

Google Apps for Education Parent Permission Form

Dear Parents/Guardians,

The Arkansas Louisiana Conference Office of Education (ARKLA ED) utilizes Google Apps for Education (GAFE) for students, teachers, and staff. This permission form describes the tools and student responsibilities for using these services. A strong partnership with families is essential for the success of this program.

The following services are provided in Google Apps for Education:

- **Mail** - An email account for school use managed by ARKLA ED. Students will only be able to send and receive email from within the approved domain. (arklaed.org, ozarkadventistschool.org, and ozarkacademy.org)
- **Calendar** - A calendar providing the ability to organize schedules, daily activities, and assignments
- **Docs** - Word processing, spreadsheet, drawing, and presentation tools similar to Microsoft Office
- **Sites** – A website creation tool, so students can create, edit and share files and websites for school-related projects.

These services are hosted by Google on their servers and are available at any time from any Internet-enabled device. Some examples of student use could include class projects, electronic portfolios and working in groups on presentations to share with others.

Technology use in ARKLA ED observes state and federal laws including:

Children's Online Privacy Protection Act (COPPA) COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes.

<http://business.ftc.gov/documents/Complying-with-COPPA-Frequently-Asked-Questions>

Family Educational Rights and Privacy Act (FERPA) FERPA protects the privacy of student education records and gives parents the right to review student records. Signing this form acknowledges that some student records, such as portfolios of student work with teacher feedback, may be stored in a student's GAFE accounts on Google servers.

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Guidelines for Use of Google Apps for Education by Students

Access to and use of student email is considered a privilege accorded at the discretion of the Arkansas Louisiana Conference Education Department. The Department maintains the right to immediately withdraw the access and use of these services including email when there is a reason to believe that violations of law or Department policies have occurred. In such cases, the alleged violation will be referred to the principal or headteacher for further investigation.

ARKLA ED cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a content filter in place for email, the Department cannot assure that users will not be exposed to unsolicited information.

The general right of privacy will be extended to the extent possible in the electronic environment. Users of student email are prohibited from accessing files and information other than their own. The Department reserves the right to access GAFE student account information when deemed appropriate.

Arkansas Louisiana Conference Department of Education Google Apps for Education Permission Form for Student Email, Online Documents, Calendar, and Sites

By signing below, I confirm that I have read and understand the following:

Under FERPA, a student's education records are protected from disclosure to third parties. I understand that information that could be considered part of my student's education records may be stored in Google Apps for Education and by virtue of this online environment may be accessible to someone other than my student and ARKLA ED. 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 understand that I may ask for my child's account to be removed at any time.

_____ **YES**, I give permission for my child to be assigned a full ARKLA ED Google Apps for Education account. This means my child will receive an email account, access to Google Docs, Calendar, and Sites.

_____ **NO**, I do not give permission for my child to be assigned a full ARKLA ED Google Apps for Education account. This means my child will NOT receive an email account or access to Docs, Calendar, and Sites.

Student Name: (Print) _____

Parent/Guardian

Signature: _____ Date: _____