



Woodridge School District 68 Google Workspaces Permission Form

Dear Parents/Guardians,

Woodridge School District 68 supports the use of Google Workspace accounts for students and teachers. The use of Google Workspaces supports our desire to have students create, collaborate, communicate, and use critical thinking skills in the learning process. The most important aspect of Google Workspaces for our current work with students is access to Google Docs. Google Docs allows students to create and share word processing, presentation, and spreadsheet documents online, and to collaborate with both peers and teachers on projects. Students are able to log into their Woodridge Google Workspaces account at home, the library, or anywhere where Internet access is available. Teachers are able to log into their accounts to provide feedback to students at anytime and anywhere an Internet connection is available.

The following services are included but not limited to each student and hosted by Google as part of Woodridge School District 68's online presence in Google Workspaces:

- **Email** - an individual email account for students in grades 2-8 for school use managed by Woodridge School District 68. Students only have the ability to send/receive email to/from their teachers.
- **Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- **Docs/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. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs outside of school. Students are responsible for their own behavior at all times. 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.

Technology use in Woodridge School District 68 is governed by federal laws including:

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Woodridge School District 68's presence in Google Workspaces. No personal student information is collected for commercial purposes. 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.

<https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>

Guidelines for the responsible use of Google Workspaces by students:

1. **Official Email/Google User Account.** All students will be assigned a username@stu.woodridge68.org user account.

2. **Conduct.** Students are responsible for good behavior just as they are in a traditional school building. Students are not permitted to use obscene, profane, threatening, or disrespectful language. Communication with others should always be school related. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated, and the privacy of others should be respected at all times. All provisions of the Parent/Student Handbook, including the Authorization for Electronic Network Access Form, apply to student use of Google Workspaces, whether access through the District or outside of school.

3. **Access Restriction.** Access to, and use of, student account is considered a privilege accorded at the discretion of Woodridge School District 68. The District maintains the right to immediately withdraw the access and use of these services when there is reason to believe that violations of the law or District policies have occurred. In such cases, the alleged violation will be referred to a building administrator for further investigation and adjudication. All use of the Google Workspaces Account must be limited to legitimate educational purposes consistent with the District's curriculum.

4. **Security.** Students should never share their login information with anyone.

5. **Privacy.** Woodridge School District 68 and all electronic users should treat electronically stored information in individuals' files as confidential and private. Users of student accounts are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the user's Google account, including current and archival files of user data, at will of when deemed appropriate by administrators.

Please return page three of this document to Woodridge School District 68.

Students will not be able to access a Google Apps Account without your permission.



WOODRIDGE
SCHOOL DISTRICT 68

**Woodridge School District 68
Google Workspaces Permission Form**

Student's School: _____

Student Name: _____

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

I understand that by participating in Google Workspaces, information about my child will be collected and stored electronically. I have read the privacy policies associated with the use of Google Apps for Education (<https://policies.google.com/privacy?hl=en>). 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 Woodridge School District 68 Google Workspaces account. This means my child will receive an email/user account, access to Google Docs, Calendar, Videos and Sites and Google Chromebook.

_____ **NO**, I do not give permission for my child to be assigned a full Woodridge School District 68 Google Workspaces account. This means my child will **NOT** receive a user account or access to Docs, Calendar, Sites, and Google Chromebook and will have to complete assignments differently than the rest of the class. As a result, my child will achieve curricular goals without the use of this technology.

Parent/Guardian Name (PRINT): _____

Parent/Guardian Signature: _____

Date: _____

Your initial agreement and signature for Google Workspaces will apply for the duration of your child's enrollment in District 68.