



G Suite for Education



Dear Parents/Guardians,

Rio Hondo Preparatory School recognizes that technology and Internet resources offer a wide variety of educational opportunities and tools that can enhance learning. G Suite for Education is one of the important tools utilized by teachers and students to help students succeed. Use of G Suite is at the discretion of the classroom teacher and will only be used when appropriate for the student's grade level and learning objective. We are very excited about the possibilities that G Suite offers students and teachers in the classroom as we strive to provide our students with 21st Century skills.

RHP's G Suite for Education domain is different from a personal Google account and is **NOT open to the public**. It is a safe and secure "self-contained" cloud-based system that is unique to our domain. Features typically available to personal Google accounts like video chat, personal profiles and social networking will NOT be accessible to our students. Teachers will have the ability to monitor everything that a student does within G Suite.

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 Google services will be available to each student and hosted by Google as part of Rio Hondo Prep's online presence in G Suite for Education:

- **Gmail:** A private email address that can only be used to send and receive email for specific teacher directed projects and communication.
- **Drive:** A secure online space where students will store all of their digital work. In Google Drive students can create Google Docs, Google Sheets, Google presentations using Slides, Google Drawings and they are all stored on the web. Anywhere that students have access to the internet, they can access their work. Students will be able to work on projects at school and at home. Applications in Google Drive can be shared for collaboration.
- **Calendar:** An individual calendar providing the ability to organize schedules, daily activities, and assignments.
- **Classroom:** Classroom is designed to help teachers create and collect assignments paperlessly, including time-saving features like the ability to automatically make a copy of a Google Document for each student. It also creates Drive folders for each assignment and for each student to help keep everyone organized.
- **Selected Apps:** Selected apps will be available to students when requested by teachers and when safe, and appropriate.

Student use of G Suite for Education is governed by RHP's Technology Safe Use Agreement and the RHP Student-Parent Handbook. Students are responsible for their own conduct at all times when using G Suite for Education, just as they are when they use any technology resources the school offers. Students retain the intellectual property rights of any work that they create and store on the Google Drive. There are no ads in G Suite for Education. Google will not sell data to third parties nor will they share information in G Suite with third parties except if required to do so by law.

RHP encourages all parents to share in the G Suite for Education experience by logging in with your child to see the types of activities and educational experiences that are offered.

Rio Hondo Preparatory School
Permission Form for G Suite for Education

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

- G Suite for Education runs on an Internet domain purchased and owned by the Rio Hondo Preparatory School and is intended for educational use only.
- By default, advertising is turned off for the school's G Suite for Education domain.
- No personal student information is collected for commercial purposes.
- Middle School Students will only be able to send and receive email from teachers and other students in their class(es).
- All outside email is blocked. (Exceptions would require separate parent/guardian approval for programs requiring students to email outside of the of the RHP domain.)
- Students have no expectation of privacy on the G Suite system. School staff, and administrators all have access to student email for monitoring purposes.
- Access to and use of G Suite for Education is considered a privilege and is at the discretion of Rio Hondo Preparatory School.
- RHP maintains the right to immediately withdraw access and use of G Suite for Education when there is reason to believe violations of law or school policies have occurred.

Print Student's Name ("Student") _____ Date of Birth (mm/dd/yyyy) _____

Parent/Guardian's Name (printed) _____ Parent/Guardian's Signature _____

Date _____

With parental permission, your student will be given a G Suite for Education account with an associated email account to use only with their class(es) and teacher(s). To gain access to the apps within G Suite for Education, students under the age of 13 must first obtain permission, as verified by your acceptance or digital signature of this document. Students 13 and above must also obtain permission if using Google or third party Apps beyond the G Suite for Education core apps.

_____ **By selecting "Accept" for this Authorization, I give permission** for my child to be assigned a Rio Hondo Prep G Suite for Education account. This means my child will receive a restricted email account and access to G Suite for Education. I understand that I may ask for my child's account to be removed at any time.

_____ **By selecting "Deny" for this Authorization, I am stating that I do not give permission** for my child to be assigned a Rio Hondo Prep G Suite for Education account. This means my child will NOT receive a restricted email account nor access to G Suite for Education.

For additional information about privacy and safety, Google's "Trust" site provides an excellent guide to staying safe and secure online. The guide can be accessed at <https://www.google.com/edu/trust/>

Technology use in Rio Hondo Preparatory School is governed by federal laws including:

- Children's Internet Protection Act (CIPA)
<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>
- Children's Online Privacy Protection Act (COPPA)
<https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>
COPPA applies to commercial companies and limits their ability to collect personal information from children under 13.
- Family Educational Rights and Privacy Act (FERPA)
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>