

## Google Apps for Education Permission Form: Updated Terms of Service

May 1, 2020

Dear Parents/ Guardians,

At the Baltimore School for the Arts we utilize Google Apps for Education (GAFE) for students, teachers, and staff. With our transition to a distance learning model, these tools are more important than ever. Therefore, we are seeking your permission not only to provide and manage a G Suite for Education account for your child, but also expand our suite of tools to deliver educational resources more effectively.

This form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

### **What is GAFE?**

GAFE is an online suite of applications designed for schools which includes calendars, email, web pages, word processing, spreadsheets, and presentations -- all of which synchronize and flow together and integrate into existing course curricula. GAFE is provided free of charge to schools, colleges and universities across the United States and around the world. GAFE is a cloud-based resource and may be accessed from any device with internet access. This education version provides a self-contained environment for students and staff to collaborate and share information.

The following services are available to each student and hosted by Google as part of the Baltimore School for the Arts presence in the online Google Apps for Education environment:

#### ***Mail***

An individual email account for school use managed by Baltimore School for the Arts (*students will only be able to email other BSA students, staff, and teachers with this email account*)

#### ***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

#### ***Classroom***

A class-based, online learning site used to organize instructional materials for students to access, use, and turn in assignments.

The following additional services will now also be available:

### ***Hangouts Meet***

A space for teacher-led online meetings and discussion groups. Here teachers can deliver direct instruction to students and record lessons for students to review at a later date. The recorded lessons will include, as a default, the interaction between the teacher and students in the class. **To that end, we are seeking your permission to record your child in Google Hangouts Meet sessions at the Baltimore School for the Arts for internal distribution to class members for the purpose of providing educational content to students who are not able to attend live sessions.**

### **Expectations of Student:**

Student use of the GAFE system follows the expectations outlined in the Technology Policy of the Student Handbook (pgs 9 & 10). Although the GAFE resources may be accessed outside of school, any use of the account on the Baltimore School for the Arts domain is bound by the same rules and guidelines as those resources accessed on school property. It must always be used for educational purposes just as if the student were in school.

Students are responsible for their behavior and communications in online environments such as GAFE. It is presumed that users will comply with school standards and will honor the agreements they have signed. The online learning environment storage areas may be treated like school lockers. By default, students may not see each other's files, system administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. **Users should not expect that files stored in the online learning environment will be private.** Users should not use online learning environment resources to store any files that are not educational. Students are not permitted to make copies of the recordings in Hangouts Meet. The recordings are intended only for the use of the teacher and students in the teacher's class.

### **Expectations of School:**

GAFE student accounts will be managed based on requirements for use in classes. Internet safety and digital citizenship education will be included in student curriculum. In school, teacher supervision and school content filters are used to prevent access to inappropriate content and to ensure that student use of digital technology follows the school Technology Policy. Student accounts can be accessed by domain administrators at any time.

### ***Recordings***

At the beginning of each class during which the Hangouts Meet service is to be utilized, the teacher will remind the students that the class is being recorded. Any student who does not wish to be recorded, but who still wants to participate in the class, may use the chat feature to communicate.

If a student wishes to speak but has not consented to being recorded, the teacher will first try to cease recording when the student talks. If the teacher is unable to cease the recording, the portion of the class during which the student spoke will be muted or deleted before the video is posted.

The Hangouts Meet recordings will only be available/posted for a short window of time (36 hours) before they will be removed from the platform and deleted.

**Expectations of Parents/Guardians:**

Parents/Guardians assume responsibility for the supervision of internet use outside of school. They are encouraged to discuss family rules and expectations for using internet-based tools, including GAFE. As some of our instructors implement the Google Classroom app, parents/guardians will have the opportunity to receive summaries of their student’s classwork for specific classes. You will be contacted by individual teachers as this functionality develops. Parents can visit **myaccount.google.com** while signing in to their child’s G Suite for Education account to view and manage the personal information and settings of the account.

**Privacy & Security**

*“Google Apps is governed by a detailed Privacy Policy, which ensures we will not inappropriately share or use personal information placed in our systems. Google complies with applicable US privacy law, and the Google Apps Terms of Service can specifically detail our obligations and compliance with FERPA (Family Educational Rights and Privacy Act) regulations. Google is registered with the US-EU Safe Harbor agreement, which helps ensure that our data protection compliance meets European Union standards for educational institutions.”*

[https://edu.google.com/why-google/privacy-security/?modal\\_active=none](https://edu.google.com/why-google/privacy-security/?modal_active=none)  
[https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)

**A student must return this form with a parent/guardian’s signature to have an account for the school GAFE system. [Complete this permission slip online by clicking here](#) or please print, sign and mail to Baltimore School for the Arts 712 Cathedral, Baltimore, MD 21201.**

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I give permission for my child(ren) \_\_\_\_\_ to have a GAFE account in the Baltimore School for the Arts domain and to be recorded (images and sound) in Google Meet sessions solely for the purpose of instruction. Their likenesses recorded in classes will not be used by BSA staff in any other setting or outside of the BSA domain. I will take full responsibility for monitoring my child’s internet usage and account activity. I understand that this account will be for educational purposes only and will be used exclusively for school assignments. This permission will remain in effect during my child’s enrollment at Baltimore School for the Arts for the remainder of the 2019-2020 school year unless I request to revoke it.

**Parent/Guardian Name (please print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_