



# Google Apps for Education/Chromebook Acceptable Use Agreement & Permission Form



South Buffalo Charter will provide students with Google Apps for Education accounts in grades 3-8 as part of our 1-to-1 Chromebook Initiative. Google Apps for Education includes free, web-based instructional and collaborative tools. This service is available through an agreement between Google and SBCS. Once you have read this letter, please sign and return it to your student's teacher, by mail or to the main office. For more information regarding the classroom benefits of Google Apps for Education, please visit: <https://www.google.com/edu/>

Google Apps for Education is intended for educational use only. Your student's teachers will be using Google Apps like Docs, Sheets, Slides and Forms for lessons, assignments, and instruction inside the classroom. Email features will be restricted, which means that students will not be able to send or receive emails using this system. Moreover, collaboration and communication will be restricted to accounts within the SBCS domain.

Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Google Apps when students are at school. Parents/guardians are responsible for monitoring their child's use of Google Apps when accessing programs from home (parents will be given student passwords). Students are responsible for their own behavior at all times.

## **Student Safety and Content Filtering**

South Buffalo Charter School will use the GoGuardian software to locally manage, filter, and monitor student Google Apps accounts and Chromebooks. This service allows the school to filter content anywhere and anytime on any network. No existing system can provide perfect filtering but it can be very effective when coupled with classroom/parent oversight. For more information please visit: <https://www.goguardian.com/>

## **Rules for Using Google Apps for Education**

### **Acceptable Use** (Privacy and Safety)

Google Apps for Education is for educational use. Student use is subject to the restrictions below and additional school rules and policies that may apply.

**Privacy** - School staff, administrators, and parents all have access to student accounts for monitoring purposes. Students have no expectation of privacy on the Google Apps system.

**Educational use**-Students may only use Google Apps for educational purposes. Students are prohibited from using Google Apps for:

- Unlawful activities
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a website to sell things)
- Inappropriate sexual or other offensive content
- Threatening another person, harassment or bullying
- Actions which are a violation of the Dignity for All Students Act (DASA)
- Misrepresentation of South Buffalo Charter School, staff or students. Apps, sites, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

**Safety**-Students are not allowed to post personal contact information about themselves or other people. This includes last names, addresses and phone numbers. Students should **never** meet personally with someone whom they have met online without their parent's approval and participation.

Students will tell their teacher or other school employees about any message they receive that is inappropriate or makes them feel uncomfortable.

Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. **Under no conditions should a student provide his or her password to another person.**

### **Access Restriction - Due Process**

Access to Google Apps for Education is considered a privilege afforded at the discretion of South Buffalo Charter School. The school maintains the right to immediately withdraw the access and use of Apps 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 principal or principal's designee for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, the school also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action. In addition, further consequences may be applied per the student code of conduct.

### **Digital Citizenship** (Advice for All)

**Treat others well.** It hurts to get a mean message just like it hurts when someone is mean in the school hallway. When using email or making a post on a forum or web page, be kind. Everyone will see what you write, so think before you type. Be careful with what you say about others and yourself.

**Respect the rights of copyright owners.** Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether they can use a work, he or she should request permission from the copyright owner.

**Students have First Amendment rights to free speech.** Your rights can be limited in school. If you post something via email or on a school web page that disturbs the learning environment in your school, your right to free speech may be limited. A school or school district has the right to limit student speech that disturbs the learning process.

**Cyber Ethics and Cyber Safety Information.** South Buffalo Charter School incorporates information found in the Commonsense.org cyber-ethics and cyber-safety K-12 curriculum. Parents are strongly encouraged to review this very informative website for additional information: <https://www.common SenseMedia.org/>

*These laws and policies assist in protecting our students online:*

**Child Internet Protection Act (CIPA)**

The school 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 email is filtered. Mail containing harmful content from inappropriate sites will be blocked.  
--CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>

**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, Google advertising is turned off for Apps for Education users. 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 educational purposes.  
--COPPA - <http://www.ftc.gov/privacy/coppafaqs.shtm>

**Dignity for All Students Act (DASA)**

New York State's Dignity for All Students Act (The Dignity Act) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. The Dignity Act also amended Section 801-a of New York State Education Law regarding instruction in civility, citizenship, and character education by expanding the concepts of tolerance, respect for others and dignity to include: an awareness and sensitivity in the relations of people, including but not limited to, different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, gender identity, and sexes. The Dignity Act further amended Section 2801 of the Education Law by requiring Boards of Education to include language addressing The Dignity Act in their codes of conduct.  
--DASA - <http://www.p12.nysed.gov/dignityact/>

**Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information. The school will not publish confidential academic records (grades, student ID #, etc...) for public viewing on the Internet. The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information. Parents may request that photos, names and general directory information about their children not be published. Parents have the right at any time to investigate the contents of their child's email and Apps for Education files.  
--FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

**Opt-Out**

Parents/Guardians can choose to opt their student out of Google Apps for Education. Notification of an opt-out must be submitted in writing to a building administrator.

*Note: The decision to opt a student out of the Google Apps program may have academic implications. Parents/guardians are encouraged to consult the student's teachers to discuss the implications of this decision and to discuss appropriate alternatives.*

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## **Google Apps for Education Agreement/Parent Permission Form**

Student Name (PRINT): \_\_\_\_\_

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

As a parent or legal guardian of the student listed above, I give South Buffalo Charter School permission to create a Google Apps for Education account for my child. I understand that any inappropriate use or damage of technology resources will result in appropriate disciplinary action and coverage of expenses for repair or replacement. I understand that the South Buffalo Charter School technology department will routinely monitor files and sites viewed as well as actions taken by the above named student. I will accept responsibility for their actions and will monitor my child at home when using technology and I will continue to model, promote, and teach appropriate use of technology resources.

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*