



Forward Thinking, High Achieving.

GOOGLE G SUITE

The Missoula County Public Schools utilizes the Google G Suite for students, teachers, and staff. These online software tools are used to support your child's digital skills and engage them in quality and safe learning. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

In order for students to use these programs and services, your student's first and last name will be provided to Google. The Children's Online Privacy Protection Act (COPPA)¹ requires these websites to provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools to consent to the collection of personal information for non-commercial purposes on behalf of all of its students, which eliminates the need for individual parental consent given directly to the website or software application operator.

The following services are available to students and hosted by Google as part of the MCPS online presence in the G Suite:

- Drive – Google's core suite of products including a word processing (Docs), spreadsheet (Sheets), presentation (Slides), and calendar toolset that is very similar to Microsoft Office
- Mail – an individual email account for school use managed by the Missoula County Public School District **(grades 3 – 8 only)**

Using these tools, students collaboratively create, edit, and share files for school related projects and communicate via email with other MCPS students and teachers. These services are entirely online and available 24/7 from any internet connected computer. Examples of student use include showcasing class projects, building electronic portfolios of school learning experiences, and working in small groups on presentations to share with others.

Guidelines for the responsible use of the G Suite by students:

1. Official Email Address: All students in **grades 3 – 8** will be assigned a student email account pending parent permission. This account will be considered the student's official MCPS Gmail address until such time as the student is no longer enrolled with the Missoula County Public School District.
2. Prohibited Conduct: Please refer to Board Policy 3612 District Provided Access to Electronic Information Services and Networks and Board Policy 3630 Electronic Devices.
3. Access Restriction: Access to and use of student email is considered a privilege accorded at the discretion of the Missoula County Public School District. The District maintains the right to

¹ For more information on COPPA, please visit <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>.

- immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.
4. Security: Missoula County Public Schools cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.
 5. Privacy: The general right of privacy will be extended to the level possible in the electronic environment. Missoula County Public Schools and all electronic users should treat electronically stored information in individual's files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the student email systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

IMPORTANT: *Opting out refers to the District not consenting on your behalf regarding the collection of your student's personally identifiable information (PII). If you choose to opt-out, your child will not have access G Suite or be able to use Chromebooks and an alternate will be offered.*

G Suite Parental Permission (K– 8th Grade Students)

By signing below, I confirm that I have read and understand the following: I understand that my student's education records stored in G Suite may be accessible to someone other than my student and the Missoula County Public Schools by virtue of this online environment. My signature below confirms my consent to allow my student's first and last name to be stored by Google. I have read the privacy policies associated with use of the G Suite. I understand that I may ask for my child's account to be removed at any time or may revoke my consent at any time.

CHOOSE 1 OPTION BELOW:

- YES, I give permission for my child to be assigned a full Missoula County Public Schools G Suite account. This means my child will receive:
- Email - Gmail account (grades 3-8 only)
 - Google Drive – Core suite of Google products like Docs, Sheets, Slides, Calendar
- YES, I give permission for my child to be assigned a Missoula County Public Schools G Suite account, BUT would like to OPT OUT of granting my child email access. This means my child will receive:
- Google Drive – Core suite of Google products like Docs, Sheets, Slides, Calendar
- NO, I do not give permission for my child to be assigned a full Missoula County Public Schools G Suite account This means my child will NOT receive an email account, access to Google Drive, Docs, Sheets, Slides, Calendar, or Chromebook access.

Student Name: (Print): _____

Grade: _____

Student ID#: (if known) _____

Parent/Guardian Signature: _____

Date: _____