



Dear Parents/Guardians,

The School District of Sheboygan Falls is proud to expand our partnership with G Suite for Education (formerly Google Apps for Education). G Suite for Education is used by thousands of schools and universities worldwide, and its collaboration tools enable students to work together on documents, presentations, and projects via the web. It also provides an online storage space for files, eliminating most needs for flash drives between home and school. Gmail (Google Email) accounts are required by many web-based educational tools. These accounts allow teachers and students to communicate and collaborate in a safe and structured manner. For more information on G Suite for Education, please view the video at this site:

<https://www.google.com/work/apps/education/benefits.html>.

G Suite for Education Student Accounts:

To ensure equal access for all students and to comply with online safety laws protecting children 13 and under, SFSD will provide accounts to students in grades K-12. Email access will begin in 5th grade. We have carefully considered students' online safety in setting up the policy for student accounts.

Acceptable Use:

Library Media Specialists have traditionally instructed students on digital citizenship topics such as password safety and responsible research methods. Parents are also encouraged to talk with their child about online safety. For more cyber-safety tips, please visit the Federal Trade Commission: <http://www.ftc.gov/bcp/edu/pubs/consumer/tech/tec04.pdf>.

Grades 5-12 students with access to Gmail should consider their school email as an extension of the classroom, and it is subject to the same rules and guidelines as expected in school. All school emails are archived and retrievable for a minimum of one year.

Restrictions for Student Google Accounts:

Students in grades K-4 will not have email access. Students in grade 5 can only send and receive email within the sheboyganfalls.k12.wi.us domain. Students in grade 6 will receive classroom instruction on digital citizenship and appropriate use before being allowed to send and receive email from within and outside of the sheboyganfalls.k12.wi.us domain. Students in grades 7-12 will be able to send and receive email from within and outside of the sheboyganfalls.k12.wi.us domain.

Filtering of Emails:

School email accounts must comply with the Federal Children's Internet Protection Act (CIPA). Student emails will be filtered, just as Internet access at school is filtered, to ensure student safety in the online setting. Sheboygan Falls uses filtering tools and makes every effort to block inappropriate content. However, if a student receives any inappropriate emails, s/he should report it to an adult.



Permission Form for G Suite for Education

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

- G Suite for Education runs on an Internet domain owned by the School District of Sheboygan Falls and is intended for educational use only.
- By default, advertising is turned off for the school’s G Suite for Education domain.
- No personal student information is collected for commercial purposes.
- K - 4 students will have no email access. Grades 5-6 students will only be able to send and receive email from administrators, teachers and other students in their class(es).
- Students have no expectation of privacy on the G Suite system. School staff, and administrators all have access to student email for monitoring purposes.
- Access to and use of G Suite for Education is considered a privilege and is at the discretion of School District of Sheboygan Falls.
- The School District of Sheboygan Falls maintains the right to immediately withdraw access and use of G Suite for Education when there is reason to believe violations of law or school policies have occurred.

With parental permission, your student will be given a G Suite for Education account with an associated email account to use only with their class(es) and teacher(s). To gain access to the apps within G Suite for Education, students under the age of 13 must first obtain permission, as verified by your acceptance or digital signature of this document.

This document does not need to be printed or completed if you are digitally “signing” the document via Infinite Campus.

___By selecting “Accept” for this Authorization, I give permission for my child to be assigned a School District of Sheboygan Falls G Suite for Education account. This means my child will receive a restricted email account and access to G Suite for Education. I understand that I may ask for my child's account to be removed at any time.

___By selecting “Deny” for this Authorization, I am stating that I do not give permission for my child to be assigned a School District of Sheboygan Falls G Suite for Education account. This means my child will NOT receive a restricted email account nor access to G Suite for Education. I understand that my child will not be able to use a Chromebook or complete assignments online.

Student name(s) (Please Print): _____

Student grade: _____ Date: _____ Parent/Guardian name (Please Print): _____

Parent/Guardian signature: _____