



ESCALON UNIFIED SCHOOL DISTRICT

Google Apps for Education Permission Form

We are excited to announce that in October 2013, Escalon Unified School District will begin its implementation of Google Apps for Education for 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 Escalon Unified School District's online presence in Google Apps for Education:

- **Mail** - an individual email account for school use managed by the Escalon Unified 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
- **Specific Teacher Selected Apps** - Teacher selected Apps, grade level appropriate, to support learning

Using these tools, students collaboratively create, edit and share files and websites for school related projects and may communicate via teacher monitored discussion groups, blogs and wikis. These services are entirely online and available 24/7 from any Internet-connected computer. 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 Google Apps for Education, please visit the following website - <http://www.google.com/enterprise/apps/education/benefits.html>

Technology use in the Escalon Unified School District is governed by 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. By default, advertising is turned off for Escalon Unified School District's presence in Google Apps for Education. No personal student information is collected for commercial purposes. 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 education purposes. COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Annual Acknowledgement of Parent Rights Form as found in the district handbook. FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

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

