

G Suite for Education Permission Form

for Student Email, Google Drive, Calendar, and Sites

Dear Parents/Guardians,

Mannheim School District 83 utilizes “**G Suite 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 Mannheim School District 83's online presence in G Suite for Education:

- Email - an individual email account for school use only, managed by Mannheim School District 83
- 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
- Sites - an individual and collaborative website creation tool

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. G Suite for Education is available at home, the library, or anywhere with Internet access. School staff will monitor student use of G Suite when students are at school. Parents are responsible for monitoring their child's use of G Suite 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 Mannheim 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 Mannheim School District 83's presence in G Suite 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>

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 mail containing harmful content from inappropriate sites will be blocked.

-- CIPA -- <http://fcc.gov/cgb/consumerfacts/cipa.html>

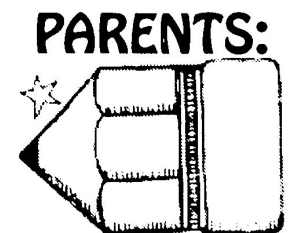
Family Educational Rights and Privacy Act (FERPA)

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. --FERPA -- <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

Guidelines for the responsible use of G Suite for Education by students:

1. **Official Email Address.** All students will be assigned a username@d83.org email account. This account will be considered the student's official D83 email address until such time as the student is no longer enrolled with the Mannheim School District 83.
2. **Conduct.** Students are responsible for good behavior just as they are in a traditional school building. Students are not permitted to use obscene, profane, threatening, or disrespectful language. Communication with others should always be school related. Students should never say anything via email that they wouldn't mind seeing on a school bulletin board or in the local newspaper. Students should notify the teacher of anything that makes them uncomfortable or is inappropriate. Bullying will not be tolerated, and the privacy of others should be respected at all times. (Please refer to the Student Handbook and AUP form.)
3. **Access Restriction.** Access to, and use of, student email is considered a privilege accorded at the discretion of Mannheim School District 83. The District maintains the right to immediately withdraw the access and use of these services, including email, when there is reason to believe that violations of the law or District policies have occurred. In such cases, the alleged violation will be referred to a building administrator for further investigation and adjudication.
4. **Security.** Mannheim School District 83 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.** Mannheim School District 83 and all electronic users should treat electronically stored information in individuals' files as confidential and private. Users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the user's Google account, including current and archival files of user data, at will or when deemed appropriate by administrators.

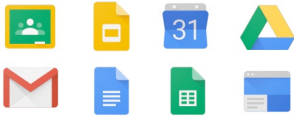
Please return **page three** of this document to your child's teacher. Student's will not be able to access a G Suite for Education Account without your permission.



★
**PLEASE SIGN
& RETURN**



G Suite for Education



Mannheim School District 83's
G Suite for Education Permission Form
for Student Email, Google Drive, Calendar, and Sites

Student's School: (Please circle) Enger Mannheim Middle School Roy Scott Westdale

Student Name: (Print) _____

By signing below, 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 G Suite for Education may be accessible to someone other than my student and Mannheim School District 83 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 G Suite for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of G Suite for Education (goo.gl/K4Fk9M). 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 Mannheim School District 83 G Suite for Education account. This means my child will receive an email account, access to Google Drive, Calendar, and Sites.

_____ **NO**, I do not give permission for my child to be assigned a full Mannheim School District 83 G Suite for Education account. This means my child will NOT receive an email account or access to Google Drive, Calendar, and Sites.

Student Signature _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____