

Dear Parents and Guardians,

Santa Rosa City Schools (“SRCS”) believes in preparing students for their future by teaching them relevant skills for college and career. SRCS is using an online collaboration system for schools called: **G-Suite for Education**.

G-Suite for Education includes email, document creation, collaboration tools, and thousands of learning applications. The use of a G-Suite for Education account enables students’ access to these learning tools both at school and outside of school.

SRCS’ Acceptable Use Policy (“AUP”) applies at all times to the use of SRCS provided G-Suite for Education accounts. Access to and use of student email is considered a privilege accorded at the discretion of the SRCS. SRCS 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 SRCS’ policies have occurred. In such cases, the alleged violation will be referred to a site administrator for further investigation.

Student activity in SRCS G-Suite for Education accounts is filtered for objectionable content and is monitored by SRCS staff. In addition, at the middle school level and below, students are only allowed to send and/or receive email to/from other SRCS students and staff.

The general right of privacy will be extended to the extent possible in the electronic environment. All users should treat electronically stored information in individuals’ files as confidential and private. Users of G-Suite for Education accounts are prohibited from accessing files and information other than their own. SRCS reserves the right to access G-Suite for Education student account information when deemed appropriate.

Technology use in SRCS is governed by Board Policy, state, and federal laws including:

SRCS Acceptable Use Policy for Technology (AUP)

The Student Acceptable Use Policy can be found in the **Information Handbook for Parents, Guardians, Students, and Advisory Committees** which is updated and distributed annually and parents sign. <http://www.srcs.k12.ca.us/families/Documents/2017-18-English-InfoHandbook-Website-r2.pdf>

Children’s Online Privacy Protection Act (COPPA): COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. 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 education purposes. <http://business.ftc.gov/documents/Complying-with-COPPA-Frequently-Asked-Questions>

Family Educational Rights and Privacy Act (FERPA): FERPA protects the privacy of student education records and gives parents the rights to review student records. Signing this form acknowledges that some student records, such as portfolios of student work with teacher feedback, may be stored in a student’s GAFE accounts on Google servers. <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

REQUIRED PERMISSION FORM – FOR STUDENTS UNDER 13

If your child is under 13 SRCS needs signed permission to enable the student’s SRCS G-Suite for Education account. Please make a selection below, sign and return this form to the school’s office before orientation day.

_____YES, I do give permission for my child to be assigned a Santa Rosa City Schools G-Suite for Education account.

_____NO, I do NOT give permission for my child to be assigned a Santa Rosa City Schools G-Suite for Education account.

I understand that if I don’t give permission for my child to receive an SRCS G-Suite for Education account my child will NOT receive an email account or access to Docs, Calendar, and Sites. Please contact the office to discuss alternatives for your child.

Student Name: (Print)

Student ID:

Parent/Guardian Signature:

Date:

OPT OUT FORM – FOR STUDENTS OVER 13

If your child is over 13 there is no requirement for signed permission, but we give parents the option to opt out. So if you do **NOT** want SRCS to enable your child’s SRCS G-Suite for Education account, please sign this form below and return it to the school’s office before orientation day. Please contact the office to discuss alternatives for your child.

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

_____NO, I do not give permission for my child to be assigned a Santa Rosa City Schools G-Suite for Education account. This means my child will NOT receive an email account or access to Docs, Calendar, and Sites.

I understand that I may ask for my child’s account to be enabled at any time by signing a permission form to annul the current one.

Student Name: (Print)

Student ID:

Parent/Guardian Signature:

Date: