

***ATTENTION: Please keep this letter for your information. Complete and return the attached Student Permission form.***

October 20, 2015

Dear Pacific Beach Middle School Parents/Guardians:

We are happy to announce that Google Apps for Education is now available for San Diego Unified students, teachers and staff. Google Apps for Education is a version of the popular Google Apps tailored specifically for educational institutions. It includes a suite of free, web-based programs such as email, document creation tools, and shared calendars that will enable better communication, sharing, and collaboration.

We are joining over 18 million other students and teachers who are already using Google Apps for Education in schools around the world. Google Apps represents an important step toward developing a 21<sup>st</sup> century approach to curriculum and learning.

**What do Google Apps for Education include? (PARENT/GUARDIAN PERMISSION REQUIRED)**

- Google Drive lets students create and share documents, presentations, drawings and forms. They will be able to upload any file to Google Docs and share it with others, including teachers.
- Google Calendar allows students to create and share school or class calendars and events.
- Google Sites makes it easy to collect, share and publish all types of content in a single website through easy embeds of Google Docs, Calendars, videos and other media without HTML.
- Students may be given a specific email address by the District. If provided, email will be used for school-related purposes, when sharing documents, and collaborating.

**What are the benefits of Google Apps for Education?**

- Anytime, anywhere access - Google Apps work in any browser on any computer, which means students can access from school or at home on any device with internet access.
- No flash drives are required! Documents and files are stored with Google Docs in the “cloud.” Google Apps for Education automatically saves work in progress.
- Students can easily collaborate with peers working together on group projects.
- Teachers can be involved throughout the whole assignment process, providing comments and feedback directly in the documents, potentially working on completely paperless “green” projects.
- Parents can stay informed about the latest assignments and activities.
- Accounts are managed by the school district, and all advertisements are turned off.

**What Guidelines will students follow for the responsible use of Google Apps for Education?**

1. Access to and use of student Google Apps for Education is considered a privilege accorded at the discretion of Pacific Beach Middle School and the San Diego Unified School District. The District maintains the right to immediately withdraw the access and use of these services, including email, when there is reason to believe that violations of law or District policies have occurred.
2. All students may be assigned a district Gmail account and will be taught how to set up and effectively use Google Apps for Education.
3. Student use of Google Apps for Education follows the expectations, rules and responsibilities outlined in the San Diego Unified School District’s Network Use Guidelines.

We are excited to be bringing these powerful tools to Pacific Beach Middle School.

# Pacific Beach Middle School Google Apps for Education Student Permission Form

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

Google has signed the *Student Privacy Pledge* which supports the effective use of student information, and safeguards student privacy and information security. Please see the [Student Privacy Pledge website \(studentprivacypledge.org/\)](http://studentprivacypledge.org/) and/or [Google's website on trust \(google.com/edu/trust/\)](http://google.com/edu/trust/) for more detailed information.

In summary, the *Student Privacy Pledge* holds school service providers such as Google accountable to their commitments to:

- Not sell student personal information
- Not use or disclose student information for behavioral targeting of advertisements to students
- Not change privacy policies without notice and choice
- Use data for authorized education purposes only
- Enforce strict limits on data retention
- Support parental access to, and correction of errors in, their children's information
- Provide comprehensive security standards

All use of Google Apps for Education both in and out of school falls under the rules and responsibilities of the San Diego Unified School District's Network Use Guidelines. I understand that Pacific Beach Middle School and the San Diego Unified School District maintains the right to withdraw the access and use of these services if there is a violation of the agreement. In addition, I may ask in writing for my child's account to be removed at any time.

I give permission for my child to be assigned a full Pacific Beach Middle School Google Apps for Education account. This means that my child will receive access to the Google Apps for Education suite of online tools and may receive an email address. By granting permission for my child to participate in Google Apps for Education, I understand that information about my child will be collected and stored electronically; and hereby release the District from any and all claims arising from such collection and storage of information.

**Student's Name: (Please print):**

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**Grade:** \_\_\_\_\_

**Parent/Guardian Signature:**

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**Date:** \_\_\_\_\_