

Mansfield ISD Google Apps for Education

Permission Form for Students Under 13

Dear Parents/Guardians,

We are excited to announce that Mansfield ISD will be using Google Apps for Education for teachers and students. 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.

What exactly is Google Apps for Education?

Google Apps for Education is a free web-based suite of applications for schools to use. Students and teachers can create, share and store documents online to collaborate on projects and turn in assignments electronically. Students will have access to the Google Docs applications and an email account.

- Google Drive – 30 GB cloud-based storage for files
- Google Docs – a word processing, spreadsheet, and presentation toolset similar to Microsoft Office
- Google Calendar – online calendar to organize schedules, daily activities, assignments
- Google E-Mail – managed by Mansfield ISD Technology, student emails will not be made public, nor will Google be provided any personal information

Examples of student use including showcasing class projects, building an electronic portfolio of school learning experiences, and working in small collaborative groups on presentations to share with others.

What Are the Benefits of Google Apps for Education?

- Anytime, anywhere access – Google Apps works in any web browser, on any computer, which means users can access their documents, calendars, and e-mail from school, at home, or anywhere there is Internet access.
- Students have the ability to use and experience current technology applications and tools.
- Google Apps for Education allows for easy collaboration among students and teachers.
- Teachers have the ability to be involved via technology throughout the whole assignment process by providing comments and feedback directly in student documents.

Guidelines for Responsible Use of Google Apps for Education for students:

- **Official E-mail Address:** All students will be assigned a username@misdmail.net account in order to use MISD Google Apps for Education. Email account descriptions for K-12 are **below***.
- **Prohibited Conduct:** Please refer to the MISD Acceptable Use Policy.
- **Access Restriction** Access to and use of student Google Apps for Education is considered a privilege accorded at the discretion of Mansfield ISD. The District maintains the right to

immediately withdraw the access and use of these services including email when there is reason to believe the violations of the law or District policies have occurred. In such cases, the alleged violation will be referred to a Site Administrator for further investigation and adjudication.

- **Security:** Mansfield ISD cannot guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.
- **Privacy:** The general right of privacy will be extended to the extent possible in the electronic environment. Mansfield ISD and all electronic users should treat electronically stored information in individual's files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the username@misdmail.net Google systems when there is reasonable suspicion that unacceptable use has occurred.

E-Mail Account Information*:

- Students in grades 6-12 will have access to both Google App accounts and Internet (INSIDE AND OUTSIDE THE DISTRICT) email accounts.
- Under FERPA, a student's information is protected from disclosure to third parties
- Students will need to use this email address to create an Apple ID in order to use the iPad and download District purchased apps. This is notification that ALL 6th-12th grade students will have email accounts that can send and receive email from INSIDE and OUTSIDE THE DISTRICT.

Google's Commitment to the Educational Domains:

- Google Apps for Education is AD-FREE – Mansfield ISD content is not processed by Google's advertising systems.
- Protection of the intellectual property on the servers is critically important to Google
- Google Apps brings you the latest technologies and some of the best practices for user privacy.
 - Apps content belongs to the individual users at your school, not Google.
 - We don't look at your content. Google employees must have explicit permission even for troubleshooting.
 - We don't share your content. Google does not share personal information without your consent.
 - We sometimes scan content for spam filtering, anti-virus protection, or malware detection.

Mansfield ISD Google Apps for Education for Students Under 13

Permission Form Signature Page

Please turn this signature page (page 3) into your student's campus office.

FOR PARENTS:

Please read and initial in the box:

- ☐ I confirm that I have read and understand Google Apps for Education and the Guidelines for Responsible Use of Google Apps for Education.
- ☐ I understand that by participating in Google Apps for Education, the only information about my child will be collected and store electronically is their username and password.
- ☐ I understand that I may ask for my child's account to be removed at any time.
- ☐ I understand that my child will have an email account. Grades K-5 will be able to send and receive emails INSIDE the District only. Grades 6-12 will be able to send and receive emails INSIDE and OUTSIDE the District.

___ **YES**, I give my permission for my child under the age of 13 years to be assigned a full Mansfield ISD Google Apps for Education account. This means my child will receive an email account (8th- 12th grade Internet), and access to Google Drive, Calendar, Google Docs.

___ **NO**, I do not give my permission for my child to be assigned a full Mansfield ISD Google Apps for Education account. This means my child will NOT receive an email account or access to Google Drive, Calendar, or Google Docs.)

Student Name: (Print) _____

Student ID # (if known): _____ Grade: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____