G-Suite Permission Form

Dear Parents/Guardians:

The Lewiston-Porter Central School District utilizes the Google Apps for Education for students, teachers and staff. This permission form describes some of 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.

The following services will be available to all students (6-12) that are hosted by Google as part of Lewiston-Porter's online presence in G-Suite:

- **Drive/Docs/Sheets/Slides** - these are productivity applications that give students the ability to create documents, spreadsheets and presentations and work collaboratively in a cloud environment. This is very similar to Microsoft Office.
- **Calendar** - an individual calendar to organize schedules, daily activities and assignments
- **Classroom -** an online interactive classroom that is moderated by your child's teacher where students can find information (documents, videos or posts from the teacher or classmates) around the clock.
- **Mail** - At the 9-12 level, we are going to allow students to use GMail on a closed domain. All students have Google Accounts (username@lew-port.com) and will be able to correspond with other students and teachers in an electronic format. Email accounts will not be able to send/receive messages outside of the domain - meaning any address that does not end with @lew-port.com will not be able to send or receive messages from students.
- **Productivity Apps available in the Chrome Store** - teachers and administrators are constantly receiving professional development in G-Suite and new applications and extensions are being created and tested on a continuous basis. There are Apps that are content specific that will be used by teachers within certain departments.

Technology use in the Lewiston-Porter Central 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 students. Advertising is turned off for Lewiston-Porter's presence in G-Suite. No personal information is collected for commercial reasons.
- **Family Education Rights and Privacy Act (FERPA)**
  - FERPA - http://www.ed.gov/policy/gen/guid/fpco/ferpa

Guidelines for the responsible use for G-Suite by students:

1. **Official Google Account** - All students will be assigned a *username@lew-port.com* account. This account will be considered the student's official Lewiston-Porter CSD Google account until such time as the student is no longer enrolled with the Lewiston Porter Central School District.
2. **Prohibited Conduct** - Please refer to the copy of the code of conduct found within your student's planner and on the district website, Board of Education Policies #7424 (Student Use of Computerized Information Resources) and #7415 (Lewiston Porter CSD Code of Conduct).

3. **Access Restriction** - Access to and use of G-Suite is considered a privilege accorded at the discretion of the Lewiston-Porter Central School District. The District maintains the right to immediately withdraw the access and use of these services 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 and adjudication.
4. **Security** - Lewiston-Porter Central School District cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter and firewall in place, the District cannot assure that users will not be exposed to unsolicited information.
5. **Privacy** - The general right of privacy will be extended to the extent possible in the electronic environment. Lewiston-Porter CSD and all electronic users should treat electronically stored information in individuals's files as confidential and private. However, users are strictly prohibited from accessing files and information other than their own or those shared with them. The District reserves the right to access the student's Google account, including current and archival files of user accounts when there is reasonable suspicion and unacceptable use has occurred.
6. **Personal Use** - The use of student e-mail and the G-Suite is for educational purposes only and should not be used in the creation of social media or any other personal accounts. Failure to comply with this restriction will result in disciplinary action based on the Code of Conduct and potential shutdown of student accounts.

By signing below, I confirm that I have read and understand the following:
Under FERPA and corresponding New York State and Federal law, a student's education records are protected from disclosure to third parties. I understand that my students' schoolwork (i.e. assignments they've worked on, calendar of assignments, etc.) created and stored in G-Suite may be accessible to someone other than my student and the Lewiston-Porter Central School District by virtue of this online environment. My signature below confirms my consent to allow my student's schoolwork to be stored by Google.

I understand that by participating in G-Suite, information my child produces (i.e. assignments, notes, etc.) will be collected and stored electronically. I have read the privacy policies associated with the use of Google Apps for Education (https://support.google.com/work/answer/6056693?hl=en)

_____ **YES**, I give permission for my child to be assigned a full Lewiston-Porter Central School District AG-Suite account. This means my child will receive a Lewiston-Porter Google account to access to Docs, Sheets, Slides, Calendar, Mail (for 9-12 students on a closed domain only) and other productivity Apps.

_____ **NO**, I do not give permission for my child to be assigned a full Lewiston-Porter Central School District G-Suite account. This means that my child will NOT receive a Lewiston-Porter Google account to access Docs, Sheets, Slides, Calendar, Mail and other productivity Apps.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____