



# SADDLE BROOK SCHOOL DISTRICT

355 MAYHILL STREET  
SADDLE BROOK, NEW JERSEY 07663

Telephone 201-843-1142  
Fax 201-843-0216

## Google Apps for Education

### Parental/Guardian Permission Form for Student Use

September, 2016

Dear Parent/Guardians,

The Saddle Brook School District is offering an online service for its students called Google Apps for Education. Google Apps for Education is an internet based group of tools that will allow students to create and store documents, access information, study, and collaborate with students and teachers through the internet. Students can access Google Apps for Education while at school, but students can also access the online service outside of school from any place that they have access to the internet. Google provides Google Apps for Education free to educational institutions, and the online service is used by thousands of K-12 schools and major universities throughout the nation. The Google Apps for Education Homepage can be found at <http://www.google.com/enterprise/apps/education/>.

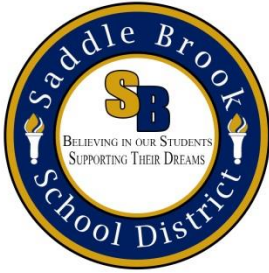
Saddle Brook School District's Google Apps accounts are only to be used for school related tasks. Students in grades three (3) through twelve (12) will receive Google Apps for Education Accounts. The students will receive an orientation presentation through the District Instructional Technologist to review the requirements and opportunities associated with these educational applications. In order to use Google's services as provided to SBSB, all participants must be aware of, agree to, and adhere to the following:

- When utilizing Google Apps for Education services, students must abide by the SBSB Acceptable Use Policy #2361. A copy of the Acceptable Use Policy is available for your review on the District's website at <http://www.saddlebrookschoools.org/site/default.aspx?DomainID=106>.
- Anyone in the SBSB community utilizing *Google Apps for Education Services* must agree to and adhere to the Google Terms of Service that will be presented for review when the account is initialized.
- As stated in the SBSB Acceptable Use Policy, anyone in the SBSB community utilizing Google Apps for Education services acknowledges that SBSB has the ability to monitor students' data.
- Access to Gmail will be limited according to grade level. Students in grades 7-12 will have full access Gmail, students in grades 5-6 will have internal access Gmail and will only have access to send/receive email to/from students and teachers within the district and students in grades 3-4 will not have Gmail. All email accounts for school use are managed, monitored, and filtered by the Saddle Brook School District.

Students will be able to log in to their Saddle Brook Google account from any computer with internet access. Each child will receive a unique username and password to gain access to his/her files and resources. Saddle Brook School District is committed to integrating current educational technology and assisting you in preparing your child to be a productive, contributing citizen in the 21st Century. Granting students' access to Google Apps for Education aligns with this commitment, it encourages students to think critically and collaborate in a safe, online learning environment. Should you have any questions, please call your school principal.

Sincerely,

Anthony Riscica  
Interim Superintendent of Schools



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## **Google Apps for Education** Parental/Guardian Permission Form for Student Use

**Please return no later than October 21, 2016**

\_\_\_\_\_ **YES**, I give permission for my child to be assigned a full Saddle Brook School District Google Apps for Education Account. I understand the account is for educational purposes and use must meet the expectations outlined above. Any misuse of the account will be handled exactly as if it were done in school on a District Account.

\_\_\_\_\_ **NO**, I do not give permission for my child to be assigned a full Saddle Brook School District Google Apps for Education account. This means my child will NOT receive an email account or access to Google Docs, Calendar, Sites etc.

Student Name: (Print) \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_