access to Google Drive, Calendar, Video and Sites.
- I NEED MORE INFORMATION before I agree to the use of Google Apps for my 5th grader.

I plan to attend one of the following Parent Information Meetings (please check only one):

- Thursday, September 4th from 8:30 - 9:30 am at the District Office Board Room.
- Thursday, September 11th from 5:30 - 6:30 pm at the District Office Board Room

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*Parent Signature*

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*Date*



# Google for Education

## Security and privacy first

*Google Apps for Education includes dozens of critical security features specifically designed to keep your data safe, secure and in your control. Your data belongs to you, and Apps tools enable you to control it, including who you share it with and how you share it. Our data center network provides exceptional security and guarantees\* reliable access to your data, 24x7x365.25 (that's right: no rest, even on leap years).*

## Everything is backed up

*All data is automatically backed up on Google servers. So when accidents happen – if a computer crashes or gets stolen – you can be up and running again in seconds.*

## You own and control your data

*Any data you put into Google Apps is yours, and it says just that in our contracts. Your information is safe from other organizations, even though it's all on the same servers. Apps' powerful, easy-to-use tools help administrators manage things like users, documents and services, and keep track of usage and data via dashboards. And of course you fully own the data, not Google.*

## Increased security and reliability

*Our data centers are designed and built for our applications and don't include unnecessary hardware or software. This reduces the number of potentially exploitable vulnerabilities. We guarantee 99.9% uptime\* and build-in robust disaster recovery, so you don't even have to worry about natural disasters.*

## Strong encryption and authentication

*Google Apps offers an extra layer of security with two factor authentication, which greatly reduces the risk of hackers stealing usernames and passwords. We also automatically encrypt browser sessions with SSL for Apps users without the need for VPNs or other costly, cumbersome infrastructure. This helps protect your students and teachers' data as it travels between your browser and our data centers.*

## Our team is constantly improving your security

*Our large information security team constantly monitors our global network of data centers. Many have advanced degrees and are thought-leaders who are defining our industry's info-security practices. Google Apps and our data centers are also SSAE 16 / ISAE 3402 Type II SOC 2-audited<sup>1</sup> and have achieved ISO 27001 certification<sup>2</sup>.*

*ISSAE 16 / ISAE 3402 is an auditing standard by which a third-party auditor evaluates the controls in place for physical and logical security, privacy, incident response, and more.*

*ISO 27001 is an industry standard security evaluation certified by Ernst & Young CertifyPoint.*

## Your privacy is respected.

*Google Apps is governed by a detailed Privacy Policy, which ensures we will not inappropriately share or use personal information placed in our systems. Google complies with applicable US privacy law, and the Google Apps Terms of Service can specifically detail our obligations and compliance with FERPA (Family Educational Rights and Privacy Act) regulations. Google is registered with the US-EU Safe Harbor agreement, which helps ensure that our data protection compliance meets European Union standards for educational institutions*