

July 29, 2015

Dear Parents/Guardians,

Aiea Intermediate School is implementing "Google Apps for Education" for all faculty personnel and students. Having a Google school account allows the student to create, collaborate, share, and store documents and presentations online while also allowing ease of accessibility from home, school, and anywhere there is an Internet connection.

Students will have access to a wide range of applications including Google Sites, Google Docs, and Google Calendar. All students will be trained in using these Google Apps for Education and must sign a form acknowledging that they have gone through and completed the training.

In addition, Aiea Intermediate has created email accounts for all students in grades 7 and 8 to allow for collaborative sharing of Google Apps for Education and to enhance communication between their teachers and peers. These accounts will be used at school for school related projects. The accounts may also be used outside of school for personal email by students with the permission of their parents/guardians.

### **Responsible Use Guidelines**

Aiea Intermediate School will make every reasonable effort to monitor student conduct related to class content in order to maintain a positive learning environment. All participants will respect the teacher's time and professionalism by supporting the same positive approach.

All participants will be respectful in their postings and comments. No cyber-bullying, inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated.

All participants must protect their login and password information. If participants suspect that a password has been compromised, they must notify a teacher, the technology coordinator, or administrator immediately.

No participant may share his/her login information with anyone who is not a participant. Any participant who is aware of violations of this agreement by others must report these violations to a teacher, the technology coordinator, or administrator immediately (either verbally or in writing).

Copyrighted material that is not cited in any student work will be deemed as plagiarism and disciplinary actions will be taken. Student users are *strictly* prohibited from accessing documents other than their own unless documents have been shared with them. Aiea Intermediate School reserves the right to access the Google system of user accounts when there is suspicion that unacceptable use has occurred.

No posting or comment may facilitate or promote illegal activity, personal financial gain, chain letters, commercial purposes, false identity, either directly or indirectly.

In addition to the Terms and Conditions noted in the parent permission letter, students must comply with the Hawaii State Department of Education Acceptable Use Policy.

“Google Apps for Education complies with the Family Educational Rights and Privacy Act (FERPA) and our commitment to do so is included in our agreements. Google is registered with the US-EU Safe Harbor agreement, which helps ensure that our data protection compliance meets European Union standards for educational institutions.”

“Ensuring the safety of student data is important to us. We contractually require Google Apps for Education schools to get the parental consents that the Children’s Online Privacy Protection Act of 1998 (COPPA) calls for to use our services, and our services can be used in compliance with COPPA.”

“Google Apps for Education services do not collect or use student data for advertising purposes or create advertising profiles.”

“Gmail for consumers and Google Apps for Education users runs on the same infrastructure, which helps us deliver high performance, reliability and security to all of our users. However, Google Apps is a separate offering that provides additional security, administrative, and archiving controls for education, business and government customers.”

“Like many email providers, we do scanning in Gmail to keep our customers secure and to improve their product experience. In Gmail for Google Apps for Education, this includes virus and spam protection, spell check, relevant search results and features like Priority Inbox and auto-detection of calendar events. Scanning to provide product features is done on all incoming emails and is 100% automated. We do NOT scan Google Apps for Education emails for advertising purposes.”

“Additionally, we do not collect or use any information stored in Apps for Education users’ Google Drive or Docs (or Sheets, Slides, Drawings, Forms) for any advertising purposes.” - Google for Education

Access to and use of the student’s Google account is considered a privilege. Aiea Intermediate School maintains the right to terminate the access and use of their Google account when there is reason to believe that violations of law or district policies have occurred. The alleged violation will be directed to the administration and addressed according to the procedures outlined in the student handbook.

Aiea Intermediate School cannot and does not guarantee the security of electronic files used in Google Apps for Education. As stated above, Google does ensure compliancy and security with their apps however, Aiea Intermediate cannot ensure that users will not be exposed to unsolicited information.

Sincerely yours,

Cleve Hamasaki  
Technology Coordinator  
Aiea Intermediate

Please have your child return this form, signed and dated.

Core Team #: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Please check **one**:

I agree to the terms and conditions in this document, and permit my child to use Google Apps for Education during his / her time here at Aiea Intermediate School.

I do not agree to the terms and conditions in this document, my child may not use Google Apps for Education during his / her time here at Aiea Intermediate School.

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

\_\_\_\_\_  
Parent/Guardian Email (if applicable)

\_\_\_\_\_  
Print Student's First Name and Last Name

\_\_\_\_\_  
Student's Signature: Date: \_\_\_\_\_