**Google Apps for Education Permission Form**

Dear Parents/Guardians,

**INTRODUCTION TO GOOGLE APPS FOR EDUCATION**

The Berkley School District recently acquired a Google Apps for Education Account. [INSERT STAFF NAME(S)} class will be utilizing Google Apps. Google Apps gives students and teachers a range of online tools to enrich communication, content creation, and collaboration.   Using these tools, students will collaboratively create, edit, and share files for school related projects. In addition to the obvious benefits of collaboration, students will have an opportunity to learn more about technology.

**Students in this program will have access to Google Docs**, including Documents, Spreadsheets, Presentations, Forms and Drawings. Google Calendar may be introduced later. These applications are different from public Google applications in that they are managed by the district, do not include any advertising, and have more strict filtering and content controls.

**Share Google Apps with your child.** The best thing about Google Apps is how easy it is to share access to files. Parents are encouraged to explore Google Apps with their children by logging in together. Only students and parents with access will be able to collaborate on this site.

**Internet safety education** will be included as part of introducing new web based tools. In school, teacher supervision and school content filters are used to prevent access to inappropriate content and to ensure that student use of digital tools follows the [Berkley School District Acceptable Use Policy](http://www.berkleyschools.org/NorthstarMedia/download/111157?token=OCaRojCyVwc%3d). Student accounts can be accessed by domain administrators at any time. Google Apps is a place for students to safely keep the documents they use to collaborate as it relates to this program. It is not to be used for personal storage.

**GUIDELINES FOR GOOGLE APPS PARTICIPATION**

**Google Apps student accounts created by the school district will be managed based on parent permission and requirements for use in classes**. Teachers will continually monitor student conduct related to class content in order to maintain a positive learning environment within the Google Apps. All participants will respect the teacher’s time and professionalism by supporting the same positive approach.

**Students will adhere to the Berkley School District Acceptable Use Policy**. All participants will be respectful in their postings and comments. No cyber bullying, inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated.

**All participants must protect their login and password information**. If participants suspect that a password has been compromised, they must notify the teacher immediately. No participant may share his/her login information or information about the site with anyone who is not a participant. This includes adding monitoring software or other means by which outsiders can access the site without permission. Any participant who is aware of violations of this agreement by others must report these violations to the teacher immediately, either verbally or in writing.

**Copyrighted material must be cited in any student work.** Failure to do so is plagiarism and students will be disciplined accordingly. Student users are strictly prohibited from accessing documents other than their own unless documents have been shared with them. Students are also prohibited from using any Google Chat feature. Berkley School District reserves the right to access the Google system of user accounts when there is a suspicion that unacceptable use has occurred.

**Access to and use of the student’s Google account is considered a privilege.** Berkley School District maintains the right to terminate the access and use of their Google account when there is reason to believe that violations of law or district policies have occurred. The alleged violation will be directed to the building principal and addressed according to the procedures outlined in the [Student Code of Conduct.](http://www.berkleyschools.org/NorthstarMedia/download/111194?token=OCaRojCyVwc%3d)

Berkley School District cannot and does not guarantee the security of electronic files used in Google Apps for Education. Google does have a content filter; however, the district cannot ensure that users will not be exposed to unsolicited information if they choose not to abide by the [Technology Use Agreement](http://www.berkleyschools.org/NorthstarMedia/download/111160?token=OCaRojCyVwc%3d).

Parents assume responsibility for the supervision of Internet use outside of school. Parents are encouraged to discuss family rules and expectations for using Internet-based tools, including Google Apps for Education. Parents are encouraged to report any evidence of cyber bullying or other inappropriate use to the school.

**SIGNATURES**

*I agree to the terms and conditions in this document, and permit my child to use Google Apps for Education.*

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 *(please print)*

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

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 *(please print)*

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_