



Westerville City Schools

936 Eastwind Dr., Westerville, OH 43081
Main Office (614) 797-5700 Fax (614) 797-5701

Vision

Our vision is
to be the benchmark
of educational
excellence.

Mission

Our mission is
to prepare students
to contribute
to the competitive
and changing world
in which we live.

Values

Respect
Inclusiveness
Community
Communication
Collaboration
Innovation
Nurturing
Trust
Accountability

TO: Parents/Guardians
RE: Google Apps for Education

Westerville City Schools (WCS) is offering an online service for its students called Google Apps for Education. Google Apps for Education is an Internet-based group of tools similar to Microsoft Office, which will allow students to create and store documents, access information, study, and collaborate with classmates 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 anyplace 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/>

Google Apps for Education is a secure website that offers dozens of security features specifically designed to keep students' data safe, secure, and private. In particular, Google Apps for Education is governed by a detailed Privacy Policy, which ensures that Google will not share or otherwise use personal information that is placed into the system. Additionally, Google guarantees that it is in compliance with all applicable U.S. privacy laws. Google Apps for Education also maintains a large security team, which constantly monitors the network to make sure that students' and teachers' data remains protected and private. For more information about Google Apps for Education Privacy Policy and security features, please access: <http://www.google.com/enterprise/apps/education/benefits.html>

As with any educational endeavor, a strong partnership with families is essential to a successful experience. Parents have the right to refuse an account for their child(ren). The following services are available to each student and hosted by Google as part of WCS's use of Google Apps for Education:

- Calendar -students can access an individual calendar in order to organize schedules, daily activities, and assignments.
- Contacts -students maintain an address book containing classmate contact information.
- Docs -students have access to a word processing, spreadsheet, drawing, and presentation program which is very similar to Microsoft Office.
- Email -students will have an individual email account for school use only. Students will only be able to email teachers and classmates within the school district. There will be no external emails delivered to or sent from student accounts. This email account will be managed by the school district.
- Sites -an interactive and collaborative website creation tool.
- Video -access and storage for project videos.



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Using Google Apps for Education tools and services, 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 are available 24 hours a day, 7 days a week from any Internet-connected computer. Examples of student use include online showcasing of class projects, building an electronic portfolio of school learning experiences, and working in small groups online, both during and outside of normal school hours, on presentations to share with others.

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WCS's use of Google Apps for Education is solely for education purposes. For that reason, by default, advertising is turned off when WCS students access Google Apps for Education.

Certain laws apply to the use of technology in Westerville City Schools, including the following:

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- Children's Online Privacy Protection Act (COPPA): COPPA is a federal law that applies to commercial companies and website operators and limits their ability to collect personal information from children under the age of 13. COPPA also applies to school districts that use third-party website operators to offer online services to students. COPPA requires school districts to obtain parental permission if personal information is collected from students under the age of 13 by any third-party website operator, such as Google. For more information, please access: <http://www.ftc.gov/privacy/coppafaqs.shtm>
- Child Internet Protection Act (CIPA): The district is required by CIPA to have technology measures and policies in place that protect students from harmful materials and inappropriate sites **while using district Internet access**. Students' mail containing inappropriate content will be identified and blocked. For more information, please access: <http://fcc.gov/cgb/consumerfacts/cipa.html>
- Family Educational Rights and Privacy Act (FERPA): FERPA is a federal law that protects the privacy of student education records. Generally under FERPA, school districts must obtain parental or student consent prior to disclosure of student records. However, schools may disclose directory information without prior consent, except that parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing through their student's directory information on WCS's Enrollment Form. For more information, please access: <http://www.ed.gov/policy/gen/guid/fpco/ferpa>



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Guidelines for the responsible use of Google Apps for Education by WCS students:

1. **Prohibited Conduct.** Please refer to the Student Handbook and the Acceptable Use Policy (AUP) which expressly prohibits certain student conduct including but not limited to the following: conduct that endangers students or staff or others; conduct that disrupts the orderly classroom or school environment; harassment or bullying, which includes cyberbullying; use of profane, vulgar or abusive language; and inappropriate use of mobile communications devices. You may access the Student Handbook and the AUP in the Parent portal on WCS's website (http://www.westerville.k12.oh.us/content_page.aspx?cid=900) or you may request a copy from your student's school administration.
2. **Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of WCS. WCS maintains the right to immediately withdraw student access and use of any online services including email when there is reason to believe that violations of law or WCS policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and possible discipline.
3. **Security.** WCS 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.
4. **Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment. WCS and all electronic users should treat electronically-stored information in individuals' files as confidential and private. Students are strictly prohibited from accessing files and information other than their own. WCS reserves the right to access students' Google Apps for Education accounts, including current and archival files of user accounts, when there is reasonable suspicion that unacceptable use has occurred.