

SAU 19 New Boston School District and Goffstown School District Google Workspace for Education Parent Permission Form

Dear Parents/Guardians,

Goffstown and New Boston students in Grades 3-12, teachers and staff utilize Google Drive and Google Workspace for Education. Through these cloud-based services, students are able to collaborate with teachers and other students on educational assignments. This permission form describes the tools and student responsibilities for using these services. We believe that a strong partnership with families is essential for the success of all teaching and learning experiences.

The following cloud-based services are provided:

- **Calendar** – a student calendar providing the ability to organize schedules, daily activities and assignments
- **Google Docs** - Word processing, spreadsheet, drawing, and presentation tools similar to Microsoft Office only (Instant messaging, chat, and conferencing features are not available to students on the Google platform)

These services are hosted by Google on their servers and are available at any time from any Internet enabled device. Some examples of student use could include individual assignments, class projects, electronic portfolios and working in groups on presentations to share with others. All documents created and uploaded to Google drive and Google docs are subject to Google's terms of use defined at: <https://www.google.com/intl/en/policies/terms/>.

Technology use in the Goffstown and New Boston School Districts is governed by state and federal laws including, but not limited to:

Children's Online Privacy Protection Act (COPPA) COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. 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.

<http://business.ftc.gov/documents/Complying-with-COPPA-Frequently-Asked-Questions>

Family Educational Rights and Privacy Act (FERPA) FERPA protects the privacy of student education records and gives parents the rights to review student records. Signing this form acknowledges that some student records, such as portfolios of student work with teacher feedback, may be stored in a student's GWFE account on Google servers.

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

Guidelines for Use of SAU 19 Google Workspace for Education for Education by Students

All Goffstown and New Boston School Board Policies, including the Districts' Acceptable Use Policies (Goffstown School Board Policies GBEF and JICL and New Boston School Board Policies GBEF and JICL), apply at all times to the use of District provided GWFE accounts. All access to these services will occur through SAU created accounts. These accounts will be used for school related work and projects only. **No student will be assigned the use of an account without prior parent or guardian permission.** Once permission is confirmed, students will receive instruction on how to access the wealth of collaborative tools available through these services.

The Goffstown and New Boston School Districts cannot, and do not, guarantee the security of electronic files located on these systems. Although these services do have privacy controls, the Districts cannot assure that users will not be exposed to unsolicited information. The general right of privacy will be applied to the extent possible in the electronic environment. The Goffstown and New Boston School District users and all electronic users are to treat electronically stored information in these files as confidential and private. Users of student accounts are prohibited from accessing files and information other than their own. The District reserves the right to access student account information and suspend access when deemed appropriate.

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. I understand that information that could be considered part of my student's education records may be stored in Google Workspace for Education and may be accessible to someone other than my student and the Goffstown and/or New Boston School District. My signature below confirms my understanding that some of my child's educational artifacts will be stored by Google. I understand that I may ask the Principal, or designee, verbally and in writing to have my child's account disabled at any time.

_____ **YES**, I give permission for my child to be assigned an SAU 19 Google Workspace for Education. This means my child will receive an account to access Google Docs and other tools. Your child's Google Workspace for Education Account will remain active while he/she is enrolled in the Goffstown and New Boston School Districts. This permission will remain active for students who transition to Goffstown in Grade 7 from New Boston.

_____ **NO**, I do not give permission for my child to be assigned an SAU 19 Google Workspace for Education. This means my child will NOT receive an account or access to online documents and/or other tools.

Student Name: (Print) _____

Parent/Guardian Signature: _____ Date: _____