



Dear Parents,

Immaculate Conception School in Lowell will utilize Google G Suite for Education for collaboration and coursework between teachers and students. In order to comply with federal regulations and protect our students online, we will use Google G Suite for school classwork.

The following services will be available to each student in Grades K to 8 and hosted by Google as part of Immaculate Conception School's account with Google for Education:

Docs - a word processing, spreadsheet, drawing, forms, and presentation toolset.

Drive – file storage in the Google cloud for all student files across devices

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

Classroom – a collaborative tool for the teacher to communicate with the students

- Each student has been given a **limited Google account** with access to their student work, calendars, and collaborative tools to create documents, presentations, forms, spreadsheets, drawings, and sites. Their logins allow them to share work with their teachers and to work on assignments from home.
- **Sharing in the Google Drive accounts is limited.** This means students can only share their files and collaborate with other students and teachers who have an account through Immaculate Conception School.
- **Students will not have access to Gmail** through their Google Apps for Education accounts.
- Whether the student is in school or not, their activity with the account is **subject to all school rules for technology use** as defined in the Immaculate Conception School handbook and Acceptable Use Policy.

Using these tools, students collaboratively create, edit, and share files for school related projects with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. There are no ads and student data is not shared by Google.

Google G Suite for Education is compliant with the Child Online Privacy Protection Act (COPPA) and the Family Education Rights and Privacy Act (FERPA).

Each student must return the form providing parent or guardian's signature to have a fully activated account for Google G Suite for Education through the school's domain.





**GOOGLE G SUITE FOR EDUCATION
PARENT PERMISSION FORM**

Please complete and sign the form below if you understand the information on the previous page and if you agree to the following statement.

I agree to allow my student to have a Google for Education account (as described on the previous page) that can be used on any computer connected to the internet. I understand my responsibilities. I also understand that the account is for educational purposes and that use must meet the expectations outlined above. Any misuse of the account will be handled per the school handbook and acceptable use policy.

Consent for Google G Suite for Education:

*Child's (legal) first name: _____ last name:

Child's date of birth: (mm/dd/yyyy) ____/____/____

Child's current grade: _____

*Child's (legal) first name: _____ last name:

Child's date of birth: (mm/dd/yyyy) ____/____/____

Child's current grade: _____

*Child's (legal) first name: _____ last name:

Child's date of birth: (mm/dd/yyyy) ____/____/____

Child's current grade: _____

I give my child permission to use Google G Suite for Education at school.

Parent/guardian Name: _____

Parent/guardian Signature: _____

