



# Google Apps For Education Consent Form

The Newton Community School District or NCS D utilizes Google Apps for Education for students, teachers, and staff. This permission form 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.***

NCS D has created email accounts for students to allow for collaborative sharing using Google Apps for Education. These accounts will be used at school for school related projects. Google Apps is a place for students to safely keep online communication and collaboration documents as they relate to school – school documents, school calendars, school email. **It is not to be used for non-school related purposes or activities.** The email naming convention is **lastnamefirstname@newton.k12.ia.us** or for example, student John Smith, his email would be **smithjohn@newton.k12.ia.us**.

## **Technology use in the Newton Community School District is governed by federal laws including: 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, advertising is turned off for Newton Community School District's presence in Google Apps for Education. 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 – <http://www.ftc.gov/privacy/coppafaqs.shtm>

## **Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information (See Board Policy 504.4) but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form.  
--FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

## **Responsible Use Guidelines**

1. Teachers and staff will make every reasonable effort to monitor student conduct related to class content in order to maintain a positive learning environment.
2. Students will adhere to the following:
  - 604.5 – Acceptable use of Computer Networks
  - 604.5 R1 – Internet & Wide Area Network Acceptable Use
3. All participants will be respectful in their postings and comments. No cyber bullying, inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated. Any violation of these procedures may result in school disciplinary action. These and all other board policies are on the NCS D website at policies –available on the web at:  
[http://www.newton.k12.ia.us/administration/school\\_board/admin\\_sb\\_policies.cfm](http://www.newton.k12.ia.us/administration/school_board/admin_sb_policies.cfm)



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## Responsible Use Guidelines – continued:

4. Copyrighted material that is not cited in any student work will be deemed as plagiarism and disciplined accordingly. Student users are strictly prohibited from accessing documents other than their own unless documents have been shared with them.
5. Access to and use of the student's Google account is considered a privilege. NCSD maintains the right to terminate the access and use of their Google account when there is reason to believe that violations of law or district policies have occurred. The alleged violation will be directed to the building principal and addressed according to the procedures outlined in the student handbook. NCSD reserves the right to store and collect electronic media within its walls, thus nothing sent from these accounts will be considered private.
6. NCSD cannot and does not guarantee the security of electronic files used in Google Apps for Education. Google does have a content filter; however, the district cannot ensure that users will not be exposed to unsolicited information.
7. All students will be assigned a ***lastnamefirstname@newton.k12.ia.us*** email account. This account will be considered the student's official NCSD email address until such time as the student is no longer enrolled with the Newton Community School District.
8. **K-8 students will only be allowed to email teachers and students that are inside the NCSD Google Apps domain. They will not be able to send and receive emails from outside the district.**

***NCSD reserves the right to access the Google system of user accounts when there is suspicion that unacceptable use has occurred. NCSD will follow any and all laws pertaining to the use of media in the classroom.***

### **Parent and/or Legal Guardian:**

By signing below, I give permission and consent for my child to access the Newton Community Schools' Google Apps for Education account:

Please print and sign the required info below, and return to your child's building secretary.

\_\_\_\_\_  
Print – Full name of parent/legal guardian

\_\_\_\_\_  
Signature – Parent/Legal Guardian

Parent/guardian of \_\_\_\_\_  
(Full name of student)

Date of birth (MM/DD/YY): \_\_\_\_\_

Student Grade Level: \_\_\_\_\_

Building for current school year: \_\_\_\_\_