

ERVING ELEMENTARY SCHOOL
Google Workspace for Education
Permission Form

Dear Parents/Guardians,

Erving School District is pleased to offer Google Workspace for Education service to students PK - 6. Google Workspace for Education service is entirely online and available 24/7 from any Internet-connected device. The suite of applications allows 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.

Erving Elementary School requires parental/guardian consent to allow their student to participate in the Google Workspace for Education service. Upon approval, students will receive a Google student account. The erving.com 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 responsibilities 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

- Other Grade Specific Online Tools and Educational Programs may be available to students if requested by teachers when safe and appropriate.

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

Parent/Guardian Responsibility

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

Parents 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, parents/guardians 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/>.