



*Our Lady of Sorrows School*  
**GOOGLE APPS FOR EDUCATION FORM**

Our Lady of Sorrows School will be using Google Apps for Education (GAFE) in the classroom. Google Apps for Education is a suite of free, web-based programs that includes file storage, document creation, shared calendars and collaboration tools. This education version of Google Apps provides a self-contained environment for students and faculty to collaborate and share information.

The features and options are available based on grade level and requirements for coursework and formal permission from parents/guardians. The following services are available to students and are hosted by Google:

1. Classroom and/or Opus (Opus is not from Google but an equal learning management system) - This is the suite of tools listed below to facilitate the creation, collaboration and tracking of paperless assignments.
2. Drive - online/cloud storage of digital assignments
3. Docs - word processing, spreadsheet, drawing and presentation apps
4. Calendar - organize schedules, assignments and daily activities

**Please review the attached information; complete and return this page to school.**

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Print Student Name(s) and Grades:

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Print Parent/Guardian: \_\_\_\_\_

\_\_\_\_\_ I give permission for my child to use Google Apps for Education. By doing so, I agree to enforce acceptable use when my child is off school property. I understand I have the right to request that my child's account be disabled at any time. I also understand that this may affect my child's academic performance. Please contact the school to do so.

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

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Student Signature (s) \_\_\_\_\_ Date \_\_\_\_\_

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Student Signature (s) \_\_\_\_\_ Date \_\_\_\_\_



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**GOOGLE APPS FOR EDUCATION**  
**Parental Consent Form**

This year, Our Lady of Sorrows School will provide students with Google Apps for Education (GAFE) accounts. GAFE includes free, web--based programs like file storage, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and Our Lady of Sorrows School.

GAFE runs on an Internet domain purchased and owned by the school and is intended for educational use. Your student's teachers will be using Google Apps for lessons, assignments, and communication. Students can use these tools to create, edit and share files (ex. class notes, task management schedules, etc.) for school related projects.

GAFE is also available at home, the library, or anywhere with Internet access and anytime.

- School staff will monitor student use of Apps when students are at school.
- Parents are responsible for monitoring their child's use of Apps when accessing programs from home.
- Students are responsible for their own behavior at all times.

Student safety is our highest priority.

**Acceptable Use** (Privacy and Safety)

GAFE is primarily for educational use. Students may use Google Apps for personal use subject to the restrictions below and additional school rules and policies that may apply.

- **Privacy** -- School staff, administrators, and parents all have access to student account for monitoring purposes. Students have no expectation of privacy on the GAFE system and are expected to use their Google school account for academic purposes. Students are strictly prohibited from accessing files and information other than their own.
- **Security** -- Although Google does have powerful security measures in place, Our Lady of Sorrows School cannot and does not guarantee the security of electronic files located on Google systems.
- **Limited personal use** -- Students may use Apps tools for personal projects but may not use them for:
  - Unlawful activities
  - Commercial purposes (running a business or trying to make money)
  - Personal financial gain (running a web site to sell things)
  - Inappropriate sexual or other offensive content
  - Threatening another person
  - Misrepresentation of OLSS, staff or students. Apps, sites, docs, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.
- **Safety**
  - Students may not post personal contact information about themselves or other people. That includes full names, addresses and phone numbers.



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- Students agree not to meet with someone they have met online without their parent's approval and participation.
- Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account.  
***Under no conditions should a user provide his or her password to another person.***
- **Access Restriction – Due Process**
  - Access to Google Apps for Education is considered a privilege accorded at the discretion of the school. The school maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, OLSS also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

**Digital Citizenship** (Advice for All)

- Treat others well. It hurts to get a mean message just like it hurts when someone is mean in the school hallway. When using online accounts or making a post on a forum or web page, be kind. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself.
- Respect the rights of copyright owners. Copyright infringement occurs when an individual reproduces a work without permission. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user 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. Your rights can be limited in school, though. If you post something that disturbs the learning environment in your school, your right of speech may be limited. School web sites, account, and groups are for educational use and are not considered public forums for debating ideas. This means that a school has the right to limit student speech that disturbs the learning process in these areas.



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These are the laws and policies that help to protect our students online:

**Child Internet Protection Act (CIPA)**

The school 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. This means that student internet communication is filtered. Communication containing harmful content from inappropriate sites will be blocked.

-- CIPA - <https://www.fcc.gov/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 13. By default, Google advertising is turned off for Apps for Education users. 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 - <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.

- The school will not publish confidential education records (student ID #, etc...) for public viewing on the Internet.
- The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- Parents may request that photos, names and general directory information about their children not be published.
- Parents have the right at any time to investigate the contents of their child's account and Apps for Education files.

-- FERPA -- <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>