



## **Independent School District 318 | G Suite for Education Permission Form**

Dear Parents/Guardians,

ISD 318 Schools provide G Suite for Education (formerly known as Google Apps for Education) service for students in grades K-12. The G Suite for Education service is entirely online and available 24/7 from any Internet-connected device. These applications allow students to create, edit, collaborate in real-time, peer review, store and share files only between students and teachers within the school district. These applications and associated hardware give teachers more resources to effectively integrate 21st century technology in their curriculum.

ISD 318 requires parental/guardian consent for each student under the age of 13, to allow access in the G Suite for Education service. Access to the educational tools is limited to the schools and does not give kids access to outside sites. These applications are monitored and managed by the District Technology Director. Upon approval, students will receive a G Suite for Education student account. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

All students will have access to the following applications:

- **Google Drive** - unlimited file storage with a suite of word processing applications including Docs, Sheets, Slides, Forms and Drawings.
- **Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- **Sites** - an individual and collaborative website creation tool
- **Email** – students will only be able to use their email address to communicate with teachers and other students within the classroom/district. (Accessible to Grades 4-12 only)
- **Classroom** - Classroom is designed to help teachers create, distribute and collect assignments in a paperless manner.
- **Selected Apps** - Selected, safe, appropriate apps will be available to students when requested by teachers. All apps go through an approval process that is managed by the District Technology Department and District Technology coaches.

### **Student Responsibility**

Along with opportunity comes responsibility. Student use of G Suite for Education follows the expectations and disciplinary action outlined in ISD 318's Acceptable Use Policy, School Handbook and other School Policies. Although the applications can be accessed outside of school, any use of the account on the school domain (isd318.org) is bound by the same rules and guidelines as used on the District network. It must always be used for educational purposes just as if the student were in school. Students have no expectation of privacy on the G Suite for Education system.

## **School Responsibility**

G Suite for Education student accounts created by the school district will be managed based on parent permission and requirements for use in classes. Internet safety education will be included as part of introducing new web based tools. In school, teacher supervision and website content filters are used to prevent access to inappropriate content and to ensure that student use of digital tools follows the ISD 318's School Acceptable Use and other School Policies referenced above.

## **Parent/Guardian Responsibility**

Parents assume responsibility for the supervision of Internet use outside of school. Parents have read and will support their student in adhering to the School Acceptable Use Policy. Parents are encouraged to discuss family rules and expectations for using Internet based tools, including G Suite for Education. Parents are encouraged to report any evidence of cyberbullying or other inappropriate use to school administrators.

Additional information on the G Suite for Education Privacy Notice can be found at [https://www.google.com/intl/en/work/apps/terms/education\\_privacy.html](https://www.google.com/intl/en/work/apps/terms/education_privacy.html) and an FAQ can be found at <https://www.google.com/edu/trust/>. District Policies may be reviewed here: [isd318.org](http://isd318.org)>Services>Technology.

**By signing below, I confirm that I have read and understand the information contained in this consent/permission form and agree to the following:**

- Under the Family Educational Rights and Privacy Act, a student's education records are protected from disclosure to third parties. I understand that my student's educational work stored in G Suite for Education may be accessible to someone other than my student and ISD 318 Schools by virtue of this online environment. My signature below confirms my consent to allow my student's educational work to be stored by Google.
- I understand that by participating in G Suite for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of G Suite for Education (<https://www.google.com/policies/privacy/>).
- This one-time consent/permission form will remain in effect while the student remains a student of ISD 318, unless I withdraw my consent. I also understand that the District maintains the right to immediately withdraw access and use of G Suite for Education when there is reason to believe violations of law or School policies have occurred.

### **I understand that:**

**YES**, I give permission for my child to be assigned a full ISD 318 G Suite for Education account for the School s/he attends. This means my child will receive an account with access to Google Drive Applications, Calendar, Sites, Email, Classroom and other selected apps.

**NO**, I do not give permission for my child to be assigned a full ISD 318 G Suite for Education account. This means my child will NOT receive an account or access to Google Drive Applications, Calendar, Sites, Email, Classroom and other selected apps.

Student Name: (Print) \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: (Print) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

<b>School</b>	
<input type="checkbox"/> Southwest	<input type="checkbox"/> Bigfork
<input type="checkbox"/> Forest Lake	<input type="checkbox"/> RJEMS
<input type="checkbox"/> Cohasset	<input type="checkbox"/> Murphy