

Shutesbury Elementary School

Google Workspace for Education Permission Form

Dear Caregiver,

Shutesbury School District is pleased to offer Google Workspace for Education service to students K - 6. Google Workspace for Education service is entirely online and available 24/7 from any Internet-connected device. The suite of applications allow students to create, edit, store and share files, collaborate and communicate with teachers within the school district. These applications and associated hardware give teachers more resources to effectively integrate 21st century technology in their curriculum and provide students with access to a safe learning environment from anywhere.

Shutesbury Elementary School requires caregiver consent to allow their student to participate in the Google Workspace for Education service. Upon approval, students will receive a Google student account. The shutesburyschool.org domain is configured as a self-contained environment maintained by Google and managed by the School Technology Coordinator. This permission form describes the tools and purpose for using these applications.

School issued Google Workspace accounts may include access to the following

- Core Apps:
 - Google Meet – Video Communication Tool
 - Google Classroom – Information Sharing Tools
 - Google Mail – Email Communication Tools (restricted between student and teacher only)
 - Google Calendar
 - Google Drive - Cloud Storage
 - Google Docs, Sheets, Slides, Forms, Drawing - Office Productivity Tools

- Additional Google services may be available to students if requested by teachers when safe and appropriate. These non-core apps are listed on the school website: www.shutesburyschool.org under Services - Technology - COPPA Compliance Consent - Websites and Apps.

As with any educational endeavor, a strong partnership with families is essential to a successful experience.

Student Responsibility

Along with opportunity comes responsibility. Student use of Google Workspace for Education follows the expectations and disciplinary action outlined in the School's Acceptable Use Policy, School Handbook and other District Policies. Although the applications can be accessed outside of school, any use of the school account is bound by the same rules and guidelines as when used on the School's network. It must

always be used for educational purposes and the school reserves the right to monitor and inspect usage of student accounts.

School Responsibility

Google Workspace for Education student accounts created by the school district will be managed based on caregiver 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 SES Acceptable Use and other District Policies. The school will take measures to manage student safety and privacy, and will regularly monitor the Google Workspace for Education domain and update as needed.

Caregiver Responsibility

Caregivers assume responsibility for the supervision of Internet use outside of school. Caregivers have read and will support their student in adhering to the District Acceptable Use Policy. Caregivers are encouraged to discuss family rules and expectations for using all Internet-based tools. Caregivers are encouraged to report any evidence of cyberbullying or other inappropriate use to school administrators.

Caregivers and students will refrain from recording any and all online lessons. Exceptions can be made on an individual basis due to special circumstances, and only with the consent of everyone involved in the lesson. In addition, caregivers are permitted to observe online instruction in a non-disruptive manner. However, as online learning opportunities provide access to confidential student information, all participants agree, by participating in online learning, to refrain from disseminating any confidential student information about other student participants with any and all third parties.

Additional information on the Google Workspace for Education Privacy Notice can be found at https://www.google.com/intl/en/work/apps/terms/education_privacy.html and <https://www.google.com/policies/privacy/> FAQ can be found at <https://www.google.com/edu/trust/>. District Policies may be viewed on the school website found under the School Committee - Policy Manual tab.

The student's Google Workspace for Education account will remain active for the duration of the child's enrollment at Shutesbury Elementary School unless a caregiver withdraws consent or violations of law or District policies have occurred.