

Rye City School District
Google Workspace for Education Permission Form



The Rye City School District implements and requires an annual signature for the Google Workspace for Education student platform. Google Workspace for Education is a service designed by Google specifically for schools and universities/colleges. It allows students to use Google services in a controlled environment where the District issues and manages accounts and features. Google Workspace provides students with a set of digital tools that can help them complete assignments, store files, and communicate with teachers and classmates. Students can access their RCSD account from nearly any type of Internet-connected device.

The following services will be made available to students as part of Rye City School District Google Workspace for Education:

- **Email:** an individual email account for school use managed by Rye City School District
 - Email accounts are only permitted for students in grades 5-12.
 - Students in Grades 5-8 will be permitted to communicate inside of the school domain.
 - Students in Grades 9-12 will be permitted to communicate inside and outside of the school domain.
 - The email naming convention is:
LastName.FirstName.LastTwoDigitsofGraduationYear@ryeschools.org
 - Example: Smith.John.20@ryeschools.org
- **Calendar:** an individual calendar providing the ability to organize schedules, daily activities, and assignments.
- **Google Drive Suite:** a word processing, spreadsheet, drawing, and presentation toolset that is similar to Microsoft Office
- **Google Classroom:** a learning management application that aims to simplify creating, distributing, and grading assignments in a paperless way. The primary purpose is to streamline the process of sharing files between teachers and students.
- **Google Hangouts:** a video conferencing tool used to conduct live online learning. Google Hangouts is part of our Google Workspace for Education suite. Students are prohibited from recording any remote or live steamed lessons or activities, except as provided for in a student's Individualized Education Program (IEP).
- **Google Chrome Apps and Extensions:** instructional apps and/or extensions will be made available for student use after being reviewed by the Curriculum and Technology Departments. Extensions and apps can only be installed by the district. All apps and extensions need to be vetted

Student use of Google Workspace for Education is governed by the District's Acceptable Use Policy (4526.1), as well as the District's Code of Conduct. Students are responsible for their own conduct at all times when using Google Workspace for Education. While the District will be monitoring student use of Google Workspace when students are at school and during any period of distance/virtual learning, parents are responsible for monitoring their child's use of Google Workspace outside of school. We encourage you to discuss rules and expectations for using Internet-based tools, including but not limited to, Google Workspace for Education with your child. Parents are encouraged to report inappropriate use of Google Workspace for Education to the District.

Safety is our highest priority. To this end, we strongly encourage families to thoroughly read the important information about Google Workspace for Education below.

Privacy and Safety

- Students may not post personal contact information about themselves or other people. This includes, but is not limited to, last names, addresses and/or phone numbers.
- Students must tell their teacher or other District staff member about any message they view/ receive that they believe is inappropriate or which makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from accessing their account. Under no circumstance, should a student provide his or her password to another person [except parent(s)/guardian(s)].
- Please review the District's Acceptable Use Policy and Code of Conduct for the rules about and expectations for student conduct while using Google Workspace for Education.

Digital Citizenship

- Treat others with respect. When using web-based programs, students are expected to be kind and “think before they type.” Students should be careful with what they say about others and themselves. Students will receive training on technology etiquette.
- Respect the rights of copyright owners. Copyright infringement occurs when an individual reproduces a work that is protected by a copyright without permission. If a work contains language that specifies acceptable use of that work, the student should follow the expressed requirements. If the student is unsure whether or not they can use a work, they should request permission from the copyright owner.
- Students have First Amendment rights to free speech. However, these rights can be limited in school. If students post something on a school webpage that disrupts the District's learning environment, their right of speech may be limited. District websites and groups are for educational use only. This means that the District has the right to limit student speech in these areas if it disrupts the learning process.
- Please refer to the District's [Acceptable Use Policy](#) and [Code of Conduct](#) for more detailed information concerning rules about and expectations for student behavior when using Google Workspace for Education.

Access Restriction

- Access to Google Workspace for Education is considered a privilege provided to students at the discretion of the District. The District maintains the right to immediately withdraw access and use of Apps when there is reason to believe that violations of law or District policy(ies) have occurred.
- Any student who is not currently enrolled in RCSD will not be permitted to access their RCSD Google Workspace account.

Use of District Email

- All students in grades 5-12 will have an email account created by the Technology Department.
- Users should check their email frequently and manage their inbox.
- Users of District email systems are responsible for its appropriate use. All illegal or improper use of the electronic mail system, including, but not limited to: offensive language or pictures, harassment, solicitation, gambling, violating copyright or intellectual property rights is prohibited.
- Bulk posting to individuals or groups to overload the system (i.e., spamming or similar actions) is prohibited, including, but not limited to, chain letters and pyramid schemes.

- Do not open or forward email from a sender you do not recognize. Delete it immediately and notify a faculty member as soon as possible.
- All email accounts remain the property of Rye City School District and can be searched at any time without cause.
- Users may only use their assigned account and not give others access to it, or use another's email.
- Broadcasting of messages using the District's distribution list(s) needs to be approved by an administrator and must be for school-related purposes. Users are to consider the content of their email and the impact it will have on recipients.
- All communications sent to employees should be done through the District's email.
- High School Seniors or any other student's transferring out of the district have the ability to transfer files using Google TakeOut
- Email content must never violate District policy.
- The following laws and policies help to protect our students when they utilize online or web-based programs:

Child Internet Protection Act (CIPA)

The District is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. Teacher supervision and school content filters are used to prevent access to inappropriate content and ensure that student use of digital tools adheres to the District's Acceptable Use Policy. For more information regarding CIPA, please feel free to visit the following link: <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>.

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under the age of 13. By default, Google advertising is turned off for Apps for Education users. The District's collection and/or use of student information is solely for educational purposes. However, you should be aware that Google may collect certain information concerning users of Google Workspace for Education from time to time. Please refer to the Privacy Policy published by Google, which outlines the information that Google may collect and how it may be used. Google's Privacy Policy can be found at: <https://www.google.com/edu/trust/>.

NOTE: This is the same Privacy Policy which currently applies to your child's use of any Google products, including your child's use of Google products at home or anywhere that Google products are accessed by your child. For more information regarding COPPA, please feel free to visit the following link: <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>.

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc.) but parents may request that the school not disclose this information, i.e., opt-out. Please refer to the District's Policies 5500 and 5550 for more information about student records and opting out of the disclosure of directory information. In addition, please note that:

- The District will not publish confidential education records (grades, student ID #, etc.) for public viewing on the Internet. Public viewing means viewing by anyone other than your child, your child's teacher or District administrators.
- The District may or may not publish student works and photos for public viewing.
- Parents have the right to investigate the contents of their child's Apps for Education files at any time.
- Google Workspace for Education is exclusively an online program and neither Google nor the District provides any means for backing up or otherwise retrieving or accessing lost and/or deleted records/data.

The District will delete all student documents/data from Google Workspace for Education on an annual basis, i.e. the District will not be retaining any such information beyond the school year in which it was created, published, etc. Therefore, if your child wishes to retain any such information, he/she should take measures to do so before the end of the school year.

For more information about you and your student's rights under FERPA, please feel free to visit the following link: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>.

Please carefully review this information and return the portion below to the District.

I agree to allow the Rye City School District to assign a Google Workspace for Education account for my child that can be used on any device connected to the Internet. I understand the account is for educational purposes and use must meet the expectations outlined above.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Electronic Signature: _____

_____ **YES** I give permission for my child to use Google Workspace for Education. I understand that this includes permission for my child and the District to publish student work, documents, data and/or photographs to the District's Google Workspace for Education domain. I agree to monitor and enforce acceptable use when my child is off District property. I further acknowledge that I have reviewed and accept Google's Privacy Policy in connection with my child's use of Google Workspace for Education (<https://www.google.com/edu/trust/>.)

_____ **NO** I do not give permission for my child to use Google Workspace for Education. I understand that this means my child will not be able to access Google Workspace for Education for any purpose, including, but not limited to, sharing information and/or collaborating with District staff and/or students concerning assignments, projects, and events.

Date: _____