



Hermosa Montessori Charter School is pleased to offer G Suite for Education (formerly known as Google Apps for Education) service for Middle School students (and Elementary students on a limited basis). The G Suite for Education service is entirely online and available 24/7 from any Internet-connected device. The suite of applications allows students to create, edit, and collaborate in real-time, peer review, store, and share files between only students and teachers within Hermosa Montessori. These applications and associated hardware give teachers more resources to effectively integrate twenty-first century technology into their curriculum.

Hermosa Montessori Charter School requires parental/guardian consent for each student to allow access to the G Suite for Education service. This permission form describes the tools and responsibilities for using these applications.

G Suite for Education is configured as a self-contained environment maintained by Google and managed by the School Technology Coordinator. Upon approval, students will receive a G Suite for Education student account. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

All Middle School students (and Elementary students on a limited basis) will have access to the following applications:

Google Drive - unlimited file storage with a suite of word processing applications including Docs, Sheets, Slides, Forms and Drawings.

Selected Apps: Selected applications will be available to students when requested by teachers and when safe and appropriate.

The following applications are disabled for all students:

Google Hangouts/Talk - Instant Messaging and Video Teleconferencing tool, not enabled for students

Google+ - Social Media and additional Collaboration Applications, not enabled for students

Gmail sending or receiving outside of the Hermosaschool.org domain.

Calendar Middle School

### Student Responsibility

The use of G Suite for Education is a privilege which necessitates significant responsibility. Student use of G Suite for Education follows the expectations and disciplinary action outlined in the Hermosa Montessori Charter School Student/Parent Laptop-Chromebook Agreement and other School Policies. Although the applications can be accessed outside of school, any use of the account on the school domain ([hermosaschool.org](http://hermosaschool.org)) is bound by the same rules and guidelines as used on Hermosa's network. It must always be used for educational purposes, just as though the student were on school grounds. Students have no expectation of privacy on the G Suite for Education system.

### School Responsibility

G Suite for Education student accounts created by the School Technology Coordinator at Hermosa Montessori will be managed based on parent permission and requirements for use in classes. Internet safety education will be included as part of introducing new web-based tools. In school, teacher supervision and website content filters are used to prevent access to inappropriate content and to ensure that student use of digital tools follows the Hermosa Montessori Charter School Acceptable Use and other School Policies referenced above.

## Parent/Guardian Responsibility

Parents assume responsibility for the supervision of Internet use outside of school. Parents have read and will support their student in adhering to the School Student/Parent Laptop-Chromebook Agreement. Parents are encouraged to discuss family rules and expectations for using Internet based tools, including G Suite for Education. Parents must report any evidence of cyberbullying or other inappropriate use to school administrators.

Additional information on the G Suite for Education Privacy Notice can be found at

[https://www.google.com/intl/en/work/apps/terms/education\\_privacy.html](https://www.google.com/intl/en/work/apps/terms/education_privacy.html)

and

FAQ can be found at <https://www.google.com/edu/trust/>. District Policies may be viewed on the school website found under the School Committee - Policy tab.

Under FERPA, a student's education records are protected from disclosure to third parties. I understand that my student's educational work stored in G Suite for Education may be accessible to someone other than my student and Hermosa Montessori Charter School by virtue of this online environment. My signature below confirms my consent to allow my student's educational work to be stored by Google.

I understand that by participating in G Suite for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of G Suite for Education (<https://www.google.com/policies/privacy/>).

This one-time consent/permission form will remain in effect while the student remains a student of Hermosa Montessori Charter School, unless I withdraw my consent. I also understand that Hermosa Montessori maintains the right to immediately withdraw access and use of G Suite for Education when there is reason to believe violations of law or school policies have occurred. Indicate your choice below: