

Dear Parents and Students,

Chiefess Kamakahelei Middle School (CKMS) will continue our use of Google Apps for Education (GAFE) for teachers, students, and staff in the 2018-2019 school year. 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 Chiefess Kamakahelei Middle School's online presence in Google Apps for Education:

- GMail - an individual email account for school use managed by CKMS
- Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- Docs - a word processing, spreadsheet, drawing, and presentation toolset comparable to Microsoft Office
- Drive - online file storage for school documents
- 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. Students will only be able to email other students and teachers at CKMS. Emailing outside of our school will be restricted, however in certain cases, specific classes that may collaborate or communicate with others outside of CKMS may be granted that access. Using GAFE in our school will eliminate the need for any flash drives as students will be able to share their work with their teacher. All documents are stored online and can be accessed from any computer.

Technology use at CKMS 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 CKMS's presence in Google Apps for Education. 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. --COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtml>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the school's enrollment form. – [FERPA](#)

Guidelines for the responsible use of Google Apps for Education by students:

1. Official Email Address - All students will be assigned a *username@eckms.k12.hi.us* email account. This account will be considered the student's official CKMS email address until such time as the student is no longer enrolled with CKMS.

2. Prohibited Conduct - Please refer to the HIDOE's Acceptable Use Policy at <http://www.hawaiipublicschools.org/BeyondTheClassroom/SafeSchools/AntiBullyingWork/Pages/Internet-and-computer-use-rules.aspx> for more information regarding prohibited conduct.

3. Access Restriction - Access to and use of student email is considered a privilege accorded at the discretion of CKMS. CKMS 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 state policies have occurred. In such cases, the alleged violation will be referred to an administrator for further investigation and adjudication.

4. Security - CKMS cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, CKMS cannot assure that users will not be exposed to unsolicited information.

5. Privacy - The general right of privacy will be extended to the extent possible in the electronic environment. CKMS 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. CKMS reserves the right to access the username@eckms.k12.hi.us, Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

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

Under FERPA and corresponding Hawaii law, a student's education records are protected from disclosure to third parties. I understand that my student's education records stored in Google Apps for Education may be accessible to someone other than my student and CKMS by virtue of this online environment. My signature below confirms my consent to allow my student's education record to be stored by Google. I understand that by participating in Google Apps for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of Google Apps for Education (<http://www.google.com/a/help/intl/en/edu/privacy.html>). 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 CKMS Google Apps for Education account. This means my child will receive an email account, access to Google Docs, Drive, Calendar, and Sites.

_____ NO, I do not give permission for my child to be assigned a full CKMS Google Apps for Education account. This means my child will NOT receive an email account or access to Docs, Drive, Calendar, and Sites.

Student Name: (Print)

Grade: _____

Advisory Teacher: _____

Parent/Guardian Signature: _____

Date: _____