



Saint Joseph Parish

## SJS Google Apps for Education (GAFE)

Saint Joseph School (SJS) provides Chromebooks loaded with Google Apps for Education (GAFE) to our sixth, seventh, and eighth grade students. GAFE is used by schools and universities worldwide to provide online productivity and collaboration tools to staff and students in a protected, advertisement-free domain. GAFE is hosted online by Google but managed by Saint Joseph School. Unlike consumer Google accounts, this school-managed environment allows SJS appropriate access to tools and settings to help our students grow as digital citizens. Using GAFE accounts, students and staff will have access to the following tools along with collaborative features:

- **Docs:** A word processing tool
- **Sheets:** A spreadsheet tool
- **Slides:** A presentation tool
- **Sites:** A tool for building websites and portfolios.
- **Drive:** 1GB of online storage

The use of GAFE is governed by a number of school policies and federal laws including: the Diocese of Cleveland's Responsible Use of Technology Policy; the Child Internet Protection Act (CIPA); the Family Educational Rights and Privacy Act (FERPA); and Children's Online Privacy Protection Act (COPPA).

The primary purpose of COPPA is to place parents in control over the information gathered about their children by websites/apps. The Rule applies to commercial websites/apps, like Google, that collect personal information, like name and age, from children under 13. Additional information regarding COPPA can be found by visiting:

<https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions#PrivacyPolicies>

Also under U.S. law, schools like SJS are permitted to provide consent to the collection of personal information on behalf of all of its students. By signing the attached, parents acknowledge their consent for SJS to provide this personal identifying information -- first name, last name, and school assigned email address -- as required by Google.

GAFE provides students and staff with essential digital tools in a safe and reliable web environment. Together staff and students will become skillful learners and innovators who use these tools to support and develop skills like critical thinking, communication, collaboration, and creativity while strengthening their digital citizenship skills including: strategic searching, research skills, digital creation rights, and safe online sharing.

Please sign and return the attached *SJS GAFE Parental Permission Form* to allow your child to take advantage of this great set of online tools. Also read, sign and return the *Chromebook Policy* along with payment of the technology fee.

**ALL FORMS AND PAYMENT ARE DUE BY SEPTEMBER 6, 2017.** If you have questions or concerns, do not hesitate to contact your student's teacher via email.



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## SJS Google Apps for Education (GAFE) Parental Permission Form

*Please return this page to your student's homeroom teacher by Sept. 6, 2017.*

Student Name: \_\_\_\_\_

Grade/Teacher: \_\_\_\_\_

Parent/Guardian Name (printed): \_\_\_\_\_

**By signing below, I acknowledge the following:**

- I consent for the named student to use Chromebooks and GAFE.
- I have reviewed: Google's privacy policies, available at [www.google.com/policies/privacy](http://www.google.com/policies/privacy) and Google Apps for Education privacy policies, available at [www.google.com/edu/privacy.htm](http://www.google.com/edu/privacy.htm)
- I consent for SJS to provide personal identifying information for my student - first name, last name, and school assigned email address for GAFE.
- I signed and returned SJS's Responsible Use of Technology Policy and understand that my child will be expected to maintain acceptable use of his or her GAFE account both on and off school property.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing below, I agree to use my Google Apps For Education account in a safe and responsible manner in accordance with the SJS Responsible Use of Technology Policy. I understand that my saintjoe.org account will be considered as my official student workplace.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Age: \_\_\_\_\_



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## SJS CHROMEBOOK POLICY

Each sixth, seventh, and eighth grade student will be issued a school-owned Chromebook. At the end of school year, the student will return the Chromebook in the original condition in which it was issued.

### Policies and Procedures

Students will be issued a Chromebook upon the receipt of the following:

- *SJS Chromebook Policy* read and signed by student and parent
- *SJS Google Apps for Education (GAFE) Parental Permission Form* read and signed by student and parent
- \$30 technology fee paid per student
- *Diocesan Acceptable Use Policy* signed by student & parent

### Parent Responsibilities

- Monitor student use of technology outside of school hours.
- Ensure, encourage, and remind your child to follow the policies and procedures for use and care of Chromebook at all times.

### Care of Chromebook

- Keep all food and liquid away!
- Store Chromebook in a secure location.
- Do not leave Chromebook in the heat or the car.
- When not in use, keep Chromebook in its case.
- Do not place any items between the Chromebook and the case.
- Do not close the Chromebook with any items in it.
- Do not add markings, stickers, etc to the Chromebook or case.
- Do not place heavy books or items on the Chromebook.
- The number of the Chromebook, cord, and case issued to you must match the one turned in at the end of the school year.



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**Students and Parents, please review and check each statement below before signing and returning this page to your homeroom teacher by September 6, 2017.**

\_\_\_\_\_ I understand that I am responsible for having my device with me and charged every day, ready for class.

\_\_\_\_\_ I understand that at any time St. Joseph School can view any and all files and emails related to my Chromebook and Google account.

\_\_\_\_\_ I understand my Chromebook is to be used for schoolwork.

\_\_\_\_\_ I understand that I may not load apps, music, or personal items on the school owned Chromebook.

\_\_\_\_\_ I understand that my family will be financially responsible for my Chromebook if it is lost or stolen, or due to my gross negligence.

\_\_\_\_\_ I will not duplicate or distribute copyrighted materials.

\_\_\_\_\_ I will handle my device with **care**.

\_\_\_\_\_ I will immediately report problems to my homeroom teacher. After reading this contract, I agree to sign and receive my Chromebook, case, and charger for the duration of the time I am here at St. Joseph school. My family understands the responsibility I am taking to have this Chromebook in my possession.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature:

\_\_\_\_\_

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_