

# CVUSD Google Apps for Education



Dear Parents/Guardians,

Conejo Valley Unified School District is proud to offer Google Apps for Education at our school in order to:

- extend learning in and out of the classroom
- introduce and advance 21st century technological skills
- create an online forum that is safe for student learning

This permission form explains the tools that are available to your child as well as the responsibilities for using these services. As with any educational endeavor, a strong partnership between school and home is essential for success. The following services are available to each student and hosted by Google as part of CVUSD's domain in Google Apps for Education. Google Apps for Education allows teachers and students to communicate and collaborate in a safe, controlled cyber environment using:

- **Email** - An individual email account for school use managed by CVUSD. This e-mail address only works internally. That means that students will only be able to send and receive emails to other students and staff members in the same domain.
- **Calendar** - An individual calendar providing the ability to organize schedules, daily activities, and assignments.
- **Google Drive** - A word processing, spreadsheet, drawing, and presentation toolset that is similar to Microsoft Office. These documents are available to students both at home and at school making the completion of school projects easier.

These tools allow students to collaboratively create, edit, and share files and websites for school related projects. Students can also communicate via e-mail with other students and teachers. Google Apps for Education is available anywhere with internet access. Students do not need any special programs or devices to use it. The program includes a number of safeguards to protect students. All advertising has been turned off for CVUSD's presence in Google Apps for Education. No personal student information is collected for commercial purposes. Students will not be able to communicate with the outside world, and the outside world cannot communicate with your child using the e-mail program. School staff will be responsible for monitoring the students' use of the apps while at school. Parents are responsible for monitoring their child's use when they are accessing programs from home. Consistent with CVUSD's student Acceptable Use Policy (AUP), students are responsible for the appropriate use of school district provided internet, e-mail and other technologies at all times. The Student AUP and Discipline Handbook can be found at the CVUSD website ([www.conejousd.org](http://www.conejousd.org)). Use of Google Apps is a privilege and can be revoked at any time by either the parent or the school.

CVUSD treats electronically stored information as private. Users of e-mail are strictly prohibited from accessing files and information other than their own. In order to monitor the system and ensure student safety, CVUSD reserves the right to access a student's Google account, including current and archival files of user data, when deemed appropriate by administrators. In order to set up an account we will need to share your student's name and CVUSD student ID (not SSN) with Google.

Consistent with Google and CVUSD policies, we require parent consent to use Google Apps for Education for all students under 13 years of age. Please fill out and sign the Google Apps for Education permission form on the reverse side and return it to your child's teacher.

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## Permission Form

Student's Name (Please Print) \_\_\_\_\_

Student's Homeroom \_\_\_\_\_

### **Parent:**

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

I understand that by participating in Google Apps for Education my child's name and CVUSD student ID (not SSN) number will be provided to Google. More information about Google's privacy policies can be found at (<http://www.google.com/a/help/intl/en/edu/privacy.html>). I understand that I may ask for my child's account to be removed at any time.

\_\_\_\_\_ Yes, I give permission for my child to be assigned a CVUSD Google Apps for Education account. This means my child will receive an e-mail account, access to Google Drive, Calendar, Video, and Sites.

\_\_\_\_\_ No, I do not give my child permission to be assigned a CVUSD Google Account. This means my child will NOT receive an e-mail account or access to any Google tools. Alternative assignments will be assigned to my child when a teacher is using this system.

Parent/Guardian Signature: \_\_\_\_\_

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

### **Student:**

By signing below I agree to follow the rules outlined in the CVUSD student Acceptable Use Policy when on Google Apps for Education. I will report misuse to my teacher or school administration. I understand that I am responsible for my behavior when I use technology just like I am responsible for my behavior at all other times at school.

Student Signature: \_\_\_\_\_

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