



## Google Apps for Education Permission Form

Dear Parents/Guardians,

The Lester B.Pearson School Board utilizes Google Apps for Education for students, teachers, and staff. 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.

**The following services are available to each student and hosted by Google as part of Lester B.Pearson School Board's online presence in Google Apps for Education:**

**Mail** - an individual email account for school use managed by the Lester B.Pearson School Board

**Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments

**Drive** - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office

**Sites** - an individual and collaborative website creation tool

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. 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 Google Apps for Education by students:**

1. **Official Email Address:** All students will be assigned a *username@lbpearson.qc.ca* email account. This account will be considered the student's official LBPSB email address until such time as the student is no longer enrolled with the Lester B.Pearson School Board.

2. **Prohibited Conduct:** Please refer to the board policy - [LBPSB's appropriate use of digital communications and technologies policy](#)

3. **Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of the Lester B.Pearson School Board. The Board 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 School Board policies have

occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.

4. **Security.** Although Google does have a powerful content filter in place for email, the Board cannot assure that users will not be exposed to unsolicited information.

5. **Privacy.** Lester B. Pearson School Board School and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The Board reserves the right to access the *username@lbpearson.qc.ca* Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

### **Why use Google Apps for Education?**

- To provide students with access to current technology applications and free tools designed for collaboration with other students and teachers
- To give students the ability to work on their documents both in school and at home - anytime and anywhere from any Internet connected device
- To help students work collaboratively, engage in peer-editing of documents, and publish for a wider audience within the Lester B. Pearson School board
- To facilitate "paperless" transfer of work between students and teachers
- To provide adequate (five gigabytes) long-term storage space for student work
- A potential cost savings in terms of software licensing and document storage

### **How is the Lester B. Pearson School Board and Google linked together?**

The Google agreement with the Lester B. Pearson School Board provides access to Google applications and storage. While Google hosts these services off-site, the School Board maintains the ability to manage users, groups, and settings, much like other locally hosted systems. This means that LBPSB can grant and remove user access, and control other settings to ensure a safe and secure collaboration environment for students and teachers.

### **What personal student information will be stored in Google Apps for Education?**

The terms of the Google contract with the Lester B. Pearson School Board mandate that we must have parental permission for the use of Google Apps for Education. On the Google permission form that parents are asked to sign, it states that "information about my child will be collected and stored electronically." Google does not request any personal information from students and the School Board does not provide personal student data (ex. birthdate, address, phone number, grades, test scores) to Google. That information resides in the LBPSB student information system and is not stored nor available to Google.

Information about the Google Apps for Education security and privacy policy is available at: <http://www.google.com/apps/intl/en/edu/privacy.html>



*Google Apps for Education Permission Form*

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

- Under “*la loi sur l’instruction publique*”, a student's education records are protected from disclosure to third parties.
- I understand that my child's email and schoolwork are stored in Google Apps for Education.
- I understand that there is no “*guarantee of confidentiality*”. Lester B. Pearson School Board follows sound professional practices in providing for the security of student work stored online. However, in today’s environment security systems are not infallible and the confidentiality of our systems and data are not guaranteed.
- I understand that I may ask for my child's account to be removed at any time.

\_\_\_\_\_ **YES**, I give permission for my child to be assigned a full Lester B.Pearson School Board Google Apps for Education account. This means my child will receive an email account, access to Google Drive, Calendar, and Sites.

\_\_\_\_\_ **NO**, I do not give permission for my child to be assigned a full Lester B.Pearson School Board Google Apps for Education account. This means my child will NOT receive an email account or access to Google Drive, Calendar, and Sites.

Student Name: \_\_\_\_\_ (print student name)

Parent Name: \_\_\_\_\_ (print parent name)

Student Date of birth (MM/DD/YY): \_\_\_\_\_ Student Grade Level: \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please sign and return this form. Thank you.