

2nd Grade - Google Apps for Education Permission Form



Dear Parents/Guardians of 2nd Grade Students,

The Santa Maria-Bonita School District utilizes Google Apps for Education for students, teachers and staff. This permission form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following service is available to each 2nd grade student and hosted by Google as part of Santa Maria-Bonita School District's online presence in Google Apps for Education:

Drive – a word processing, spreadsheet, drawing and presentation toolset that allows for real-time collaboration with multiple students and teachers simultaneously

No Email – While 2nd grade student account logins are formatted identically to typical email accounts: username@students.smbd.net, per policy, 2nd grade students, will not have the email function turned on.

Using these tools, students collaboratively create, edit and share files for school related projects 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.

Technology use in the Santa Maria-Bonita School District is governed by federal laws including COPPA, CIPA and FERPA.

Guidelines for the responsible use of Google Apps for Education for 2nd Grade students:

- 1. Official Google Account.** All participating 2nd Grade students will be assigned a username@students.smbd.net Google account. This account will be considered the student's official SMBSD Google Account until such time as the student is no longer enrolled with the Santa Maria-Bonita School District.
- 2. Prohibited Conduct.** Please refer to Administrative Regulation AR6163.4(a,b,c) and Form 1602A (Electronic Network User Rules) and the SMBSD Annual Notification to Parents/Guardians.
- 3. Access Restriction.** Access to, and use of student Google Accounts are considered a privilege accorded at the discretion of the Santa Maria-Bonita School District. The District maintains the right to immediately withdraw the access and use of these services, when there is reason to believe that violation of law or district policies have occurred. In such cases, the alleged violation will be referred to a site administrator for further investigation and adjudication.
- 4. Security.** The Santa Maria-Bonita School District cannot and does not guarantee the security of electronic files located on Google systems. Although content filters are in place, the District cannot assure that users will not be exposed to unsolicited information.
- 5. Privacy.** The general rights of privacy will be extended to the extent possible in the electronic environment. Santa Maria-Bonita School District and all electronic users should treat electronically-stored information in individuals' files as confidential and private. However, users of student Google accounts are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the username@students.smbd.net Google account, including current and archival files of user accounts where there is reasonable suspicion that unacceptable use has occurred.

Please sign and return this form:

***Santa Maria-Bonita School District
2nd Grade***

Google Apps for Education Permission Form for Student Google Account

By signing below, I confirm that I have read and understand the following:

As a contractor of the district, Google is defined by The Family Educational Rights and Privacy Act (FERPA) as a "school official" and will have access to student educational records (for example: emails and documents). Under the *Google Apps @ SMBSD Agreement*, Google must comply with its obligations under FERPA to protect the privacy of student education records. My signature below confirms my consent to allow this data 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 the use of Google Apps for Education (<http://www.google.com/policies/privacy/>). I understand that I may ask for my child's account to be removed at any time.

_____ **Yes**, I give permission for my 2nd Grade child to be assigned a Santa Maria-Bonita School District Apps for Education account. This means my 2nd Grade child will receive access to Google Docs.

_____ **No**, I do not give permission for my 2nd Grade child to be assigned a Santa Maria-Bonita School District Apps for Education account. This means my child will NOT receive access to Google Docs.

Student Name: (Print)

Student ID# (if known): _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____