

Google Apps for Education Platform Permission Form

Ivymount School has the ability to create accounts for all students to allow for collaborative sharing using Google Apps for Education. These accounts will be used for school related projects. However, no student will be assigned an account without parent or guardian approval. Once accounts are assigned, students gain access to the wealth of collaborative tools available through Google Apps.

This account is housed on Google servers, thereby giving your student access to Google Docs (word processor, spreadsheet, and presentation software), email, and calendar. This will allow your student to collaborate with teachers and other students at Ivymount.

Official Email Address: Students will be assigned an “ed.ivymount.org” student email account. This account will be considered the student's official Ivymount email address until such time as the student is no longer enrolled at Ivymount. *This is not a personal email; it will be deleted upon the student's exit; and it will only allow sending and receiving email between staff and students at Ivymount. Exceptions to this filter may be made on a case by case basis for accounts that directly support a student's education, such as a parent email account.* The naming convention will be first and last initial, and could include a middle initial or number, followed by their program and ending with @ed.ivymount.org. For example: John Test in MAP could be jtmap@ed.ivymount.org. This naming convention may be adjusted based on the needs of a student.

Conduct: Students are responsible for good behavior just as they are in a traditional school building. It is illegal to use obscene, profane, threatening, or disrespectful language. Communication with others should always be course related. Students should never say anything via email that they wouldn't mind seeing on the school bulletin board or in the local newspaper. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times. Students will also not upload pictures or video of themselves or others to the Google Apps for Education services.

Access Restriction: Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of Ivymount School. Ivymount maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or Ivymount policies have occurred. In such cases, the alleged violation will be referred to staff for further investigation and application of necessary consequences.

Security: Ivymount cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place, Ivymount cannot assure that users will not be exposed to non-educational material.

Privacy: Ivymount reserves the right to access and review content in the Google Apps for Education system at any time. Ivymount complies with all state and federal privacy laws.

As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience. The Google Apps account will only be active with signed parental permission. Please fill out and return this permission slip to school.

Google Apps FAQ

We wanted to notify you that we are in the process of setting up Google Apps for Education at Ivymount for our students. This new system, powered by Google, will provide Gmail to our school, as well as a suite of other Google products such as Google Drive and Calendar that will enable us to better communicate, share, and collaborate. We will be joining over 8 million other students and teachers that are already using Google Apps at schools around the world.

We are excited to offer Google Apps as it represents an important step towards our efforts towards making the curriculum accessible anywhere and on any device. These tools will support the high levels of collaboration that are required in today's classroom to prepare students with the communication and collaboration skills they're going to need.

What's included in Google Apps?

- Gmail allows students to practice their email skills in a closed environment, students at Ivymount will only be able to contact and be contacted by ivymount.org and ed.ivymount.org addresses. Because we have migrated to Google Apps for Education, any data on these accounts cannot be used for advertisements and no advertisements will be present within the Apps services.
- Google Calendar lets you create and share school or class calendars and events.
- Google Drive lets you create and share documents, spreadsheets, presentations, drawings, and forms. You can also upload any file to Google Docs and share it with others. Through Google Apps students at Ivymount each have 30 gigabytes of storage, plenty of room for all of the work they'll do at school.
- Google Chrome management allows us to further protect students from unwanted content in conjunction with the filters already in place at Ivymount.

What are the benefits of Google Apps and what's included?

- Anytime, anywhere access - Google Apps works in any browser on any computer, which means you can access your email, calendars, and documents from school or at home.
- No flash drives required with documents and files stored in Google Docs.
- Teachers can be involved throughout the whole assignment process providing comments and feedback directly in the documents.
- Students can develop an e-portfolio of work throughout their years at Ivymount.
- Students own their data, and can download copies of any of their work at any time.

Accounts will not be enabled without parent permission.

We are excited to be bringing these tools to Ivymount. Don't hesitate in asking for more information about this decision and how it will impact you and your student!



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Student Name (Please Print)

Last Name

First Name

MI

Date of Birth _____

_____ I give permission for my child to be assigned a Google Apps account.

Parent Signature: _____ **Date:** _____

Print name: _____

I agree to adhere to the guidelines stated above for use of my Google Apps account.

Student Signature: _____ **Date:** _____

Print name: _____