



August 7, 2017

Google Suite for Education Parent Permission Form

Dear Parents/Guardians:

Kailua High School (KHS) will begin to utilize Google Suite for Education for students, teachers, and staff. G Suite is a core suite of applications that Google offers to schools for free. Students who use G Suite such as Google Docs will be able to receive instant feedback on their essays from their teachers which will help to improve their writing skills. Students will also be able to work on their research and analytical skills when using Google Sheets to keep track of data for math/science experiments. Another benefit to using G Suite is students can use Google Slides or Sites to create an electronic portfolio of their work to be shared with colleges or employers. This permission form describes the tools and faculty/staff responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are available to each student and hosted by Google as part of Kailua High School's online presence in Google Suite for Education:

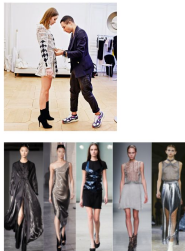
Mail - an individual email account for school use managed by Kailua High School


Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments

Docs - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office

Sites - an individual and collaborative website creation tool

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with students. 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.

Content	Project Description	Student Example
Arts and Communication Core	Students use Google Slide to create presentation on a career in the Arts and Communication Field	<p><i>OCCUPATION</i></p> <ul style="list-style-type: none"> Study fashion trends & come up with their own designs Decide a theme for collections Use computer programs to create designs Visit manufacturer or trade show to obtain fabric samples Select different fabrics, embellishment, colors or style Work with other designers/team members to create prototype designs Present ideas in fashion or trade shows Sell designs to clothing stores or to customers Finalize designs 

Arts and Communication Core	Students use Google Forms to create online test reviews/surveys	<p style="text-align: right;">QUESTIONS RESPONSES 21</p> <h3>Art Elements Test</h3> <p>You've taken a quiz, MADE a quiz, and taken 3 more quizzes... it's time for a TEST! ^_^</p> <p>What's your name?</p> <p>Short answer text</p> <p>Commercial #1</p> <p>Description (optional)</p> <p>Superbowl 1998</p> 
Digital Media	Students use Google Docs to type of scripts	<p>Script 4-6 minutes worth</p> <p>**Music 23 seconds**</p> <p>Danee: From WNYC in...</p> <p>Kiana: In this final episode we have been listening to Adnan Syed answer questions about the murder of Hae Min Lee</p> <p>Danee: In Episode 1 Adnan's friend/classmate, Asia, told what she knew about where Adnan was that day of Hae's death and had written a letter to Adnan</p> <p>Kiana: I as Sarah Koenig, am very sad about this whole situation with Adnan being put into jail for something he may have not done. Nobody truly has the real evidence to say that Adnan is the suspect of Hae's death.</p> <p>Danee:</p>
p4c	Students fill out Google Forms to reflect on Plain Vanilla Discussion	<p>Frida Plain Vanilla Summary & Reflection</p> <p>File Edit View Insert Responses (18) Tools Add-ons Help</p> <p>6/8 Questions Change theme View responses View this form</p> <p>Page 1 of 1</p> <p>Frida Kahlo Plain Vanilla Summary & Reflection</p> <p>Use your notes from yesterday's discussion to fill out this summary & reflection</p> <p>Your name: First Name Last Name</p> <p>Summarize what was discussed in our first plain vanilla discussion that we had yesterday. Using your notes, be sure to include at least 2 quotes from people in our group and your thoughts on them.</p> <p>Were your thoughts on the discussion question changed at all by the discussion? What are the reasons? (Give at least one reason?) Discussion question: Can I infer that all humans have dual sides?</p> <p>Reflection 1: How well did we all listen to one another?</p> <p>1 2 3 4 5</p> <p>Pretty Awesome</p> <p>How was our participation?</p>
PTP	Students use Google Docs to type components for their Personal Transition Plan	<p style="text-align: center;">Educational Goal Statement</p> <p>My educational goal is to earn A's in all of my classes for Term 4 of my junior year. I chose this goal because I've been struggling in some of my classes and wasn't sure I would end up earning all of the credits for this semester. By setting this as my goal it will motivate me to work harder in those classes to ensure that I earn all credits. The pieces of evidence that will show me earning all A's is my weekly JupiterEd printout for Term 4, my Term 4 Report Card, copies of pages from my planner, and my after school study hall log.</p> <p style="text-align: center;">Evidence 1: Weekly JupiterEd Printouts for Term 4</p> <p>Kailua High School uses JupiterEd as a means to communicate attendance/grades with students and parents. To keep up to date and track my grades in all of my classes I printed out my grades in JupiterEd on a weekly basis. The printouts show I tried my best to maintain A's from the beginning of the term to the end. There were some times that I went below an A because I was absent or I didn't turn in an assignment. But the final print out for the end of the term shows that I met my goal of all A's.</p>
Social Studies	Students use Google Slides to create presentations.	
Social Studies	Students use Google Docs to type essays	

Technology use in Kailua High School is governed by federal laws including:

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 KHS's presence in Google Suite for Education. No personal information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes.

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

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 Suite for Education by students:

- 1. Official Email Address.** All students will be assigned a username@kailuhs.k12.hi.us email account. This account will be considered the student's KHS email address to communicate with teachers until such time as the student is no longer enrolled with Kailua High School.
- 2. Prohibited Conduct.** Please refer to the Hawaii State Department of Education Technology Responsible Use Guidelines (TRUG).
- 3. Access Restriction.** Access to and use of this email is considered a privilege accorded at the discretion of Kailua High School. The school 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 school policies have occurred. In such cases, the alleged violation will be referred to an Administrator for further investigation and adjudication.
- 4. Security.** Kailua High School 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 school cannot assure that users will not be exposed to unsolicited information.
- 5. Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment. Kailua High School and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of faculty/staff email are strictly prohibited from accessing files and information other than their own. The school reserves the right to access the username@kailuhs.k12.hi.us Google systems, including current and archival files of user accounts.

Kailua High School

Google Suite for Education Permission Form for Student Email, Online Documents, Calendar, and Sites

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

Under FERPA and corresponding Hawaii law, a student's education records are protected from disclosure to third parties. I understand that my records stored in Google Suite for Education may be accessible to someone other than my student and Kailua High School by virtue of this online environment. My signature below confirms my consent to allow my child's education records to be stored by Google.

I understand that by participating in Google Suite, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of Google Suite for Education (<http://www.google.com/a/help/intl/en/edu/privacy.html>). I understand that I may ask for my account to be removed at any time.

_____ YES, I give permission for my child to be assigned a full Kailua High School Google Suite for Education account. This means my child will receive an email account, access to Google Docs, Calendar, and Sites.

_____ NO, I do not give permission for my child to be assigned a full Kailua High School Google Suite for Education account. This means my child will NOT receive an email account or access to Google Docs, Calendar, and Sites.

Student Name (Print): _____

Student ID# (if known): _____ **Grade:** _____

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Please sign and return this form to your PTP teacher.