



Google Apps for Education Permission Form

Dear Parents/Guardians,

The Erving Elementary School is pleased to offer Google Apps for Education (GAFE) service for students in grades K through 6. GAFE service is entirely online and available 24/7 from any Internet-connected device. The suite of applications allows students to create, edit, collaborate in real-time, peer review, store and share files only between students and teachers within the school district. These applications and associated hardware give teachers more resources to effectively integrate 21st century technology in their curriculum.

The Erving Elementary School District requires parental/guardian consent to allow their student to participate in the GAFE service. This permission form describes the tools and responsibilities for using these applications.

GAFE is configured as a self-contained environment maintained by Google and managed by the School Technology Coordinator. Upon approval, students will receive a Google Apps student account. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

All students from Grades K to 6 will have access to the following applications:

- Google Drive - unlimited file storage with a suite of word processing applications including Docs, Sheets, Slides, Forms and Drawings.
- Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- Sites - an individual and collaborative website creation tool (Accessible to Grades 3-6 only)
- Email (Restricted) – students will only be able to use their email address to communicate with their classroom teacher.
- Classroom: Classroom is designed to help teachers create, distribute and collect assignments paperlessly. It also creates Drive folders for each assignment to help keep everyone organized.
- Selected Apps: Selected apps (safe and appropriate) will be available to students when requested by teachers.



ERVING ELEMENTARY SCHOOL

JAMES D. TRILL, Principal
28 Northfield Road
Erving, MA 01344
Telephone: (413) 423-3326
Fax: (413) 423-3648
www.erving.com

The following applications are disabled for all students:

- Google Hangout/Talk - Instant Messaging and Video Teleconferencing tool not enabled for students
- Google+ - Social Media and additional Collaboration Applications, not enabled for students

Student Responsibility

Along with opportunity comes responsibility. Student use of Google Apps follows the expectations and disciplinary action outlined in the Erving Elementary Acceptable Use Policy, School Handbook and other District Policies. Although the applications can be accessed outside of school, any use of the account on the school domain (erving.com) is bound by the same rules and guidelines as used on the school's network. The student's GAFE account must always be used for educational purposes just as if the student were in school. Students have no expectation of privacy on the GAFE system.

School Responsibility

Google Apps student accounts created by the school district will be managed based on parent permission and requirements for use in classes. Internet safety education will be included as part of introducing new web based tools. In school, teacher supervision and website content filters are used to prevent access to inappropriate content and to ensure that student use of digital tools follows the District Acceptable Use and other District Policies referenced above.

Parent/Guardian Responsibility

Parents assume responsibility for the supervision of Internet use outside of school. Parents have read and will support their student in adhering to the District Acceptable Use Policy. Parents are encouraged to discuss family rules and expectations for using Internet based tools, including GAFE. Parents are encouraged to report any evidence of cyberbullying or other inappropriate use to the school administrator.

Additional information on the Google Apps for Education Privacy Notice can be found at https://www.google.com/intl/en/work/apps/terms/education_privacy.html and FAQ can be found at <https://www.google.com/edu/trust/>. District Policies may be viewed on the school website found under the School Committee - Policy tab.



ERVING ELEMENTARY SCHOOL

JAMES D. TRILL, Principal
28 Northfield Road
Erving, MA 01344
Telephone: (413) 423-3326
Fax: (413) 423-3648
www.erving.com

By signing below, I confirm that I have read and understand the information contained in this consent/permission form and agree to the following:

Under FERPA, a student's education records are protected from disclosure to third parties. I understand that my student's educational work stored in Google Apps for Education may be accessible to someone other than my student and the Erving Elementary School District by virtue of this online environment. My signature below confirms my consent to allow my student's educational work 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 (<https://www.google.com/policies/privacy/>).

This one-time consent/permission form will remain in effect while the student remains a student of Erving Elementary School, unless I withdraw my consent. I also understand that the District maintain the right to immediately withdraw access and use of Google Apps for Education when there is reason to believe violations of law or District policies have occurred.

I understand that:

YES, I give permission for my child to be assigned a full Erving Elementary School Google Apps for Education account for the School District s/he attends. This means my child will receive an account with access to Google Drive Applications, Calendar, Sites, Email, Classroom and selected apps.

NO, I do not give permission for my child to be assigned a full Erving Elementary School Google Apps for Education account. This means my child will NOT receive an account or access to Google Drive Applications, Calendar, Sites, Email, Classroom and selected apps.

Student Name: (Print) _____

Grade: _____

Date: _____

Parent Name: (Print) _____

Parent/Guardian Signature: _____