

Niles Elementary School District No. 71

6901 W. Oakton Street, Niles IL 60714-3024

PH: 847-966-9280 FAX: 847-966-1478

Dear Parents/Guardians,

Niles Elementary School District 71 would like to utilize [Google Apps for Education](#) for students, teachers, and staff. 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 Niles Elementary School District 71's online presence in Google Apps for Education:

- Email - an individual email account for school use only, managed by Niles Elementary School District 71
- Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- Docs/Drive - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. Google Apps for Education is available at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times. 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.

Technology use in Niles Elementary School District 71 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 Niles Elementary School District 71'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. Please check out link for more information <http://www.ftc.gov/privacy/coppafaqs.shtml>

Child Internet Protection Act (CIPA)

The district is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student

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mail containing harmful content from inappropriate sites will be blocked. Please check out link for more information <http://fcc.gov/cgb/consumerfacts/cipa.html> .

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. Please check out link for more information <http://www.ed.gov/policy/gen/guid/fpco/ferpa> .

By selecting yes to Google Docs Sign Off in the School Permission for Student section, I confirm that I have read and understand the following:

Under FERPA and corresponding Illinois law, a student's education records are protected from disclosure to third parties. I understand that my student's education files/records stored in Google Apps for Education may be accessible to someone other than my student and Niles Elementary School District 71 by virtue of this online environment. My signature below confirms my consent to allow my student's education files/records 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 associated with use of Google Apps for Education](#). I understand that I may ask for my child's account to be removed at any time.