



Waunakee Community School District

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Google Apps for Education/Online Resource Opt Out Form

Dear Parents/Guardians,

In order for schools within the Waunakee Community School District (WCSD) to continue to be able to provide your student(s) with the most effective web-based tools and applications for learning, our district utilizes several computer software applications and web-based services, operated not by this district, but by third parties. WCSD will be utilizing Google Apps for Education and other web based resources (i.e. Prezi, Edmodo, and Lucid Charts for students. As with any educational undertaking, a strong partnership with families is essential to a successful experience.

In order for our students to use these programs and services, certain personal identifying information -- generally the student's name and email address -- must be provided to the web site operator.

Under federal law entitled the Children's Online Privacy Protection Act (COPPA) these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits school districts such as ours to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator. A list of the possible sites to be used in our classrooms, with links to their privacy policies and terms of services can be obtained by clicking on the following link.

http://www.waunakee.k12.wi.us/families/COPPA_websites.cfm#d376895

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.

Below are some links to the sites that govern the districts privacy measures as they pertain to your child's information:

Child Internet Protection Act (CIPA) The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. CIPA <http://fcc.gov/cgb/consumerfacts/cipa.html>

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 Waunakee Community School District's presence in Google Apps for Education. No personal student information is collected for commercial purposes. The school's use of student information is solely for education purposes.

--COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtm>



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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 District's Enrollment Form. --FERPA --

<http://www.ed.gov/policy/gen/guid/fpco/ferpa>

Guidelines for the responsible use of Google Apps for Education and other online resources by students:

1. **Prohibited Conduct.** Please refer to the Board Policy 365 Acceptable Use Policy.
2. **Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of the Waunakee Community School District. The District 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 District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and disciplinary action.
3. **Security.** The School District 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, the District cannot assure that users will not be exposed to unsolicited information.
4. **Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment. Waunakee Community School District 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. The District reserves the right to access the Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

I confirm that I have read and understand the following:

If you **DO NOT** want your student to access Google Apps or any other online resource, please complete, sign, and return this form to your child's school. If, at any time during the school year, you would like to rescind your decision and change your permission, you must let the school know in writing.

I **DO NOT** want my student to be allowed access to Google Apps or other online resource.

Student Name: (Print) _____

Grade: _____

Parent/Guardian

Signature: _____ Date: _____

Please complete ONE form for EACH student in 4th – 8th grade you would like to OPT OUT of Google Apps or other online resource. Please return to your children(s) school with all other registration material.