

SACS Use of Web-Based Educational Tools (and Permission Form)

Dear Parents/Guardians,

The MSD of Southwest Allen County (“SACS”) utilizes certain web-based tools for students, teachers, and staff, such as Google Apps for Education. This permission form generally describes these tools and student responsibilities for using them. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

By way of example, the following services may be available to students as part of SACS’s online presence:

Mail - an individual email account for school use managed by SACS

Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments

Docs - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office

Sites - an individual and collaborative website creation tool

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

Technology use at SACS is governed, in part, by federal law, including:

Child Internet Protection Act (CIPA): CIPA is a federal law that requires the School to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. The School employs reasonable efforts to comply with CIPA as set forth in its Technology Acceptable Use Policy accessible at <http://www.sacs.k12.in.us/page/3137>. See also <http://fcc.gov/cgb/consumerfacts/cipa.html>

Children's Online Privacy Protection Act (COPPA): COPPA is a federal law that applies to commercial companies and website operators and limits their ability to collect personal information from children under the age of 13. COPPA also impacts school districts that use third-party website operators to offer online services to students. COPPA requires school districts to obtain parental permission if personal information is collected from students under the age of 13 by any third-party website operator, such as Google. See also <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA): FERPA is a federal law that protects the privacy of student education records. Generally under FERPA, school districts must obtain parental or student consent prior to disclosure of student records. However, schools may disclose directory information without prior consent, except that parents may request the school not disclose this information. See also <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

Guidelines for the responsible use of web-based tools, including Google Apps for Education, by students:

1. **Official Email Address.** Students will be assigned a school email account. This account will be considered the student's official SACS email address until such time as the student is no longer enrolled with the SACS.
2. **Prohibited Conduct.** Please refer to SACS School Board Policies, most notably the *Internet Acceptable Use* policy at Policy No. 6210, and the Student Handbook.
3. **Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of the SACS. SACS 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 or SACS policies have occurred. In such cases, the alleged violation will be referred to a building administrator for further investigation and adjudication.
4. **Security.** SACS cannot and does not guarantee the security of electronic files located on web-based systems, including those provided by Google. Although Google does have a powerful content filter in place for email, SACS cannot guarantee that users will not be exposed to unsolicited information.
5. **Privacy.** All electronic users should treat electronically stored information in individuals' files as confidential and private. Students are strictly prohibited from accessing files and information other than their own. SACS reserves the right to access students' web-based accounts, including Google Apps for Education accounts, in accordance with the School's monitoring requirements set forth in its Technology Acceptable Use Policy accessible at <http://www.sacs.k12.in.us/page/3137>.

Permission Form for Use of Web-Based Educational Tools

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

Under certain federal and state laws, including FERPA and COPPA, a student's education records are protected from disclosure to third parties. I understand that as a part of my student's use of web-based education tools, certain education records will be stored in a web-based service, such as Google Apps for Education, and may be accessible to someone other than my student and SACS by virtue of this online environment. My signature below confirms my consent to allow my student's education records to be stored by such a web-based service, such as Google, as part of my student's educational use of such services. I understand that by participating in a web-based service, such as Google Apps for Education, information about my child may be collected and stored electronically. I understand that I may ask for my child's access to cease and their account to be removed at any time. I also understand that the School will notify me of the web-based tools, if any, that my child will use in addition to Google Apps for Education.

_____ **YES**, I give permission for my child to have an account for and access to web-based educational tools, including Google Apps for Education. This means, for example, that my child will receive an email account, and access to Google Docs, Calendar, and Sites.

_____ **NO**, I do not give permission for my child to have an account for and access to web-based educational tools, including Google App for Education. This means, for example, that my child will NOT receive an email account or access to Google Docs, Calendar, and Sites.

Student Name: _____
Parent/Guardian Signature: _____
Date: _____

Permission Form for Publication of Student Work

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

The School seeks to recognize and encourage student participation and success. On occasion, the School may do so by publishing a student's work, either in print or electronically. For example, the School might post an image of a student's painting to the district's public website. The School will only post such work if your permission is provided below. Moreover, your permission can be revoked at any time by notifying the School in writing.

_____ **YES**, I give permission for the School to publish my child's work for purposes of recognition and/or the encouragement of my child or others even though it might otherwise be an education record not subject to such publication.

_____ **NO**, I do not give permission for the School to publish my child's work.

Student Name: _____
Parent/Guardian Signature: _____
Date: _____