



**Official Form
of
Ogden Preparatory Academy**

Information Systems: 9.01.TPL.6

Google Workspace for Education Parent Permission Form

Effective/Revision Date: 1/2/23

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For signing purposes, a complete form is pages 1 through 3.

Google Workspace for Education
Parent Permission

Dear Parents/Guardians,

Ogden Preparatory Academy utilizes Google Workspace for Education for students, teachers, and staff. This permission form describes the tools and student responsibilities for using these services. A strong partnership with families is essential for the success of this program.

The following services are provided in Google Workspace for Education:

- Mail - An email account for school use managed by Ogden Preparatory Academy
- Calendar - A calendar providing the ability to organize schedules, daily activities, and assignments
- Docs - Word processing, spreadsheet, drawing, and presentation tools similar to Microsoft Office
- Sites – A website creation tool, students can create, edit and share files and websites for school related projects.
- Drive – A document storage and collaboration platform that allows the sharing of documents between users.

These services are hosted by Google on their servers and are available at any time from any Internet enabled device. Some examples of student use could include class projects, electronic portfolios and working in groups on presentations to share with others.

Technology use in the Ogden Preparatory Academy is governed by state and 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. 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 education purposes.

<http://business.ftc.gov/documents/Complying-with-COPPA-Frequently-Asked-Questions>

Family Educational Rights and Privacy Act (FERPA) FERPA protects the privacy of student education records and gives parents the rights to review student records. Signing this form acknowledges that some student records, such as portfolios of student work with teacher feedback, may be stored in a student's Google Workspace for Education accounts on Google servers.

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Guidelines for Use of Google Workspace for Education by Students

The School's Acceptable Use Policy applies at all times to the use of School provided Google accounts. Access to and use of student email is considered a privilege accorded at the discretion of the 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 a building Administrator for further investigation. Ogden Preparatory Academy cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a content filter in place for email, the School cannot assure that users will not be exposed to unsolicited information.

The general right of privacy will be extended to the extent possible in the electronic environment. Ogden Preparatory Academy and all electronic users should treat electronically stored information in individuals' files as confidential and private. Users of student email are prohibited from accessing files and information other than their own. The School reserves the right to access Google Workspace for Education student account information when deemed appropriate.

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

Under FERPA, a student's education records are protected from disclosure to third parties. I understand that information that could be considered part of my student's

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education records may be stored in Google Workspace for Education and by virtue of this online environment may be accessible to someone other than my student and the Ogden Preparatory Academy. My signature below confirms my consent to allow my student's education record to be stored by Google. I understand that by participating in Google Workspace for Education, information about my child will be collected and stored electronically. I understand that I may ask for my child's account to be removed at any time by contacting an OPA secretary or principal.

Student Name (Print):

Parent/Guardian Signature

Date

Document History

Approved: 1/2/23

Legal References

The Family Educational Rights and Privacy Act (FERPA) (**20 U.S.C. § 1232g; 34 CFR Part 99**)