



The District's Acceptable Use Policy (AUP) prevents unauthorized access and other unlawful activities by users online, prevents unauthorized disclosure or access to sensitive information, and complies with the *Children's Internet Protection Act* (CIPA). Our district utilizes several computer software applications and web-based services operated by third parties, including Google Apps for Education. In order for our students to use these programs and services, certain basic information (generally student name, username, and email address) must be provided to the website operator. Under the federal *Children's Online Privacy Protection Act* (COPPA) law, these websites must notify parents and obtain parental consent before collecting information from children under 13 years of age. For more information on COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtm>.

The law permits schools, such as those in DCSD, to consent to the collection of this information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to each website provider.

Under the *Children's Online Privacy Protection Act* (COPPA), verifiable parental consent is required for students under the age of thirteen (13) if accounts containing this information are created for them on third party websites or online services. Limited information for your child consisting of first name, last name, birth date, username and email address may be provided to the online resource for the purpose of securing confidential credentials and access for the student. This information will remain confidential and will not be shared except for providing online programs solely for the benefit of students and the school system. Under no circumstances will student information be used by third party websites for commercial purposes. DCSD approved/vetted digital applications can be accessed here: <http://bit.ly/dcsdedtech>.

***Please review the attached information; complete, sign, and return this form to the school.***

Student Name: \_\_\_\_\_ School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Home Phone No.: \_\_\_\_\_

I Do  I Do Not – give permission for my child to use DCSD computing systems, Google K-12 Apps for Education, and DCSD approved digital applications while enrolled in Douglas County schools. By giving permission, I agree to enforce acceptable use when my child is off District Property.

I Do  I Do Not – give permission for my child and the school to publish student work and photographs online. By giving permission, I understand student last names and confidential personal information will not be published.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Return this signed permission form back to your school. Keep a copy of the attached acceptable use policy (AUP) for your reference. You will not need to sign this form again while your child is enrolled in Douglas County Schools.**



Douglas County School District provides students with computer systems and Google Apps for Education accounts. Google Apps for Education includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and the Douglas County School District. Google Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use. Your student's teachers will be using Google Apps for lessons, assignments, and communication.

Google Apps for Education is also available at home, the library, or anywhere with Internet access. DCSD Information Technology will monitor student use of digital applications when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times. **Student safety is our highest priority.**

### **Acceptable Use (Privacy and Safety)**

Google Apps for Education is provided by DCSD for educational use only. Students that use Google Apps for Education for personal use are subject to the restrictions below and additional school rules and policies that may apply.

Privacy - School staff, administrators, and parents all have access to student email for monitoring purposes. Students have no expectation of privacy on the Apps system.

Limited personal use - Students may use digital applications and tools for personal projects but may not use them for:

- Unlawful activities, including the promotion of illegal drug use
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a website to sell things)
- Inappropriate sexual or other vulgar, lewd or plainly offensive content
- Threatening another person or causing a substantial disruption of or material interference with school activities (cyberbullying)
- Modify or tamper with the DCSD's network or computing infrastructure

DCSD Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights are limited.

### **Safety**

- Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
- Students agree not to meet with someone they have met online without their parent approval and participation.
- Students will report to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

### **Access Restriction**

Access to Google Apps for Education is considered a privilege accorded at the discretion of the District. The District maintains in its sole discretion the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and possible account restoration, suspension, or termination. As a party to the Agreement with Google, DCSD also reserves the right to immediately suspend any user account suspected of violating this Acceptable Use Policy. Pending review, a user account may be terminated as part of such action.

### **Consumer Safety (Advice for Students and Parents)**

- Don't get scammed. Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called phishing. Don't trust links or web pages sent by email. Instead, open a new browser window and type in the address yourself.
- Don't get spammed. Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button in Gmail to get rid of spam.

### **Digital Citizenship (Advice for All)**

- Treat others well. It hurts to get a mean email just like it hurts when someone is mean in the school hallway. When using email or making a post to social media or digital forums, be kind. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself.
- Respect the rights of copyright owners. Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
- Students have First Amendment rights to free speech but such rights are limited in school, though. If you post something via email or on a school web page that disrupts the learning environment in your school, or is vulgar, lewd or plainly offensive, your right of speech shall be restricted. School web sites, email, and groups are for educational use and are not considered public forums for debating ideas. This means that a school has the right to limit student speech that is likely to cause a substantial disruption of or material interference with school activities.

## **These are the laws and policies that help protect our students online:**

### **Child Internet Protection Act (CIPA)**

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student Internet access and email is filtered and websites and email containing content that is obscene, pornographic or harmful to minors will be blocked.

CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>

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

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. 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 use of student information is solely for education purposes.

COPPA - <http://www.ftc.gov/privacy/coppafags.shtm>

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

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc.) but parents may request that the school not disclose this information.

- The school will not publish confidential education records (grades, student ID #, etc.) for public viewing on the Internet.
- The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- Parents may request that photos, names and general directory information about their children not be published.
- Parents have the right at any time to investigate the contents of their child's email and Apps for Education files.

FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

### **For more information contact:**

Douglas County School District  
Information Technology Department  
775-782-8190