

This year, students grades 4, 5, 6 and 7 in **Reverend Brown School** will be provided with Google Apps for Education accounts. Students will receive an official **@revbrownschool.org** email address that will grant them access to the Google Apps suite, which provides free Internet based programs such as Gmail, Google Drive, Calendars, and Sites. The purpose of these accounts will be to increase the collaboration among teachers and students, as well exposing students to skills important for 21<sup>st</sup> Century learners.

These accounts are intended to enhance students' learning. Teachers will be using Google Apps for Education in lessons, Calendars will be shared among teachers and students, and assignments can be shared among teachers and students.

Since this is an Internet based service, Students will have access to their accounts both in school and at home. This enables students to easily access their classwork at home and vice versa.

The student accounts are to be used for **educational purposes only**. As such, the following measures will be enacted:

- Student email accounts are limited to sending and receiving inside of the **@revbrownschool.org**. Students will only be able to send and receive emails from other students and teachers in the school.
- Every student email sent and received via their **@revbrownschool.org** account will be archived; these archives will be reviewed regularly by school and academy personnel to monitor for inappropriate student behavior. In the case that a problem is found, action will be taken in accordance with the school's discipline policy.
- Emails containing inappropriate language will automatically forwarded to **Susan Santore** via the system. Action taken will be in accordance with the school's discipline policy.
- Students are to use the accounts in accordance to the schools Internet Usage Policy. Parents are responsible for monitoring their child's use of Google Apps for Education while at home.
- The school reserves the right to suspend any student's account found to be in violation of the school's Internet Usage Policy. In such cases, the student will be referred to the principal for further action.

Additional notices and compliances:

- **Children's Internet Protection Act (CIPA):** In compliance with CIPA the school provides filtered Internet to students, as well as education in their computer class as to appropriate online behavior. While in school, student Google Apps for Education are accessed via the content filtered internet.
- **Children's Online Privacy Protection Act (COPPA):** COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. Google Advertising is turned off for Google Apps for Education users. As such, no personal student information is collected for commercial purposes. The school's use of student information is solely for educational purposes.
- **Family Educational Rights and Privacy Act (FERPA):** FERPA protects the privacy of student education records and gives parents rights to review student records. Parents have the right, at any time, to investigate the contents of their child's email and Apps for Education Files.

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(Detach and Return)

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

Parent/Guardian: \_\_\_\_\_

\_\_\_\_\_ I give my child permission to use Google Apps for Education. By doing so, I agree to enforce acceptable use when my child is off school property. I understand that I have the right to request that my child's account be disabled at any time.

\_\_\_\_\_ I give permission for my child and the school to publish student work created in Google Apps for Education online, with the understanding that student last names and confidential personal information will not be published.

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Parent/Guardian Signature

Date