

*Epiphany Catholic School, the inter-parish Diocesan school serving the students of Culpeper, Madison, Orange, and Rappahannock Counties, is committed to providing excellent academics in a fully accredited Christ-centered environment through a spiritually-guided curriculum in full accord with the teachings of the Roman Catholic Church.*

## G Suite for Education Permission Form

Dear Parents/Guardians,

Epiphany Catholic School utilizes G Suite for Education for students, teachers, and staff. This permission form 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 each student and hosted by Google as part of Epiphany's online presence in G Suite for Education:

- **Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- **Docs/Slides/Sheets/Forms** - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office
- **Drive** – Free, unlimited Cloud Storage
- **Classroom** – Digital interaction with teacher and classmates

Using these tools, students collaboratively create, edit and share files for school related projects and communicate 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 an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others. G Suite for Education is completely free for schools and does not contain advertising anywhere within it.

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Technology use at Epiphany is governed by federal laws including:

### **Children's Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Epiphany Catholic School's presence in G Suite for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtml>

### **Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information.

FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

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

1. G Suite Username - All students will be assigned a username at our EpiphanyCatholicSchool.org account.
2. Prohibited Conduct. Please refer to the Acceptable Use Policy.  
<http://epiphanycatholicschool.org/important-documents>
3. Access Restriction. Access to and use of student accounts is considered a privilege accorded at the discretion of Epiphany. Epiphany maintains the right to immediately withdraw the access and use of these services when there is reason to believe that violations of law or Epiphany policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation.
4. Security. Epiphany cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place, Epiphany 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. Epiphany and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student accounts are strictly prohibited from accessing files and information other than their own. Epiphany reserves the right to access the student's Epiphany G Suite for Education, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

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# Epiphany Catholic School

## G Suite for Education Permission Form for Student Accounts

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

Under FERPA and corresponding Virginia law, a student's education records are protected from disclosure to third parties.

I understand that my student's education records stored in G Suite for Education may be accessible to someone other than my student and Epiphany by virtue of this online environment. My signature below confirms my consent to allow my student's account information 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/edu/trust/>). I understand that I may ask for my child's account to be removed at any time.

\_\_\_\_\_ **YES**, I give permission for my child to be assigned a full Epiphany G Suite for Education account. This means my child will receive an account, access to Google Docs, Drive & Calendar.

\_\_\_\_\_ **NO**, I do NOT give permission for my child to be assigned a full Epiphany G Suite for Education account. This means my child will NOT receive an account or access to Docs, Drive & Calendar.

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

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

**Please sign and return this form**