

Lockport Elementary School District 91

808 Adams Street

Lockport, Illinois 60441

Donna J. Gray, Superintendent

www.d91.net

"Education is our connection to the future"

May 5, 2016

Dear Parents/Guardians:

In 2013, the District 91 Board of Education adopted a three year District Strategic Plan, focusing on eight specific categories:

1. Curriculum, Instruction and Planning
2. Finance
3. Technology
4. Professional Development
5. Communication
6. Common Core State Standards
7. Performance Evaluation Reform Act
8. Human Resources and Support Staff Training

To help meet curricular goals aligned to the common core standards, including the creation of original work, collaboration, publishing of work, and problem-based learning, District 91 recently partnered with Google to provide *Google Apps for Education (GAFE)* to enhance the way we use technology and share information within and beyond our school community. GAFE is currently being used by thousands of schools worldwide to make available collaboration tools for students, teachers, and administrators.

Google Apps for Education is a suite of online office tools made available to schools for free. *Google Apps for Education* includes:

- **Gmail** (for email communication)
- **Google Docs** (for document creation)
- **Google Calendar** (for subscribing to district calendars, and/or keeping a personal "agenda" of due dates and other events)
- **Google Sites** (for creating a hyperlinked environment to an e-portfolio of student productions)
- **Google Drive** (for storage of electronic work)

These collaborative tools make it possible for students and teachers to work together on documents, presentations, and projects via the web. GAFE allows us to collaborate and learn more effectively through the use of technology, and offer a range of new learning opportunities for teachers and students.

Student gmail addresses will be limited to sending and receiving email only to and from addresses within our domain (@d91.net) and from pre-approved websites for educational use. This means students can send and receive email from staff and students enrolled in D91 and from pre-approved websites, but not from others outside of our domain. Our technology personnel have taken every precaution to make the email function limited to the needs of students for school purposes only.

Google Docs/Drive provides an online creation and editing space for files, eliminating file incompatibilities, and most needs for flash drives between home and school. Students will be able to log into Google Docs at school or at home using their school issued username and password.

While *Google Apps for Education* accounts are accessible from home, *Google Apps for Education* accounts are for **school use only**. Students should not consider Google Apps accounts to be private, as District 91 administrators are able to access accounts when needed, and have the right to monitor Google Apps account usage and deny access.

The student account will move with the child as they progress through the grade levels in District 91. All created work will be saved securely on the cloud. It will be incredible to watch students “look through” their digital portfolio as they move from the elementary to middle grades.

Google Calendar can be used by staff and students to note important school events and record homework assignments similar to how students record assignments in their agenda. Use of the Google Calendar as a means of recording assignments will be on a class by class basis and is subject to the teacher’s approval.

Google Sites will be locked for student use until teachers request particular sites for classroom or research use. This will allow us to monitor the number of sites students have available to them at any given time.

We want you to be involved with your student’s education. **You will be provided a copy of your child’s username and password** for *Google Apps for Education* allowing you to monitor your child’s digital work and email. We encourage you to log into *Google Apps for Education* with your student to see what it’s all about! We have also provided additional facts about *Google Apps for Education* below.

Because the District’s use of *Google Apps for Education* involves online storage of student class work and the collection of personal information from students under the age of 13 (first name, last name, and username), the District requires written parental / guardian consent for students to use *Google Apps for Education*. Parent/guardian consent is entirely voluntary. However, students who do not have permission to use *Google Apps for Education* will not be able to create or share assignments online.

After receiving a signed Addendum to the Appropriate Use Policy form, student accounts are created through an automated process during which the student’s information is transmitted to, and stored by Google, on behalf of the district. This information is used only to create, manage, and maintain user accounts; Google’s Privacy Policy prevents Google from sharing personal information, and they do not access content stored on Google Apps unless the district gives them explicit permission to do so for troubleshooting purposes. More information about Google Apps for Education and its privacy policies are available at <http://www.google.com/apps/intl/en/edu/>. Student use of *Google Apps for Education* is subject to the *District’s policy on Access to Electronic Networks* (§:235) and the *Student Use of Computers and the Internet Permission Form*. The District’s use of *Google Apps for Education* is subject to two important privacy laws.*

Please return the Addendum to the Appropriate Use Policy form to your child’s school by Friday, **September 5, 2014**. Although we strive for 100% student inclusion, if you feel it would be best for your child not to utilize these tools, please communicate that desire in writing to your child’s principal Mrs. Jaime Koziol jkoziol@d91.net or Mr. John Jennings jjennings@d91.net.

We will be working with students to educate them about the responsibilities of using GAFE in a productive and responsible manner. We also feel it necessary for parents to be aware of new technologies such as GAFE and encourage you to be proactive discussing and exploring it with your child.

**The Family Educational Rights and Privacy Act ("FERPA") and the Children's Online Privacy Protection Act ("COPPA"). FERPA protects the privacy of education records, including student class work stored in Google Apps for Education. Pursuant to FERPA, the District may not disclose such records without parental consent except in limited circumstances. COPPA requires commercial website operators to get parental consent before collecting any personal information from kids under the age of 13. COPPA allows, but does not require, schools to act as agents for parents in providing consent for the online collection of students' personal information within the school context.*

Additional Information on Google Apps for Education

Facts about Google Apps for Education

- GAFE is used by many of the world's leading educational institutions, including universities, secondary and primary schools. Many public, Catholic and independent schools within the United States are using GAFE right now.
- GAFE is completely free for schools and does not contain advertising anywhere within it.
- Many of GAFE apps such as Google Docs and Gmail are familiar to many students and parents.

How will Google Apps for Education enhance my child's learning opportunities?

- GAFE allows up to 100 teachers and students the ability to collaborate on documents simultaneously. This type of collaboration has been impossible in the past.
- GAFE works on any device. This allows our students to continue learning beyond the classroom and the ability to access their content at any time.
- Students and teachers can work in teams, sharing calendars, documents and collaborating ideas to learn more effectively.

What should I be aware of?

- GAFE allows students to communicate and store information in both public and private spaces online.
- Unlike many other web services GAFE acknowledges its users as the owners of content they produce and store.
- GAFE does not share any data or user information with any other party unlike other Google products such as Gmail.
- Your child will be provided an email address as part of the GAFE package.
- GAFE terms of service can be read here.
http://www.google.com/apps/intl/en-GB/terms/education_terms.html

Further information about GAFE can be found here <http://www.google.com/enterprise/apps/education/benefits.html>

Sincerely,

District 91 Administration

2014 Addendum to the Appropriate Use of Technology Policy

Google Apps for Education

I have read the enclosed *Google Apps for Education* Background Information, and am aware that the District utilizes a suite of online applications called *Google Apps for Education* to facilitate collaboration and communication among students and staff when creating, sharing, and storing documents and assignments online.

I understand that when a District user account is created for the student, a corresponding *Google Apps for Education* account will be automatically created, causing information about the student (first name, last name, and username) to be collected and stored electronically. I further understand that the student may store class work or files in *Google Apps for Education*; depending on the sharing options selected by the student, these files may be accessible to someone other than the Student, including classmates or District staff. I have read the privacy policies associated with the use of *Google Apps for Education* (<http://www.google.com/apps/intl/en/edu/privacy.html>)

Check one:

I give permission for a District user account (*including Internet and Google Apps for Education*) to be issued to the Student.

I do not give permission for the Student to have Internet or *Google Apps for Education* access. The Student will not be issued a District user account, and will only be provided with access while participating in District-adopted computer-based assessments.

Print Student's Name ("Student")

Date of Birth (mm/dd/yyyy)

Parent/Guardian's Name (printed)

Parent/Guardian's Signature

Date