

August 2014

Dear Parents/Guardians,

Episcopal Day School utilizes Google Apps for Education for students, teachers, and staff. As with any education endeavor, a strong partnership with families is essential to a successful experience. We would like to share with you information regarding the use of Google Apps for Education at EDS and are requesting your parental permission for your student to use Google Apps.

The following services are available to each student and hosted by Google As part of Episcopal Day School's online presence in Google Apps for Education:

- Docs – a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office
- Calendar – an individual calendar providing the ability to organize schedules, daily activities and assignments
- Sites – an individual and collaborative website creation tool
- Mail – an individual **internal** email account for school use managed, monitored, and filtered by EDS.

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with Episcopal Day School students and faculty. These services are entirely online and available 24/7 from any Internet-connected computer.

Google Apps for Education is governed by federal laws and local policies to include:

- 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 Episcopal Day School's presence in Google Apps for Education. No personal student information is collected by Google 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. Student information that is "collected" by Google is described as projects, documents, emails, files, username and password.  
<http://www.ftc.gov/privacy/coppafaqs.shtm>
- Student Acceptably Use Policy  
This governs student use of technology/networked resources at EDS and signed by both student and parent at the beginning of the school year. It is expected that students will operate within the parameters of the Student Acceptable Use Policy with regards to Google Apps for

Education. If this policy is not signed by both student and parent, your student will not have a Google account or access to any of its associated resources.

If you have any questions or concerns, please don't hesitate to contact Liz Owens or Anne Andrews.

Sincerely,  
Liz Owens  
Director of Technology

Episcopal Day School  
Google Apps for Education Parent Permission Form

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

Under FERPA a student's education records are protected from disclosure to third parties. With regards to COPPA, I understand that my student's education records (projects, documents, email, files, username and password) stored in Google Apps for Education may be accessible to persons acting on behalf of Google by virtue of this online environment. This does **not** include any student demographic or grade information stored in our school database. I also understand that my student's use of Google Apps for Education is governed by Episcopal Day School's Acceptable Use Policy.

My signature below confirms my consent to allow my student's education records (projects, documents, email, files, username and password) to be stored by Google. 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 full Episcopal Day School 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 an Episcopal Day School Google Apps for Education account. This means my child with NOT receive an email account or access to Docs, Calendar, and Sites.

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

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