



Google Apps for Education Permission Form
for Student Account, Online Documents, Calendar and Contacts

The information on this form will be used throughout the student's time at Saint James' Episcopal School. It is the responsibility of the parent to update this form and submit it to the School Office when changes are necessary.

This Google Apps for Education 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 Saint James' Episcopal School's online presence in Google Apps for Education:

Docs - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office

Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments

Contacts – to manage and help students find and organize other students and groups they collaborate with

By using these tools, students collaboratively create, edit and share files for school-related projects and communicate with other students and teachers within Google Docs. 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 groups on presentations to share with others.

Saint James' Episcopal School has restricted student sharing and collaboration to members of Saint James' Episcopal School **only**. Google does not request any personal information from students and the School does not provide personal student data (ex. last name, birthdate, address, phone number, grades, test scores) to Google. Personal student data **is not** stored or available to Google. To read more on Google's privacy policy, go to their website: <http://www.google.com/apps/intl/en/edu/privacy.html>

Google Apps for Education is compliant with the Child Online Privacy Protection Act (COPPA) and the Family Education Rights and Privacy Act (FERPA).

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

1. **Prohibited Conduct.** Please refer to the Saint James' Episcopal School Computer Acceptable Use Policy
2. **Access Restriction.** Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of Saint James' Episcopal School. The School maintains the right to immediately withdraw the access and use of these services including 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 the Head of School for further investigation and adjudication.

3. **Security.** Saint James' Episcopal School cannot and does not guarantee the security of electronic files located on Google systems.
4. **Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment. Saint James' Episcopal School has restricted access to student content to members of the School only. Saint James' Episcopal School and all electronic users should treat electronically stored information in individuals' files as confidential and private. The School reserves the right to access student accounts when there is reasonable suspicion that unacceptable use has occurred.

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 normally my student's education records stored in Google Apps for Education may be accessible to someone other than my student and Saint James' Episcopal School by virtue of this online environment. However, outside access and sharing has been disabled for Saint James' Episcopal School's Google Apps for Education tools.

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 of Google Apps for Education. 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 Saint James' Episcopal School Google Apps for Education account. This means my child will receive a student login, access to Google Docs, Calendar, and Contacts.

_____ **NO**, I do not give permission for my child to be assigned a full Saint James' Episcopal School Google Apps for Education account. This means my child will NOT receive an account or access to Google Docs, Calendar, and Contacts.

Student Name: (Print) _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____