

The Public Schools of Brookline

333 Washington Street, Brookline, MA 02445

September 1, 2016

Dear Parent,

This year the Public Schools of Brookline will be offering *Google Apps for Education* (GAFE) accounts to students.

Google Apps for Education is used by schools and universities worldwide to provide online productivity and collaboration tools to staff and students in a protected, advertisement-free domain. *Google Apps for Education* is hosted online by Google but managed by the Public Schools of Brookline. Unlike consumer Google accounts, this managed environment allows Brookline to provide appropriate access to tools and settings to help our students grow as digital citizens. Students and staff will be able to use collaborative tools to create documents, presentations, and sites from any Internet connected device at school or home.

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.

Storage: 30gb of online storage

The students will have a username in an email format (17smithj@psbma.org), however email functionality will be disabled. The username will allow students to collaborate on projects with classmates and share their work with teachers. For more information about Google Apps for Education in Brookline, please visit our site at:

<http://www.psbma.org/>

The use of *Google Apps for Education* in the Public Schools of Brookline is governed by a number of federal laws and School Committee policies including: the Child Internet Protection Act (CIPA); Children's Online Privacy Protection Act ("COPPA"), the Family Educational Rights and Privacy Act (FERPA) and Brookline's Responsible Use of Technology Policy.

We anticipate that *Google Apps for Education* will provide Brookline students and staff with essential digital tools in a safe, reliable, and environmentally friendly workspace. Together staff and students will become skillful learners and innovators who use these tools to support and develop skills within the "Four C's:" critical thinking, communication, collaboration, 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 permission form to allow your child to take advantage of this great set of online tools. If you have any questions, please contact us.

Mr. Brian Denitzio, Principal

Anmarie Mazzocchi, Educational Technology Specialist

Scott Moore, Director of Educational Technology and Libraries

Google Apps for Education (GAFE) Grades K-8 Parental Permission Form

Please review the attached information and then complete and return this page to your child's school by <Insert date>.

Student Full Name _____ Grade/Teacher: _____

Parent/Guardian Name (printed) _____

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

- Consent for the named student to use GAFE will be in effect from the date it is received by the school or District until the date the student graduates or otherwise leaves the Public Schools of Brookline, unless permission is revoked earlier by written request; and
- I have reviewed:
 - Google's privacy policies, available at www.google.com/policies/privacy and
 - Google Apps for Education privacy policies, available at www.google.com/edu/privacy.html
- I have reviewed Brookline's Responsible Use of Technology Policy in the student handbook and understand that my child will be expected to maintain acceptable use of his or her GAFE account both on and off school property; and
- I understand that I may ask for my child's account to be removed at any time by submitting a written request to the building principal or Scott Moore, Director of Educational Technology and Libraries.

By signing below, I give permission for my child to use *Google Apps for Education*. In granting such permission, I acknowledge and have discussed with my child that Brookline's Responsible Use of Technology Policy applies to his or her use of the GAFE account at all times. .

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 Public Schools of Brookline Responsible Use of Technology Policy. I understand that my psbma.org account will be considered as my official student workplace.

Student Signature

Age

Date: