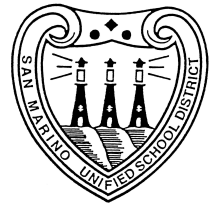


## San Marino Unified School District Google Apps for Education Parent Notification



Dear Parents/Guardians,

We are excited to announce that the San Marino Unified School District will provide Google Apps for Education to students and teachers. This notification 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 services are available to each student and hosted by Google as part of the San Marino Unified School District's online presence in Google Apps for Education:

- Mail - an individual email account for school use managed by the San Marino Unified School District. Student emails will have certain restrictive measures to protect student information. As a protective measure, students in grades K-8 will be issued a restricted email account. K-8 students can only send and receive emails between other SMUSD students, the PowerSchool system and receive alerts from the Google Apps system.
- Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- Drive - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office
- Sites - an individual and collaborative website creation tool
- Video - an individual and collaborative video creation tool
- Hangout and Google+ - a multimedia collaboration tool to conduct online group conference sessions.

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via teacher monitorable discussion groups, blogs and wikis.

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 collaborative groups on presentations to share with others. Parents will have the option to view their children's work in Google Apps.

Technology use in the San Marino Unified School District is governed by federal laws including:

### **Children's Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for San Marino Unified School District's presence in Google Apps for Education. No personal student information is collected for commercial purposes. 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. COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtml>

### **Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

## San Marino Unified School District - Google Apps for Education Parent Notification

Guidelines for the responsible use of Google Apps for Education by students:

- Official Email Address. All students will be assigned a student email account. This account will be considered the student's official SMUSD email address until such time as the student is no longer enrolled with the San Marino Unified School District.
- Prohibited Conduct. All district and school acceptable use policies remain in effect. Please view your student's school policies on proper conduct regarding computers and the Internet.
- Access Restriction. Access to and use of student email is considered a privilege accorded at the discretion of the San Marino Unified School District. The District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations 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.
- Security. The San Marino Unified School District cannot not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.
- Privacy. The general right of privacy will be extended to the extent possible in the electronic environment. The San Marino Unified School District and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access student and staff related Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

Please read and understand the following:

Under FERPA and corresponding California law, a student's information is protected from disclosure to third parties. I understand that my student's files will be stored in Google Apps for Education. I allow my student's files to be stored by Google. Google's commitment to educational domains are:

- Google Apps for Education is ad-free -- SMUSD content is not processed by Google's advertising systems.
- Protection of the intellectual property on the servers is critically important to Google.
- Google Apps brings you the latest technologies and some of the best practices for user privacy.
- Apps content belongs to the individual users at your school. Not Google.
- We don't look at your content. Google employees must have explicit permission even for troubleshooting.
- We don't share your content. Google does not share personal information without your consent.
- We sometimes scan content for spam filtering, anti-virus protection, or malware detection.

I understand that by participating in Google Apps for Education, the only information about my child will be collected and stored electronically is their username and password. I have read the privacy policies associated with use of Google Apps for Education (<http://www.google.com/a/help/intl/en/edu/privacy.html>).

**I understand that I may ask for my child's account to be removed at any time. If you prefer that your child NOT be included for Google Apps, it is important that you instruct your child of your wishes and provide a hard copy letter to the SCHOOL PRINCIPAL indicating that you do not grant permission.**