

Dear Parents of a Union City School District Student,

Union City School District is committed to providing students with the best educational resources and technology. Toward this end, the district utilizes a free suite of online applications called G-Suite (Google) to integrate 21st century technology tools into the curriculum. G-Suite Apps are similar to Microsoft Office but allow students and staff create, share, collaborate, and store documents and assignments online, and access them from any computer or device. A description of the Google Apps tools can be found at <http://support.google.com>.

Because the District's use of Google Apps for Education involves online storage of student class work and the collection of personal information from students under the age of 13 (first name, last name, and username), the District requires written parent/guardian consent for students to use G-Suite.

Parent/guardian consent is entirely voluntary. However, students who do not have permission to use G-Suite will not be able to create or share assignments online.

Our children's safety, security and privacy are of primary importance to us. School staff will monitor student use of applications when students are at school. Student responsibilities are outlined in policy *Appropriate Use of District Technology by Students*

(<http://ucboe.edlioschool.com/apps/pages/pp/technology>). Parents should monitor their children's online access at home. Because the district's use of Google Apps involves online storage of student identifiers, the district requires written parent/guardian consent for students under the age of 13. Parents and students should understand that:

- ★ Students will not have email accounts nor will they be able to share directly with people outside the trschools.com domain;
- ★ Students who do not have permission to use Google Apps for Education will not be able to create or share assignments online or log onto (use) a Chromebook;
- ★ Google's Privacy Policy prevents Google from sharing personal information, and they do not access content stored on Google Apps unless the district gives them explicit permission to do so for troubleshooting purposes. More information about Google Apps for Education and its privacy policies is available at <http://www.google.com/edu/trust/>.

The District's use of Google Apps for Education is also subject to two important privacy laws: the Family Educational Rights and Privacy Act ("FERPA") and the Children's Online Privacy Protection Act ("COPPA"). FERPA protects the privacy of education records, including student class work stored in *Google Apps for Education*. Pursuant to FERPA, the District may not disclose such records without parental consent except in limited circumstances. COPPA requires commercial website operators to get parental consent before collecting any personal information from children under the age of 13. COPPA allows, but does not require, schools to act as agents for parents in providing consent for the online collection of students' personal information within the school context.

In addition to the core Google applications, the district may make additional applications available provided that any such app supports student achievement while reasonably ensuring a safe and secure environment. A copy of this letter can be printed from [www.tinyurl.com/TRGooglePermission](http://www.tinyurl.com/TRGooglePermission).

Sincerely,

## Google Apps for Education

I have read the enclosed G-Suite Background Information, and am aware that the District utilizes a suite of online applications called G-Suite to facilitate collaboration and communication among students and staff when creating, sharing, and storing documents and assignments online.

I understand that when a District user account is created for the student, a corresponding G-Suite account will be automatically created, causing information about the student (first name, last name, and username) to be collected and securely stored electronically. I further understand that the student may store class work or files in G-Suite; depending on the sharing options selected by the student, these files may be accessible to someone other than the District or the Student, including classmates or the public. I have read the privacy policies associated with the use of G-Suite(<http://www.google.com/apps/intl/en/edu/privacy.html>)

I have read and understand the Appropriate Use of Technology Policy allowing the district to create a secure Google account and use a district device.

**I give permission for a Google Apps for Education account to be issued to the Student.**

I do not give permission for the Student to have Google Apps for Education access.

Check one:

My child is under the age of 13.

My child is 13 or older.

Student's name (please print) \_\_\_\_\_ Date: \_\_\_\_\_

Student's Grade: \_\_\_\_\_ School: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_ Signature: \_\_\_\_\_