

# **Robert Lee ISD Google Apps for Education Policy**

## **What is Google Apps for Education?**

Google Apps for Education allows Robert Lee ISD to give Google's communication and collaboration applications to our entire education community free. All services are hosted by Google and are available to students and staff via any internet-connected computer and many mobile devices.

Google Apps includes the following services:

- Gmail - provides gigabytes of email storage, highly effective spam filtering and powerful search
- Google Calendar - allows easy coordination of work or class schedules, meetings and events online
- Google Docs - allows users to create and collaborate on documents, spreadsheets, presentations, forms, and drawings in real-time as well as upload and share any file type. Allows students to maintain electronic student portfolios of their work, which is preserved for the entire time they are a student.
- Google Sites - develop and customize rich websites and embed Google Docs, Google Calendars, videos, and other media – no HTML required
- Google Groups - create mailing lists and discussion forums allowing students and teachers to easily and efficiently sharing documents, calendars, sites, and media with specific groups
- Other tools and add-ons may be made available to students in the Google Apps for Education rlisd.net domain. These tools will be reviewed and selected by the Google Apps Domain Administrator.

## **Who will receive a Google Apps for Education account at Robert Lee ISD?**

### **Staff Members**

All staff members will receive a Google Apps account. All staff member accounts will be hosted in the rlisd.net domain provided by the district. The separation between the student domain students.rlisd.net and staff domain rlisd.net is intended to maintain a level of security between documents utilized by staff members and those intended for student use.

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## **Students**

Before any student is able to access a Google Apps for Education account, the Responsible Use Policy (RUP) for Students must be signed, and on file with the Technology Director.

## **Grades K - 6**

Students in grades K - 6 will receive a Google Apps account upon request of a sponsoring teacher or building administrator. A Google Apps account will be created for students in grades K-6 after the following requirements have been met:

- sponsoring staff member has sent home with each student the Student Google Apps Permission Form
- parent/guardian has signed and returned the Student Google Apps Permission Form, granting permission for the student to use the Google Apps for Education program

## **Grades 7 -12**

Students in grades 7 -12 will receive a Google Apps for education account once they have a signed AUP on file. Students who are receiving a Google Apps account for the first time should receive a Student Google Apps Information form.

## **When am I able to opt my student out of the Google Apps for Education program?**

A student can be opted out of participating in the Google Apps program at any time. Parents/guardians always have a right to determine what is best for their student(s). Requests for opt-out must be submitted in writing.

The decision to opt a student out of the Google Apps program may have academic implications. Parents/guardians are encouraged to consult the student's teachers to discuss the implications of this decision and to discuss appropriate alternatives.

## **Does Robert Lee ISDs Google Apps for Education program comply with Google's stated age restrictions?**

Students under age 13 ordinarily need parent permission to have email accounts, as stated in Google's privacy policy. However since the Google Apps for Education tools that we are using are a secure environment controlled by RLISD staff COPPA (Children's Online Privacy Protection Act) allows RLISD to act as the parents'/guardians' agent and approve the accounts on their behalf. To be COPPA compliant, RLISD must provide an opt out process and have done that (see above).

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## **Will I have access to my student's Google account?**

The Google Apps for Education accounts are property of Robert Lee ISD. This means that content in these accounts may be accessed or searched by designated RLISD employees (IT Staff, Administrators, etc.) in accordance with Board Policy.

As the provider of these services, RLISD has included several safety and educational features in Google Apps for Education.

- Parents, guardians, and administrators may request access to student's Google Apps account from a Google Apps Domain Administrator (sandy.sawyer@rlisd.net)
- Filters to block SPAM, viruses and inappropriate content

## **What happens if a student misuses their Google account?**

The same expectations for responsible use of technology (as outlined in the student Code of Conduct and Responsible Use Policy) apply to Google Apps for Education accounts. Students who misuse their accounts will be referred to their school's administrator who will deal with any infraction on a case-by-case basis. Administrators may choose to suspend student access to Gmail (preserving access to Docs and Sites for classroom use) or may choose to suspend a student's account privileges entirely for a length of time appropriate to the offense. Parents will be notified should their student's account access be altered or suspended, as they would any time a building administrator makes a decision to withdraw privileges or enforce a consequence for inappropriate actions.

To report misuse or suspected misuse of a RLISD Google Apps account, it is appropriate to first contact your child's teacher or a building administrator.

## **What type of safety and security measures are in place for Google Apps for Education?**

RLISD's Google Apps for Education complies with legal requirements for safety and security such as the Child Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA), and the Family Educational Rights and Privacy Act (FERPA).

In addition, RLISD commits to the following regarding student privacy:

- Not to publish confidential education records (grades, student ID numbers, etc.) for public viewing on the Internet

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- To adhere to the Parent/Guardian Media Consent form and to appropriately limit public access to student work and/or photographs
- To provide RLISD parents or legal guardians with the right and a method to investigate the contents of their students' RLISD Google Apps for Education account

\*The method for allowing parents to investigate the contents of their student's RLISD Google Apps account is to contact the Google Apps Domain Administrators via email at [sandy.sawyer@rlisd.net](mailto:sandy.sawyer@rlisd.net).