

## Google Apps for Education Parental Consent Form

Dear Parents/Guardians,

As you know, technology is an integral part of the Richmond's unique curriculum, and we strive to use technology in ways that will assist learning and prepare students for life after graduation. Richmond's students, teachers, and staff use Google Apps for Education to allow students to collaborate on school projects, communicate with their teachers and one another, and continue learning regardless of their location. Google Apps for Education are provided without advertisements and include the following online services for students:

- **Email** – an individual email account for school use, managed by Richmond.
- **Calendar** – an individual calendar used to record and collaborate on assignments, educational activities, or project schedules
- **Drive** – a set of tools providing for the creation and storage of word processing documents, spreadsheets, presentations, etc.
- **Sites** – allows the creation of shared online workspaces for classes and projects

To set up the necessary Google Apps for Education account for your child, Richmond provides Google only with a username, and no other personal information is required to open the account. However, given the nature of the services being provided, your student's email, assignments, projects, and other classwork stored in Google Apps for Education will likely include personal information about your child. Google has agreed to comply with the Family Educational Rights and Privacy Act (FERPA), the federal law that protects the confidentiality of student educational records and personally identifiable information, and to adhere to industry standards with respect to the security of the information. You can read more about Google's privacy practices on their website at <http://www.google.com/policies/privacy/>. The terms of Google's agreement with Richmond are at: [http://www.google.com/apps/intl/en/terms/education\\_terms.html](http://www.google.com/apps/intl/en/terms/education_terms.html).

We believe that your child's use of the Google Apps for Education is important to his or her success and involvement in Richmond. However, we recognize that as a parent, you may be concerned about the inherent risks present in any online environment. To help protect the safety of your student while online, Richmond provides training to all students regarding online security, the sharing of personal information online, and other appropriate online behavior. As is the case with all online activity in Richmond's program, student use of Google Apps for Education is governed by Richmond's Acceptable Use Policy (AUP) and the Student Code of Conduct.

Richmond needs your written consent for your student's use of Google Apps for Education. Please sign and return the attached form at your earliest convenience, indicating your receipt and understanding of the information contained in this letter and your agreement that your child be given access to the technology described above. If you have any questions or concerns, please contact Sarah Loflin, 8<sup>th</sup> Grade Teacher and Technology Director at Richmond Elementary School. [sloflin@richmondelementary.com](mailto:sloflin@richmondelementary.com) or Mrs. Vicky Leitaker, Principal/Superintendent (530) 257-2338.

Sincerely,

Vicky Leitaker  
Principal/ Superintendent

### Google Apps for Education Parental Consent Form

I give consent for my child to use Google Apps for Education.

Student's Name (Printed): \_\_\_\_\_

Student's Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_