

Gold Oak Union School District

3171 Pleasant Valley Road

Placerville, CA 95667

530-626-3150

Google Apps for Education – Permission Slip

This year, your child may be using *Google Apps for Education* in the Gold Oak Union School District. Google Apps for Education is a suite of free, web-based programs that include email, document creation, shared calendar and other collaboration tools. A special internal site has been set up where the students will only be able to email and share files with other students, their parents and their teachers at school.

With the arrival of our new Chromebook laptops and other technologies, we will be teaching students using a hybrid approach that incorporates proven traditional teaching techniques along with the most current and cutting-edge informational technology tools in a limited and protected infrastructure. Through these transformative and empowering learning experiences, students will more confidently be able to navigate safely through our technology-driven world.

Google Accounts for grades K-8 will consist of:

first initial of first name, first initial of last name, 4 digit student id #@edu.gousd.org

Example: John Smith js1234@edu.gousd.org

Please review the attached information; complete and return this to school.

If you have any questions, please don't hesitate to contact your child's teacher.

Student Name: _____

Teacher Name: _____ Grade: _____

Parent/Guardian: _____

_____ I give my permission for my child to use Google Apps for Education. By doing so, I agree to enforce acceptable use when my child is off School Property. Parents also have the right to request that their child's account be disabled at anytime. Please contact your school principal to do so.

Parent Signature

Date

Gold Oak Union School District will provide students with Google Apps for Education accounts. Google Apps for Education includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and Gold Oak Union School District. Google Apps for Education runs on an Internet domain purchased and owned by the district and is intended for educational use. Your student's teacher will be using Google Apps for lessons, assignments, and collaboration. Google Apps for Education is also available at home, the library, or anywhere with Internet access. The teachers will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times. Student safety is our highest priority.

Acceptable Use (Privacy and Safety)

Apps for Education are primarily for education use. Students may use Apps for personal use 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 email for monitoring purposes. Students have no expectation of privacy on the Apps system.
- **Limited personal use** – Students may use Apps tools for personal projects but may not use them for:
 - Unlawful activities
 - Commercial purposes (running a business or trying to make money)
 - Personal financial gain (running a website to sell things)
 - Inappropriate or other offensive content
 - Threatening another person (such as cyber-bullying)
 - Misrepresentation of the Gold Oak Union School District staff or students. Apps, sites, email and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.
- **Safety**
 - Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
 - Students agree not to meet with someone they have met online without their parent's approval and participation
 - Students will tell their teacher or other school employee 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 user provide his or her password to another person.

Access Restrictions (Due Process)

Access to Google Apps for Education is considered a privilege accorded at the discretion of the School and District. The school maintains the right to immediately withdraw the access and use of Apps when there is a reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension or termination.

Consumer Safety (Advice for Students and Parents)

- **Don't get scammed.** Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called Phishing. Don't trust links or web pages sent by email. Instead, open a new browser window and type in the address yourself.
- **Don't get spammed.** Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam.

Digital Citizenship (Advice for All)

- **Treat others well.** It hurts to get a mean email 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 others' work, the user should follow the expressed requirements.