

# MT. OLIVET SDA JUNIOR ACADEMY

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## **Mt. Olivet SDA Junior Academy Google G Suite for Education Parent Permission Form**

September 20, 2020

Dear Parents/Guardians:

This year the Mt. Olivet SDA Junior Academy will be using Google G Suite for Education. As part of the implementation students, teachers, and staff will be able to utilize all the online educational tools and resources Google has to offer. With this letter we are sharing information regarding the use of Google G Suite for Education in the Brocton Central School District and requesting parental permission for your PreK-8 student use of Google Apps.

The following services are available to each student and hosted by Google as part of Mt. Olivet Junior Academy's online presence in G Suite for Education

**Docs** -a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office

**Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments

**Mail** - (for grades K-8) –an individual internal email account for school use managed, monitored, and filtered by Mt. Olivet SDA Junior Academy. Students will only have access to send/receive email to/from students, teachers within the school. Also, some individually approved educational sites, colleges, all MOJA teachers/staff members.

**Drive** – a place to store documents, pictures, and other data within Google's online storage.

**YouTube**- a place to view, share and create online videos (Mt. Olivet SDA Junior Academy uses YouTube's Restricted Mode. Restricted Mode is an optional setting that has been available since 2010, and is used by a small subset of users, such as libraries, schools, and public institutions, who choose to have a more limited viewing experience on YouTube.) For more information on Restrict Mode go to the website link

<https://support.google.com/youtube/answer/7354993?hl=en>

**Classroom** - Google Classroom is a free web service developed by Google for schools that aims to simplify creating, distributing, and grading assignments. The primary purpose of Google Classroom is to streamline the process of sharing files between teachers and students.

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. These services are entirely online and available 24/7 from any Internet-connected computer. 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 Google G Suite for Education use in Mt. Olivet SDA Junior Academy is governed by federal laws and local board policies including:

3013 NW 11<sup>th</sup> Street, Fort Lauderdale, FL 33311

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### **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. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form.

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

### **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 Brocton Central School District's presence in Google Apps for Education. No personal student information is collected by Google 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. Student information that is "collected" by Google is described as (projects, documents, email, files, username and password).

--COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtml>

### **Mt. Olivet SDA Junior Academy's Acceptable Use Policy for Students**

This is the policy governs student technology/networked resources use in the school. It is expected that students will operate within the parameters of the Acceptable Use Policy for Students with regards to Google Apps for Education. If this policy sign-off was not completed, your student will not have a Google account or access to any of its associated resources.

<http://www.google.com/enterprise/apps/education/benefits.html>

### **Mt. Olivet SDA Junior Academy**

#### **Google G Suite for Education Parent Permission Form**

By signing below, I confirm that I have read and understand the following: Under FERPA, a student's education records are protected from disclosure to third parties. With regards to COPPA, I understand that my student's education records (projects, documents, email, files, username and password) stored in Google G Suite for Education may be accessible to persons acting on behalf of Google by virtue of this online environment. This does not include any student demographic or grade information stored in Mt. Olivet SDA Junior Academy's Information Systems (i.e. RenWeb, NAD Dashboard). I also understand that my student's use of Google Apps for Education is governed by Mt. Olivet SDA Junior Academy's – Acceptable Use Policy for Students

My signature below confirms my consent to allow my student's education records (projects, documents, email, files, username and password) to be stored by Google. 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 Mt. Olivet SDA Junior Academy Google G Suite for Education account. This means my child will receive an internal email account (grades K-8), access to Google Docs, Calendar, Classroom, and Sites.

\_\_\_\_\_ NO, I do not give permission for my child to be assigned a Mt. Olivet SDA Junior Academy Google G Suite for Education account. This means my child will NOT receive an email account or access to Docs, Calendar, Classroom, and Sites.

Student Name: (Print) \_\_\_\_\_ Grade: \_\_\_\_\_  
Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_