

**ACCEPTABLE USE OF TECHNOLOGY: GOOGLE APPS FOR EDUCATION**

Students and staff members are authorized to use District equipment to access the Internet and other online services in accordance with Acceptable Use of Technology Board Policies and Administrative Regulations 6163 and 6164. This Acceptable Use of Technology for the use of Google Apps for Education has been developed by the District to provide parents, students, and staff members of the District with a statement of purpose and explanation of the expected responsible and safe use of technology specific to Google Apps for Education.

This policy is reinforced by practice, acceptable use standards, and is required to be read before accessing the Google Apps for Education resources by students and parents/ guardians as well as all staff members of District intending to use Google Apps for Education.

**I. PURPOSE**

The District encourages the use of information technology to assist staff and students with academic success, preparation for the workplace, and lifelong learning. The District provides access to a wide range of information technology to support learning and communicating with others. Information technology will be used to increase communication, enhance student engagement, and assist staff and students in acquiring new skills. The technology devices, digital resources, and network infrastructure will also be utilized to provide relevant school information to a global community.

**II. DEFINITIONS**

“Technology and digital resources” are defined as the Districts’ network, the Internet, Google Apps for Education, email, hardware, software, printers, peripheral devices, individual computer devices, and web enabled devices. “Information technology” is defined as Internet access, blogging, podcasting, email, published and non-published documents, and various forms of multimedia technology. “Educational use” is defined as a use that supports communication, research, and learning. “Devices” refer to District owned/leased, staff member owned devices, student owned devices, and devices in the possession of students and staff members.

**III. CHILDREN’S ONLINE PRIVACY PROTECTION ACT (COPPA)**

Congress enacted the Children’s Online Privacy Protection Act, 15 U.S.C. §6501, et seq. (COPPA) in 1998. COPPA requires the Federal Trade Commission to issue and enforce regulations concerning children’s on-line privacy. The Commission’s original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013. The District works diligently to comply with COPPA requirements and does not collect student personal information or transmit such information directly to online entities for the purpose of creating web based accounts. In cases of web based account creation, the District uses an internal school district identification number to represent each student user.

**IV. CHILDREN’S INTERNET PROTECTION ACT (CIPA).**

The District uses software designed to block access to certain sites and filter content as

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required by the Children's Internet Protection Act, 47 U.S.C. §254 (CIPA). The District is aware that not all inappropriate information can be filtered but the District will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by students and staff members. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile. The District educates students about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms and cyber bullying awareness and response. The District provides these educational opportunities as part of the District's Information and Digital Literacy Goals.

**V. GOOGLE APPS FOR EDUCATION (GAFE)**

GAFE is available through an agreement with Google and Fullerton Joint Union High School District (the District). It is a collection of online applications that facilitate collaboration. These applications are cloud based and do not reside on a computer. Staff and students can access their school documents and projects from any internet connected desktop, laptop, tablet, smart phone, or other smart device that has a browser or that can run the GAFE application. GAFE runs on an Internet domain purchased and owned by the District and is intended for educational use. Each student will be issued a fjuhsd.org email address using a local student identification number which will serve as their login to GAFE, unless a "GAFE opt out" form is submitted to the local school of attendance. All district GAFE accounts are managed exclusively by the District and are free of advertisements. Google does not collect personal data from or monitor district fjuhsd.org domain accounts. All students with a GAFE account will have access to the core suite of Google Apps which include Gmail, Calendar, Contacts, Drive, and Sites, as well as any educational apps that the District publishes in the fjuhd.org domain. GAFE Apps allow students to communicate, share their work, and collaborate with teachers and students inside the fjuhsd.org domain and Teachers, students, and others outside the fjuhsd.org domain. Communications may be monitored by the district and some communication, such as email, is archived by the District for five years.

**VI. NO EXPECTATION OF PRIVACY**

Students have no expectation of privacy in their use of GAFE. While Google hosts this service in the cloud, the District maintains the ability to manage users and groups, settings, and access. The district and school administrators have the right and ability to monitor user accounts for policy and security enforcement including: granting and revoking user access, controlling access to GAFE applications and settings, and monitoring email and other communications to ensure a safe and secure collaborative environment for teachers and students.

## VII. RESPONSIBILITIES

All District students and their parents agree and adhere to the following: Google's GAFE terms of service found at <http://www.google.com/a/help/intl/en/users/terms.html>, and will acknowledge this by signing the District Acceptable Use of Technology Policy (AR 6163) each school year.

GAFE accounts are to be used for educational purposes related to the District and may not be used for: unlawful activities, commercial purposes (running a business or trying to make money), personal financial gain (running a web site to sell things), inappropriate sexual or other offensive content, threatening or intimidating another person, misrepresentation of the District, a District staff member, or another student.

GAFE apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited. Students must not post personal contact information about themselves or other people, including last names, addresses, and phone numbers per COPPA and CIPA.

Students will tell their teacher or other school staff members about any message they receive that is inappropriate or makes them feel uncomfortable.

Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account.

Under no conditions should anyone provide their password to another person.

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**STAFF MEMBER - Google Apps for Education (GAFE)**

GAFE is available through an agreement with Google and Fullerton Joint Union High School District (District). It is a collection of online applications that facilitate collaboration. These applications are cloud based and do not reside on a computer. Staff members and students can access their school documents and projects from any Internet connected desktop, laptop, tablet, smart phone, or other smart device that has a browser or that can run the GAFE application. GAFE runs on an Internet domain purchased and owned by the District and is intended for educational use. Staff members are issued a fjuhsd.org email address using their Windows Active Directory account which serves as their login to GAFE. All district GAFE accounts are managed exclusively by the District and are free of advertisements. Google does not collect personal data from or monitor district fjuhsd.org domain accounts. All staff members with a GAFE accounts will have access to the core suite of Google Apps which include Gmail, Calendar, Contacts, Drive, and Sites, as well as any educational apps that the District publishes in the fjuhd.org domain. GAFE Apps allow staff members to communicate to other staff members and students within fjuhsd.org domain and teachers, students, parents, and others outside the fjuhsd.org domain. Communications may be monitored by the district and some communication, such as email, is archived by the district for five years.

**No expectation of Privacy**

Staff members have no expectation of privacy in their use of GAFE. While Google hosts this service in the cloud, the District maintains the ability to manage users and groups, settings, and access. The District and school administrators have the right and ability to monitor user accounts for policy and security enforcement including: granting and revoking user access, controlling access to GAFE applications and settings, and monitoring email and other communications to ensure a safe and secure collaborative environment for teachers and students.

**Responsibilities**

All Fullerton Joint Union High School District staff members agree and adhere to the following: Google's GAFE terms of service found at <http://www.google.com/a/help/intl/en/users/terms.html>, and GAFE accounts are to be used for educational purposes related to Fullerton Joint Union High School District and may not be used for:

- Unlawful activities
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a web site to sell things)
- Inappropriate sexual or other offensive content
- Threatening or intimidating another person
- Misrepresentation of the District, another staff member, or a student

GAFE apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where staff free speech rights may be limited. Staff members must not post personal contact information about themselves or others, including students. Staff members will notify their site administration or District administration about any inappropriate material or messages they may come across while using the district Google fjuhsd.org domain. Staff members are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should anyone provide their password to another person.

By signing the District Acceptable Use of Technology form, all staff members acknowledge the GAFE policy, expectation of privacy, and responsibilities, in District Administrative Regulation 6163.1.

## **STUDENT - Google Apps for Education (GAFE)**

GAFE is available through an agreement with Google and Fullerton Joint Union High School District (District). It is a collection of online applications that facilitate collaboration. These applications are cloud based and do not reside on a computer. Staff and students can access their school documents and projects from any internet connected desktop, laptop, tablet, smart phone, or other smart device that has a browser or that can run the GAFE application. GAFE runs on an Internet domain purchased and owned by the District and is intended for educational use. Each student will be issued a fjuhsd.org email address using a local student identification number which will serve as their login to GAFE, unless a “GAFE opt out” form is submitted to the student’s school of attendance. All District GAFE accounts are managed exclusively by the District and are free of advertisements. Google does not collect personal data from nor monitor District fjuhsd.org domain accounts. All students with a GAFE accounts will have access to the core suite of Google Apps which include Gmail, Calendar, Contacts, Drive, and Sites, as well as any educational apps that the District publishes in the fjuhd.org domain. GAFE Apps allow students to communicate to teachers and other students inside the fjuhsd.org domain and teachers, students, others outside the fjuhsd.org domain. Communications may be monitored by the District and some communication, such as email, is archived by the district for five years.

### **No Expectation of Privacy**

Students have no expectation of privacy in their use of GAFE. While Google hosts this service in the cloud, the District maintains the ability to manage users and groups, settings, and access. The District and school administrators have the right and ability to monitor user accounts for policy and security enforcement including: granting and revoking user access, controlling access to GAFE applications and settings, and monitoring email and other communications to ensure a safe and secure collaborative environment for teachers and students.

### **Responsibilities**

All District students and their parents/guardians agree and adhere to the following: Google’s GAFE terms of service found at <http://www.google.com/a/help/intl/en/users/terms.html>, and GAFE accounts are to be used for educational purposes related to the District and may not be used for:

- Unlawful activities
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a web site to sell things)
- Inappropriate sexual or other offensive content
- Threatening or intimidating another person
- Misrepresentation of the District, a district staff member, or another student

GAFE apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited. Students must not post personal contact information about themselves or other people, including last names, addresses, and phone numbers. Students must not agree to meet with anyone they have met online without their parent’s approval and participation. Students will tell their teacher or other school staff members about any message they receive that is inappropriate or makes them feel uncomfortable. Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should anyone provide their password to another person.

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By signing the District Acceptable Use of Technology form, students and parent/guardian acknowledge the GAFE policy, expectation of privacy, and responsibilities, in District Administrative Regulation 6163.1.

Google Apps for Education (GAFE)  
Opt Out

This form gives the parent/student the opportunity to prohibit access to Google Apps. If the parent/guardian want their child to access Google Apps, please complete, sign, and return this form to your child's school of attendance. If, at any time during the school year, you would like to rescind your decision and change your permission, you must notify the school administration in writing.

By submitting this form, you are opting out of using Google Apps for Education (GAFE) at the Fullerton Joint Union High School District.

I do not want my child to have a GAFE account. I understand that my child may be asked to work cooperatively with other students that have GAFE accounts or may come in contact with other students that have GAFE accounts and I will make alternate arrangements for my child to participate in collaborative school work.

School: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

*Please complete ONE form for EACH student you would like to OPT OUT of GAFE.*