

# Use of Google Apps for Education Parental Information and Permission Form for School Year 2019-2020

Dear Parents,

As you probably know, Web 2.0 tools are an important part of your child's education in the 21st Century. In decades past, school districts purchased software, installed it on servers or hard drives, and allocated machines for student use with access to the purchased software. Now the software our students need lives on the Internet, in the cloud.

Google Apps has become one of the most important Web 2.0 tools for your students to access online. While the general public thinks of Google only as a search engine, Google Apps for Education (now known as G Suite) is a software suite made specifically for schools; you might think of it as an online Microsoft Office that can be accessed with a private, protected login from anywhere, including school, home, the library or on the other side of the world. It allows students and teachers to work collaboratively in private spaces controlled through school-district generated accounts.

It is very important for all students to have permission to use school sanctioned online tools including Google Apps for Education. After all, it is up to all of us to prepare students for their futures and not our pasts, and the whole world has changed since we were in school. This letter is to make sure that you give consent for your student to use Web 2.0 tools and G Suite. OCS assures you that all age-appropriate measures to protect your students will be taken, including the following:

- Students cannot receive any email communications from outside our district.
- Students are always supervised when using technology services at school.
- Students are always directed to age and subject appropriate sites.

Parents, Odyssey asks that you trust the school as your student's education choice to decide which Web 2.0 tools are appropriate for use in our classrooms. If you ever have a concern about your student's education, you can contact the school at any time with your concerns. Providing a 21st Century education that will prepare your student for his/her future is one of Odyssey's highest priorities.

The following services are available to each student and hosted by Google as part of Odyssey's online presence in Google Apps for Education:

Mail - an individual email account for school use managed by Odyssey School

Drive – a collaborative file storage system that is used to create and manage electronic work.

Classroom – an online collaborative environment where staff and students can manage class work and documents.

Using these tools, students 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. – **Page 2 continued on reverse side.**

# Guidelines for the responsible use of Google Apps for Education by students:

1. Official Email Address. All students will be assigned a username@odysseyschool.org email account. This account will be considered the student's official OCS email address until such time as the student is no longer enrolled at Odyssey.

2. Prohibited Conduct. Please refer to the Odyssey Internet Usage Agreement which is posted on the OCS website, [www.odysseyschool.org](http://www.odysseyschool.org). This information will also be communicated to staff and students before computer use begins.

3. Access Restriction. Access to and use of student email is considered a privilege accorded at the discretion of Odyssey School. The School maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to an Administrator for further investigation and adjudication.

4. Security. Odyssey School cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the school cannot assure that users will not be exposed to unsolicited information.

5. Privacy. The general right of privacy will be extended to the extent possible in the electronic environment. Odyssey School and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The school reserves the right to access the system, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

**PLEASE RETURN THIS FORM ONLY TO YOUR HOMEROOM  
TEACHER – NO STUDENT ACCOUNTS WILL BE ACTIVATED UNTIL  
RETURN OF THIS DOCUMENT SIGNED BY A PARENT OR GAURDIAN.**

## **Odyssey Community School Google Apps for Education Permission Form for Student Email, Online Documents, Calendar, Sites, and all related applications**

By signing below, I confirm that I have read and understand the following: Under FERPA and corresponding Connecticut law, 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 (G Suite) may be accessible to someone other than my student and the Odyssey School by virtue of this online environment. My signature below confirms my consent to allow my student's education record to be stored by Google. I understand that by participating in Google Apps for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of Google Apps for Education ([http:// www.google.com/a/help/intl/en/edu/privacy.html](http://www.google.com/a/help/intl/en/edu/privacy.html)). I understand that I may ask for my child's account to be removed at any time.

**I understand that my student will be assigned a Google email account and have access to the G Suite applications to complete electronic work. I also understand that my student will comply with all state laws and regulations when using school equipment and Internet applications inside and outside of school.**

**Student printed name** \*If you have more than one student in the school you must sign a form for each one.

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**Grade level** \_\_\_\_\_

**Parent/Guardian printed name**

\*If you have more than one student in the school you must sign a form for each one.

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**Parent/Guardian signature:**\_\_\_\_\_

**Date Signed:** \_\_\_\_\_

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