

Brainerd Baptist School and Google Apps

This year, Brainerd Baptist School fourth and fifth grade will be using Google Apps for Education in the classroom. Google Apps for Education is a suite of free, web-based programs that includes email, document creation, shared calendars, and collaboration tools. Their email will only work to other users with @brainerdbaptist.org addresses.

Please review the attached information; complete and return this top page to school.

If you have any questions, please don't hesitate to call the school office.

Student Name: _____

Parent/guardian: _____

_____ I give permission for my child to use Google Apps for Education. By doing so, I agree to enforce acceptable use when my child is off Brainerd Baptist School Property. I acknowledge that I have read the following two pages regarding the explanation of the service.

Parent Signature

Date

Google Apps for Education Explanation

This year, Brainerd Baptist School will provide students with Google Apps for Education accounts. Google Apps for Education includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and Brainerd Baptist School.

Google Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use. Your student's teachers will be using Google Apps for lessons, assignments, and communication.

Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will use reasonable effort to monitor student use of Google Apps for Education when students are at school. Parents are responsible for monitoring their child's use of Google Apps for education when accessing programs from home. Students are responsible for their own behavior at all times.

Student safety is our highest priority.

Acceptable Use (Privacy and Safety)

Google Apps for Education is primarily for educational use. Students may use Google Apps for Education for personal use subject to the restrictions below and additional school rules and policies that may apply.

- **Privacy** - School staff, administrators, and parents all have access to student email for monitoring purposes. Students have no expectation of privacy on the Google Apps for Education system.
- **Limited personal use** - Students may use Google Apps for Education tools for personal projects but may not use them for:
 - Unlawful activities
 - Commercial purposes (running a business or trying to make money)
 - Personal financial gain (running a web site to sell things)
 - Inappropriate sexual or other offensive content
 - Threatening another person
 - Misrepresentation of Brainerd Baptist School, staff or students. Google Apps for Education, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.
- **Safety**
 - Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
 - Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

- **Access Restriction - Due Process**

- Access to Google Apps for Education is considered a privilege accorded at the discretion of Brainerd Baptist School. Brainerd Baptist School maintains the right to immediately withdraw the access and use of Google Apps for Education when there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the Headmaster for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, Brainerd Baptist School also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

Digital Citizenship (Advice for All)

- **Treat others well.** It hurts to get a mean email just like it hurts when someone is mean in the school hallway. When using email or making a post on a forum or web page, be kind. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself.
- **Respect the rights of copyright owners.** Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
- **Students have First Amendment rights to free speech.** Your rights can be limited in school, though. If you post something via email or on a school web page that disturbs the learning environment in your school, your right of speech may be limited. School web sites, email, and groups are for educational use and are not considered public forums for debating ideas. This means that a school has the right to limit student speech that disturbs the learning process in these areas.

These are the laws and policies that help to protect our students online:

Child Internet Protection Act (CIPA)

<http://fcc.gov/cgb/consumerfacts/cipa.html>

Children's Online Privacy Protection Act (COPPA)

<http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA)

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa>