
Google Apps for Education Parent Permission Form 2016 – 2017

Google Apps for Education Permission Form for Student Email, Google Drive and Calendar

The STARS utilizes Google Apps for Education for students, teachers, and staff.

This page 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 all 7th grade students and hosted by Google as part of the STARS online presence in Google Apps for Education:

- Email – an individual email account for school use managed by the Saint Thomas Aquinas Regional School.
- Calendar – an individual calendar providing the ability to organize schedules, daily activities, and assignments.
- Google Drive (Docs, Sheet, slides) – a word processing, spreadsheet, drawing and presentation toolset that is very similar to Microsoft Office.

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building electronic portfolios of school learning experiences, and working in small groups on presentations to share with others.

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

1. Official Email Address: All students 7th will be assigned a student email account pending parent permission. This account will be considered the student's official STARS Gmail address until such time as the student is no longer enrolled with the STARS.
2. Prohibited Conduct: Please refer to Dioceses Handbook and School Technology Policy to Electronic Information Services and Networks and Electronic Devices.
3. Access Restriction: Access to and use of student email is considered a privilege accorded at the discretion of the STARS. The school 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, Diocese or school policies have occurred. In such cases, the alleged violation will be referred to school administration for further investigation and adjudication.
4. Security: Saint Thomas Aquinas School cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the school cannot assure that users will not be exposed to unsolicited information.
5. Privacy: The general right of privacy will be extended to the extent possible in the electronic environment. STARS and all electronic users should treat electronically stored information in individual's files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The school reserves the right to access the student email systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

IMPORTANT: Opting out refers to the school’s disclosure of your student’s personal information to various persons, agencies, and institutions and does not prevent students from providing their personal information to various persons, agencies, or institutions on their own behalf.

Google Apps for Education Parental Permission (3rd – 8th grade students only)

By signing below, I confirm that I have read and understand the following:

Under FERPA and corresponding Virginia law, a student’s education records are protected from disclosure to third parties. I understand that my student’s education records stored in Google Apps for Education may be accessible to someone other than my student and the Saint Thomas Aquinas School by virtue of this online environment. My signature below confirms my consent to allow my student’s education record (homework and assignments but must not grades and personal information) to be stored by Google. I understand that by participating in Google Apps for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of Google Apps for Education (<http://www.google.com/intl/en/policies/privacy/>). I understand that I may ask for my child’s account to be removed at any time. Choose an option below:

YES, I give permission for my child to be assigned a full St. Thomas Aquinas Regional School Google Apps for Education account. This means my child will receive a Google Apps account, access to Gmail, Google Drive (Docs, Sheets, Slide) and Calendar.	<input type="checkbox"/>
YES, I give permission for my child to be assigned a full St. Thomas Aquinas Regional School Google Apps for Education account, BUT would like to OPT OUT of granting my child email access.	<input type="checkbox"/>
NO, I do not give permission for my child to be assigned a full St. Thomas Aquinas Regional School Google Apps for Education account. This means my child will NOT receive an email account or access to Google Drive (Docs, Sheets, Slide) and Calendar.	<input type="checkbox"/>

As a parent I would like to receive monitoring or copies of emails from my child’s account at: _____ . (This email can be removed at your request in the future.)

Parent’s Email Address

Student Name: (Print)

Student ID#: (if known)

Home Room Grade:

Parent/Guardian (Print)

Parent/Guardian Signature

Date