

## Google Apps for Education Parent Permission Form

Dear Parents/Guardians,

The Fort McMurray Public School District plans to utilize Google Apps for Education (GAFE) for students in a pilot program that would include your child. This permission form describes the tools and student responsibilities for using these services. A strong partnership with families is essential for the success of this program.

The following services are provided in Google Apps for Education:

- Mail - An email account for school use managed by the Fort McMurray Public School District that enables students to only communicate to other users within the same email system. External communication beyond the District domain is strictly prohibited.
- Calendar - A calendar providing the ability to organize schedules, daily activities, and assignments for students. Classroom and school calendars can also be accessed where available.
- Docs - Word processing, spreadsheet, drawing, and presentation tools similar to Microsoft Office and accessible from any device capable of accessing the service.
- Sites – A website creation tool, students can create, edit and share files and websites for school related projects.

These services are hosted by Google on their servers and are available at any time from any Internet enabled device. Some examples of student use could include class projects, electronic portfolios and working in groups on presentations to share with others. The District's Acceptable Use Policy applies at all times to the use of District provided GAFE accounts. Access to and use of student email is considered a privilege accorded at the discretion of the District.

The District 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 District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation. The Fort McMurray Public School District cannot and does not guarantee the security of electronic files located on Google systems.

The general right of privacy will be extended to the extent possible in the electronic environment.

Fort McMurray Public School District and all electronic users should treat electronically stored information in individuals' files as confidential and private. Users of student email are prohibited from accessing files and information other than their own. The District reserves the right to access GAFE student account information to evaluate student work, to monitor progress and/or support potential investigations.

**Fort McMurray Public School District Google Apps for Education Permission Form  
for Student Email, Online Documents, Calendar, and Sites**

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

I understand that Google mail, documents, calendar, sites and Google educational apps are the main resources used by the District to support instruction. Work produced by your child may be stored in Google Apps for Education and by virtue of this online environment and given the collaborative nature of student work, files and documents are stored and worked on by multiple students and reviewed online by staff. Google has high security standards. I understand that it is my child's responsibility not to share their login and password information with others as this may cause information to be accessible by someone other than my child.

My signature below confirms my consent to allow my child to be assigned a Google Apps for Education account.

I understand that by participating in Google Apps for Education, information about my child will be collected and stored electronically. I understand that I may ask for my child's account to be deactivated at any time.

\_\_\_\_\_ YES, I give permission for my child to be assigned a Fort McMurray Public School District Google Apps for Education account. This means my child will receive an email account, access to Google Docs, Calendar, and Sites.

\_\_\_\_\_ NO, I do not give permission for my child to be assigned a full Fort McMurray Public School District Google Apps for Education account. This means my child will NOT receive an email account or access to Docs, Calendar, and Sites.

Student Name: (Print) \_\_\_\_\_

Parent/Guardian

Signature: \_\_\_\_\_ Date: \_\_\_\_\_