



11200 Telechron Ave., Whittier, CA / 90605 / (562) 944-6231 / Fax: (562) 944-9659



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CENTRAL ADMINISTRATION  
Gary Gonzales, Superintendent  
Martha Mestanza-Rojas, Associate Superintendent, Educational Services  
Mark Keriakous, Associate Superintendent, Business Services

Dear Parents/Guardians,

## RE: Google Apps for Education Permission Form

The South Whittier School District (SWSD) is offering an online service for its students called Google Apps for Education. Google Apps for Education is an internet based group of tools similar to Microsoft Office which will allow students to create and store documents, access information, study, and collaborate with students and teachers through the internet. Students can access Google Apps for Education while at school, but students can also access the online service outside of school from anyplace that they have access to the internet. Google provides Google Apps for Education free to educational institutions such as SWSD, and the online service is used by thousands of K-12 schools and major universities throughout the nation. The Google Apps for Education homepage can be found at <http://www.google.com/enterprise/apps/education/>

Google Apps for Education is a secure website that offers dozens of security features specifically designed to keep students' data safe, secure, and private. In particular, Google Apps for Education is governed by a detailed Privacy Policy which ensures that Google will not share or otherwise use personal information that is placed into the system. Additionally, Google guarantees that it is in compliance with all applicable U.S. privacy laws. Google Apps for Education also maintains a large security team which constantly monitors the network to make sure that students' and teachers' data remains protected and private. For more information about Google Apps for Education Privacy Policy and security features, please access <http://www.google.com/enterprise/apps/education/benefits.html>

As with any educational endeavor, a strong partnership with families is essential to a successful experience. This permission form describes the tools available to students as well as student responsibilities for using Google Apps for Education

### The following services are available to each student and hosted by Google as part of SWSD's use of Google Apps for Education:

1. **Calendar** – students can access an individual calendar in order to organize schedules, daily activities, and assignments.
2. **Mail** - an individual email account for school use managed by the South Whittier School District
3. **Contacts** – students can maintain an address book containing classmate contact information.
4. **Docs** – students have access to a word processing, spreadsheet, drawing, and presentation program which is very similar to Microsoft Office.

Using Google Apps for Education tools and services, 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 are available 24 hours a day, 7 days a week from any Internet-connected computer. Examples of student use include online showcasing of class projects, building an electronic portfolio of school learning experiences, and working in small groups online, both during and outside of normal school hours, on presentations to share with others.

SWSD's use of Google Apps for Education is solely for education purposes. For that reason, by default advertising is turned off when SWSD students access Google Apps for Education.



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## Certain laws apply to the use of technology in the South Whittier School District, including the following:

- **Children's Online Privacy Protection Act (COPPA):** COPPA is a federal law that applies to commercial companies and website operators and limits their ability to collect personal information from children under the age of 13. COPPA also applies to school districts that use third-party website operators to offer online services to students. COPPA requires school districts to obtain parental permission if personal information is collected from students under the age of 13 by any third-party website operator, such as Google. For more information, please access <http://www.ftc.gov/privacy/coppafaqs.shtm>
  
- **Rights and Privacy Act (FERPA):** FERPA is a federal law that protects the privacy of student education records. Generally under FERPA, school districts must obtain parental or student consent prior to disclosure of student records. However, schools may disclose directory information without prior consent, except that parents may request the school not disclose this information (See Administrative Regulation 5125). In SWSD, parents are provided the opportunity annually to opt out of disclosing their student's directory information on SWSD's Enrollment Form. For more information, please access <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

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

- 1. Prohibited Conduct:** Please refer to Board Policy 5131 which expressly prohibits certain student conduct including but not limited to the following: conduct that endangers students or staff or others; conduct that disrupts the orderly classroom or school environment; harassment or bullying, which includes cyberbullying; use of profane, vulgar or abusive language; and inappropriate use of mobile communications devices. You may access BP 5131 on SWSD's website at <http://www.gamutonline.net/district/swhit/DisplayPolicy/373605/5> or you may request a copy from your student's school administration.
- 2. Official Email Address:** All students will be assigned a StudentID@student.swhittier.net email account. This account will be considered the student's official SWSD Student email address until such time as the student is no longer enrolled with the South Whittier School District.
- 3. Access Restriction:** Access to and use of student email is considered a privilege accorded at the discretion of SWSD. SWSD maintains the right to immediately withdraw student access and use of any online services including email when there is reason to believe that violations of law or SWSD policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.
- 4. Security:** SWSD 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 District 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. SWSD and all electronic users should treat electronically stored information in individuals' files as confidential and private. Students are strictly prohibited from accessing files and information other than their own. SWSD reserves the right to access students' Google Apps for Education accounts, including current and archival files of user accounts, when there is reasonable suspicion that unacceptable use has occurred.



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*Google Apps for Education  
Parental/Guardian Permission Form for Student Use*

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

Under certain federal laws including FERPA and COPPA, and any relevant California 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 may be accessible to someone other than my student and the South Whittier School District by virtue of this online environment. My signature below confirms my consent to allow my student's education record to be stored by Google as part of my student's use of Google Apps for Education.

I understand that by participating in Google Apps for Education, information about my child may 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>). 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 South Whittier School District Google Apps for Education account. This means my child will receive an email account, and access to Google Docs, Calendar, and Sites.

\_\_\_\_\_ **NO**, I do not give permission for my child to be assigned a full South Whittier School District Google Apps for Education account. This means my child will NOT receive an email account or access to Google Docs, Calendar, and Sites.

Student Name: (Print) \_\_\_\_\_

Student ID # (if known): \_\_\_\_\_

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_