

McGraw Central School District

Dear Parents/Guardians,

Re: **Google Apps for Education Permission Form**

The McGraw Central School District 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, 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 McGraw CSD, 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>

The following services are available to each student and hosted by Google as part of McGraw Central School Districts use of Google Apps for Education:

- Calendar – students can access an individual calendar in order to organize schedules, daily activities, and assignments.
- Contacts – students can maintain an address book containing classmate and teacher contact information.
- 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 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 or mobile device.

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.

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

Certain educational laws apply to the use of technology in the McGraw Central 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/coppafags.shtm>

- Family Educational 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.

In McGraw Central School District, parents will be provided the opportunity annually to opt out of disclosing their student's directory information on this McGraw Central School District permission form. For more information, please access;

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