**GOOGLE APPS FOR EDUCATION**

The Missoula County Public Schools utilizes Google Apps for Education for students, teachers, and staff. This page describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are available to all 3rd-8th grade students and hosted by Google as part of the MCPS online presence in Google Apps for Education:

* **Mail** – an individual email account for school use managed by the Missoula County Public School District
* **Calendar** – an individual calendar providing the ability to organize schedules, daily activities, and assignments
* **Docs** – a word processing, spreadsheet, drawing and presentation toolset that is very similar to Microsoft Office

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other 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 Google Apps for Education by students:

* 1. **Official Email Address:** All students 3rd-8th 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 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 extent 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’s disclosure of your student’s personal information to various persons, agencies, and institutions and does not prevent students from providing their personal information to various persons, agencies, or institutions on their own behalf.*

**Google Apps for Education Parental Permission (3rd – 8th grade students only)**

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

Under FERPA and corresponding Montana law, a student’s education records are protected from disclosure to third parties. I understand that my student’s education records stored in Google Apps for Education 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 education record to be stored by Google. I understand that by participating in Google Apps for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of Google Apps for Education (<http://www.google.com/intl/en/policies/privacy/>). I understand that I may ask for my child’s account to be removed at any time. Choose an option below:

YES, I give permission for my child to be assigned a full Missoula County Public Schools Google Apps for Education account.

This means my child will receive an email account, access to Google Docs, and Calendar.

YES, I give permission for my child to be assigned a full Missoula County Public Schools Google Apps for Education account, BUT would like to OPT OUT of granting my child email access.

NO, I do not give permission for my child to be assigned a full Missoula County Public Schools Google Apps for Education account. This means my child will NOT receive an email account or access to Google Docs, and Calendar.

Student Name: (Print)

Student ID#: (if known) Grade:

(Only applies to 3rd-8th grade students.)

Parent/Guardian Signature