



Dear Parents/Guardians,

Our Lady of Perpetual Help School is a *Google Apps for Education* school. What does this mean to you and your child?

### 1. What is Google Apps for Education?

**Google Apps (now called G Suite for Education)** is a collection of online applications that reside in the "cloud". The benefit of cloud-based computing is that school staff and students can access their documents and projects from ANY computer with Internet access.

**G Suite for Education** is a special setup of the popular Google Apps, tailored specifically for schools. Accounts are managed by our school (and not by Google) and **advertisements are all turned off**. By using G Suite for Education our students and teachers can use our established domain (*olphbeth.org*) in a free and safe environment under the control of our school. This allows us to better meet the [ISTE Technology Standards](#) which stress the importance of student use of digital tools to create, communicate, and collaborate across all curriculum areas.

### 2. What student information does Google have?

Google agrees to comply with the [Family Education Rights and Privacy Act](#) (FERPA) and addresses the [Children's Online Privacy Protection Act](#) (COPPA) by requiring, in the contract, that parental consent be obtained for use of Google services. Our request for your signature on the [permission form](#) meets this requirement. Even though all Google advertising is turned off for educational domains, as a further privacy safeguard our student accounts have been set up without a last name being entered into the system. As an example, an eighth grader named John Smith would be entered into our Google Apps for Education system as John S and have an email address of *johns2018@olphbeth.org*. If there were another student in the class named John with a last name beginning with S, then the email addresses would be *john1s2018@olphbeth.org* and *john2s2018@olphbeth.org*.

**\*\*As of January 2015** - Google, along with more than 100 other educational technology service providers, has signed the [Student Privacy Pledge](#) or [Google Signatories](#).

### 3. Will my student miss out on learning opportunities if I do not give my permission to use G Suite?

**OLPH will fully honor parental choices** with regards to permission for use of G Suite in the classroom. If parents/guardians do not give permission or do not sign the Google permission form as an oversight, student access to the Google account will be disabled. This means that these students will not have access to teacher emails sent to the class, web pages established using a Google site for class use, and online creation and collaboration for curriculum assignments using Google document, spreadsheet, and

presentation tools (which will be the primary focus of our Google Apps use even more than email). Alternative assignments may be provided as teachers are able. They will still have full access to traditional textbooks and paper based activities and some other established digital spaces (blogs, ebooks, etc.), but will not have full access to these online tools that will be used more and more as teachers begin to explore the potential of an anytime/anywhere learning environment as well as ways to go paperless whenever possible. Our use of G Suite for Education will help to create a digitally enabled environment to help students be more engaged and productive in their work as 21st century learners.

#### **4. Is the student email account safe?**

Email sent and received from student accounts is limited to the [olphbeth.org](https://olphbeth.org) domain. Students are instructed that they have no expectation of privacy when using any school accounts which can be monitored at any time by school administration and teachers. Part of our instruction in [Digital Citizenship](#) and Internet safety deals with safe and appropriate use of email accounts. It's safer for students to learn how to use email on our school domain where we can offer protection and guidance than having unprotected accounts. Some students have already stated that they have a personal account created against terms of service (such as the public Gmail requirement to be age 13).

In addition, although students are taught never to share their passwords, the exception to that is a parent or guardian, and student passwords to all of their educational accounts should be shared with parents/guardians. This will allow your monitoring of their online presence from home. As good practice, students should always completely log out of their Google account when they are finished working rather than just close the program.

Because OLPH owns the [olphbeth.org](https://olphbeth.org) domain, students can be held to a higher level of accountability and behavior than if they used a non-school provided email system like Yahoo or the public Gmail accounts. The same expectations for classroom behavior apply to all school-related digital environments just as in the physical classroom.

#### **5. Summary: Reasons for using G Suite for Education:**

- productivity - work seamlessly from school and home; no flash drives; work automatically saved
- student email accounts only within the [olphbeth.org](https://olphbeth.org) domain
- tools include documents, spreadsheets, presentations, calendars, and more (Our school chooses which features to enable or disable.)
- environmentally friendly - less printing, less paper, less ink
- collaboration - student/teacher, student/student, student/class or group
- organization - personal calendar reminders, folder organization

#### **6. What if I have additional questions or concerns?**

- Visit the official [G Suite for Education](#) site.