

# Ithaca City School District: G Suite for Education / Chromebook Permission Form and

## Acceptable Use Policy

Dear Parent(s) and Guardian(s):

The Ithaca City School District will provide students with G Suite for Education accounts in grades 3-12 and Chromebooks in Grades 6-12 (access in Grades 2-5). G Suite for Education includes free, web-based instructional and collaborative tools. This service is available through an agreement between Google and ICSD. Once you have read this letter, please sign and return it to your student's teacher, by mail or to the main office. For more information regarding the classroom benefits of G Suite for Education, please visit:



<https://www.google.com/edu/>

G Suite for Education is intended for educational use only. Your student's teachers will be using G Suite for lessons, assignments, and instruction. Email features will be restricted to use within the ICSD domain (Grades 2-5) unless outside access is specifically requested by instructional staff and approved by administration. This means that students will not be able to send or receive emails from anyone outside the school district using this system. Standard Email features for grades 6-12 will be available.

Students in Grades 6-12 will be issued a Dell Chromebook for use throughout the school year. Please refer to the Parent / Student 1:1 Handbook for additional information. Students in Grades 3-5 will have access to district Chromebooks during school hours only. Information regarding the ICSD 1:1 program can be found on our website:

<http://www.ithacacityschools.org/contentonly.cfm?pageid=305>

**IMPORTANT: Collaboration and communication will be restricted to accounts within the ICSD.K12.NY.US domain (Grades 2-5).**

G Suite for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of chromebooks when students are at school. Parents/guardians are responsible for monitoring their child's use of chromebooks when accessing programs from home (upon request to building administrator, parents will be given student passwords). Students are responsible for their own behavior at all times.

## **Student Safety and Content Filtering**

ICSD will use the GoGuardian application to locally manage, filter, and monitor student G Suite accounts and Chromebooks. This service allows the district to filter content anywhere and anytime on any network. No existing system can provide perfect filtering but it can be very effective when coupled with classroom/parent oversight.

<https://www.goguardian.com/>

## **Rules for Using G Suite for Education**

### **Acceptable Use (Privacy and Safety)**

Apps for Education is primarily for educational use. Students may use Apps for personal use subject to the restrictions below and additional school rules and policies that may apply.

**Privacy** - School staff, administrators, and parents all have access to student email for monitoring purposes. Students have no expectation of privacy on the district issued chromebook and Google accounts.

**Limited personal use** - Students may use Apps tools for personal projects but may not use them for:  
Unlawful activities  
Commercial purposes (running a business or trying to make money)

Personal financial gain (running a website to sell things)

Inappropriate sexual or other offensive content

Threatening another person

Harassment or bullying

Actions which are a violation of DASA

Misrepresentation of the Ithaca City School District, staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

### **Safety**

Students are not allowed to post personal contact information about themselves or other people. This includes last names, addresses and phone numbers.

Students should **never** meet personally with someone whom they have met online without their parent's approval and participation.

Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.

Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. **Under no conditions should a student provide his or her password to another person.**

### **Access Restriction - Due Process**

Access to G Suite for Education is considered a privilege afforded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of Apps 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 the principal or principal's designee for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, the school also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action. In addition, further consequences may be applied per the student code of conduct.

### **Digital Citizenship (Advice for All)**

**Treat others well.** It hurts to get a mean email just like it hurts when someone is mean in the school hallway. When using email or making a post on a forum or web page, be kind. Everyone will see what you write, so think before you type. Be careful with what you say about others and yourself.

**Respect the rights of copyright owners.** Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether they can use a work, he or she should request permission from the copyright owner.

**Students have First Amendment rights to free speech.** Your rights can be limited in school. If you post something via email or on a school web page that disturbs the learning environment in your school, your right to free speech may be limited. A school or school district has the right to limit student speech that disturbs the learning process.

**Cyber Ethics and Cyber Safety Information.** The district incorporates information found in the Commonsense.org cyber-ethics and cyber-safety K-12 curriculum. Parents are strongly encouraged to review this very informative website for additional information.

-- CommonSense - <https://www.commonsensemedia.org/>

*These laws and policies assist in protecting our students online:*

### **Child Internet Protection Act (CIPA)**

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

-- CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>

### **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, Google advertising is turned off for Apps for Education users. No personal student information is collected 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 educational purposes.

-- COPPA - <http://www.ftc.gov/privacy/coppafaqs.shtm>

### **Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

The school will not publish confidential academic records (grades, student ID #, etc...) for public viewing on the Internet.

The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.

Parents may request that photos, names and general directory information about their children not be published.

Parents have the right at any time to investigate the contents of their child's email and Apps for Education files.

-- FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

### **Opt-Out**

Parents/Guardians can choose to opt their student out of the ICSD Gmail component of the G Suite for Education. Notification of an opt out must be submitted in writing to a building administrator.

Parents/Guardians of students in 6th through 12th grade can choose to opt out of having their child bring a district issued Chromebook home. However, students will be expected to sign out a district Chromebook daily using the library loaner system. Notification of an opt out must be submitted in writing to a building administrator.

Students will still use a Chromebook while at school and are still responsible for completing all assignments.

*Note: The decision to opt a student out of the G Suite program (GMail) may have academic implications. Parents/guardians are encouraged to consult the student's teachers to discuss the implications of this decision and to discuss appropriate alternatives.*

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**ICSD G Suite for Education Parent Permission Form**

**Please review the above information; complete and return this portion to school.**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

**\*Grades 2-12:**

I give permission for my child to use **ICSD K-12 G Suite for Education**.

**\*Grades 6-12 ONLY:**

I have read and agree to the terms in the [ICSD Chromebook 1:1 Handbook](#) and understand that my child will receive a district issued Chromebook.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date