

Mr. Thomas W. Giard III
Superintendent of Schools

Mr. Craig C. Powers
Assistant Superintendent

Dear Parent(s)/Guardian(s):

The Waterford Public School District is very pleased to inform you that we have the ability to enrich your child's education through the use of a software application called Google Apps for Education. The District's goal in providing this application is to enhance its educational program and to promote educational excellence. The Internet's ability to connect multiple computer networks around the world opens the door to a new and exciting classroom experience. Students will be given access to millions of resources, databases and services.

As part of Google Apps for Education, an email account will be created for each student. Email is one communication tool that allows students to "use digital media to work collaboratively, including at a distance, to support individual learning and contribute to the learning of others." (ISTE Student NETS). Google Apps for Education and the student email that accompanies each account is different from Google Mail (Gmail) Accounts because they are managed by the district, do not include any advertising and use filtering and other content controls. However, the Children's Online Privacy Protection Act (COPPA) requires parental permission for websites collecting personally identifiable information from children under age 13. For more information on COPPA compliance, see the FTC's website at www.ftc.gov/coppa. Limited personally identifiable information will be shared through the Google Apps for Education Application. For example, email addresses will consist of a student's school network login name followed by @my.waterfordschools.org . While students should only use their email accounts for authorized purposes, an email address will enable them to create accounts on non-school owned websites, whether authorized by school personnel or not.

We realize that a student's digital footprint is a concern for many parents. The purpose of this letter is to provide guidance to parents and students in the use of Google Apps for Education in order to maximize the potential benefit, and provide safety in the use of technology to insure the security of confidential information. Students' school issued Google Apps for Education accounts are deactivated within 48 hours of any child leaving the school system. However, it is the student's responsibility to be mindful of the information that they are entering on any third party website and to maintain and deactivate any account they create on these sites.

Communication tools within Google Apps for Education offer a number of advantages for students including: allowing students to communicate with their teachers and other students, allowing students to engage in collaborative writing and group discussions about their class work, and permitting students to contribute to project teams to produce original works and solve problems. In addition to being able to communicate within the Waterford Public Schools network, Google Apps for Education brings a global learning environment to our students, giving them the opportunity to develop cultural understanding and global awareness by engaging

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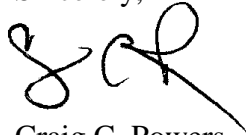
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and collaborating with learners from different nations. These are critical learning opportunities and we will ensure that our students are educated to become leaders in digital citizenship to set them on the path to lifelong learning.

Our staff exercises professional judgment in selecting informational resources on the Internet. We ask that you support our expectation that students act in a respectful, responsible and ethical manner when utilizing their school issued email account as they do in any other school related activity. Student issued email accounts are a privilege, not a right, and may be revoked at any time for inappropriate behavior. All users assume responsibility for understanding relevant Board policies and guidelines as a condition of using this application.

Waterford Public Schools supports and respects each family's right to decide whether or not to authorize their child's use of Google Apps for Education. Access to Google Apps for Education, email, and other third party educational websites will be permitted for students in grades K-8 only upon submission of a signed parent/guardian authorization form (attached). To access Waterford Public Schools Google Apps for Education please visit <https://sso.my.waterfordschools.org> and ask your child to give you a tour. Parents will not have school issued accounts.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Powers', with a long, sweeping underline that extends to the right.

Craig C. Powers
Assistant Superintendent of Schools



WATERFORD PUBLIC SCHOOLS

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Google Apps For Education Authorization Form

In order to create a Google Apps for Education Account and email address for children in grades K-8 , parental permission is required. Please fill out the information below, sign and return to the school if you consent to Waterford Public schools creating such an account for your child.

I _____, authorize Waterford Public Schools to Activate Google Apps for Education and email for my child, _____. I realize that the creation of this account enables the school and/or my child to create accounts on non-school owned websites.

Parent or Legal Guardian's Signature: _____

Date: _____

Student's Signature: _____

(Grades 3 through 12)

Date: _____