

G-SUITE PERMISSION FORM 2022-2023

Dear Parents/Guardians,

The Davis Joint Unified School District offers an online service for its students, teachers and District staff known as G-Suite (formerly known as Google Apps for Education). G-Suite is an Internet based group of tools which allows students to create and store documents, access information, and collaborate with other students, teachers and District staff via the Internet. The G-Suite Education homepage can be found at <https://edu.google.com/>.

The District also provides its students and teachers with Chromebooks that utilizes the Google Chrome operating system.

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. G-Suite and Google Chromebooks are to be used solely for education purposes.

They include, but are not limited to, the following services:

- Google Docs: a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office;
- Google Slides: Comparable to Power Point and enables students and staff to create presentations;
- Sheets: A spreadsheet creator;
- Google Sites: an individual and collaborative website creation tool;
- Video: an individual and collaborative video creation tool;
- G-Mail: students will create an individual email account for school use managed by the district
- Google Calendar: DJUSD will not be using Google Calendar.

Using these tools, students can collaboratively create, edit and share files and websites for school-related projects and communicate via monitored discussion groups, blogs and wikis with other students, teachers and district staff. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Guidelines for the responsible use of G-Suite and Google Chromebooks by students: Student use of G-Suite and Google Chromebooks are subject to the same policies and regulations governing student use of technology set forth in Board Policy 6163.4; Exhibit 6163.4; and the District's Student Acceptable Use of Technology Agreement. Additionally, use of G-Suite requires students to comply with the Google Apps Acceptable Use Policy located at: http://www.google.com/a/help/intl/en/admins/use_policy.html

Access to, and use of, District-owned and operated technology is considered a privilege accorded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of G-Suite, including email, 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 a District Administrator for further investigation and adjudication.

G-Suite is entirely online and is accessible 24/7 both on District property and off District property using any device with Internet access. As such, the District and parents must accept

equal responsibility for monitoring students' acceptable use of G-Suite. As a cloud-based service, Google stores data in Google facilities which may be located outside of the United States. The default setting for G-Suite Education is one that does not allow Google to display advertisements to students. Further, on District-controlled devices and network, the District utilizes technology protection measures that block or filter Internet access to content that may be inappropriate or harmful to minors, including, but not limited to, spam, obscene material, and child pornography. Despite these security measures, the District cannot guarantee that students will not be exposed to unsolicited information.

Both the federal Family Educational Rights and Privacy Act ("FERPA") and corresponding California law protect students' education records from disclosure to third parties. Both Google and the District have in place reasonable, industry-standard security measures to protect the privacy of students' educational records. However, by virtue of the nature of the cloud computing environment, the Davis Joint Unified School District cannot and does not guarantee absolute security and privacy of students' records located on Google systems.

Statement of Understanding:

- I understand that by participating in G-Suite, information about my child will be collected and stored electronically by Google at Google facilities which may be located outside of the United States.
- I understand that the privacy policies associated with use of G-Suite are located at <https://www.google.com/edu/privacy.html> and that it is my responsibility to read those privacy policies.
- I understand that the privacy policies associated with use of Google Chromebooks are located at (<https://www.google.com/intl/en/chrome/browser/privacy>) and that it is my responsibility to read those privacy policies.
- I understand that because of the nature of the cloud computing environment and despite security measures imposed by both Google and the District, my child's education records may be accessible to someone other than my child and the District.
- I understand that I may ask for my child's account to be removed at any time.
- I understand that via Online Re-Enrollment I will be asked to either Grant Permission or Deny Permission for my child to use G-Suite.

o **Grant Permission** "I understand that if I Grant Permission, my child will be assigned a full District G-Suite account. This means my child will receive access to Google Docs, Gmail, Slides, Sheets, Sites, and many district supported instructional apps. By giving permission, I agree to enforce the District's Acceptable Use Policy when my child is off District property."

OR

o **Deny Permission** "I understand that if I Do Not Grant Permission, my child will not be assigned a full District G-Suite account. This means my child will NOT receive access to G-Suite. I understand that document collaboration will be limited to paper/pencil and/or file sharing via flash drive or with School Loop features."

Parent/Guardian Signature

Date

Student Name/ID