

# GROWING STUDENTS FOR A JUST AND SUSTAINABLE FUTURE

2019-2020

## G Suite / Chromebook Permission Form and Acceptable Use Policy

New Roots Charter School will provide students with G Suite for Education accounts in grades 9-12. G-Suite for Education includes free, web-based instructional and collaborative tools. G Suite for Education is available through an agreement between Google and New Roots Charter School. Once you have read this document, please sign and return the last page to New Roots by mail or by delivering it to the front desk.

### About G Suite for Education at New Roots

G Suite (formerly known as Google Apps) for Education is Google's Suite of cloud-based productivity software. You may be familiar with certain components of G Suite such as Gmail or Google Drive, which includes Google Docs, Sheets, and Slides. Students in the lower school (9<sup>th</sup> and 10<sup>th</sup> grades) will only be allowed to send email to people within the New Roots School domain unless outside access is specifically requested by instructional staff and approved by the administration. Students in the upper school (11<sup>th</sup> and 12<sup>th</sup> grades) will be able to send email without restrictions.

Students in grades 9-12 will also be assigned a Chromebook for their use during the school year. These students will be permitted to take these Chromebooks home with them. Students that are assigned a Chromebook are responsible for their device.

**In the event that the Chromebook is damaged, destroyed, lost, or stolen, the student may be held liable for the cost of repair or replacement.** The laptop computer, computer charger brick and charger cord are the property of New Roots Charter School Ithaca, NY and is herewith being loaned to the student for educational purposes only for the academic school year. Students may not deface or destroy this property in any way. **Please do not put stickers on your computer.** Inappropriate material on the machine may result in the student losing their right to use this computer. The equipment will be returned to the school on a date to be requested or sooner if the student is discharged from school prior to the end of the school year.



# GROWING STUDENTS FOR A JUST AND SUSTAINABLE FUTURE

Chromebooks require a WiFi connection in order to function properly – there is limited usage when they are offline, but they will not be able to access any cloud resources such as Google Drive or Gmail. G Suite for Education is also available from almost any internet enabled computer, not just Chromebooks – students can access their online resources in the following locations by signing in with their @newrootsschool.org email address from a home or library computer:

Email: <https://gmail.com>

Google Drive: <https://drive.google.com>

Google Classroom: <https://classroom.google.com>

School staff will monitor student use of Chromebooks while the students are at school. Parents, guardians, and caretakers are responsible for monitoring their student's use of Chromebooks when using them outside of school. Students are responsible for their own behavior online at all times.

For more information about G Suite for Education, please visit: <https://edu.google.com/>

**Student Responsibilities** - Your laptop is an important learning tool and is for educational purposes only. In order to take your laptop home each day, you must be willing to accept the following responsibilities:

- I know this computer is on loan to me. All district policies, procedures, applicable laws and the Network and Internet Policy must be followed. I understand that any violation could result in loss of the computer for my use.
- I will treat the laptop with care and will be responsible in using the laptop.
- I will not loan the laptop to others, it will stay in my possession at all times.
- I will not load or delete any software from the laptop and I will comply with all copyright laws.
- I will not remove or alter the laptop label or the inventory number.
- I will not give personal information when using the Internet.
- I will not attempt to make any repairs to the laptop.
- I understand that misuse or inappropriate use as determined by school personnel may result in any and/or all of the following: o Student conference o Parent conference o Cancellation of access privileges and/or loss of computer privileges o School disciplinary actions including civil or criminal liability under applicable laws.



# GROWING STUDENTS FOR A JUST AND SUSTAINABLE FUTURE

**Parent Responsibilities** - Your child has been issued a laptop computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of your child's computer.

- I will discuss school policies and expectations regarding the use of the Internet and will supervise my child's use of the laptop at home.
- I will not attempt to make any repairs to the laptop.
- I will report to the school any problems with the laptop.
- I will not load or delete any software from the laptop and I will comply with all copyright laws.
- I know that if my child comes to school without his or her computer, I may be called to bring it to school.

## Student Online Safety and Content Filtering

New Roots Charter School uses the GoGuardian application to locally manage, filter, and monitor student G Suite accounts and Chromebooks. This service allows the school to filter content anywhere and anytime on any network. No system can provide perfect filtering, but it can be very effective when coupled with classroom and caretaker oversight. If you suspect your student has circumvented the web filter or is accessing inappropriate material, please inform school staff with as much detail as possible. If you can provide the website they were accessing and the estimated time of access, New Roots IT staff will be better equipped to determine how the content was accessed, and block future access to it.

For more information about GoGuardian, please visit: <https://www.goguardian.com/>

## Student Password Policy

Part of any modern education must include computer literacy. This includes regular use of professional email accounts and passwords. Students are expected to remember their *@newrootsschool.org* email address and password so they can log into their G Suite account at school and at home. New Roots staff are able to reset student passwords in the event that a student is unable to remember their password. If a student is frequently unable to complete their homework assignments due to forgotten passwords, a New Roots staff member may set their password and share it with the student's caretaker so they can assist with logging in at home.



# GROWING STUDENTS FOR A JUST AND SUSTAINABLE FUTURE

## Rules for Using G Suite for Education

### Acceptable Use (Privacy and Safety)

G Suite for Education is primarily for educational use. Students may use G Suite for personal use 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 and Google Drive files for monitoring purposes.
  - Students have no expectation of privacy on the school issued Chromebook or G Suite accounts.
- **Limited personal use** – Students may use G Suite tools for personal projects, but may not use them for:
  - Unlawful activities
  - Commercial purposes or personal financial gain
  - Inappropriate sexual or other offensive content
  - Threats of any kind to another person
  - Harassment or bullying
  - Actions which are a violation of the Dignity for All Students Act (DASA)
  - Misrepresentation of New Roots Charter School, staff or students
- **Safety**
  - Students are not allowed to post personal contact information about themselves or other people. This includes last names, addresses, and phone numbers.
  - Students should **never** meet personally with someone whom they have met online without their caretaker's approval and participation.
  - Students will tell their teacher or other school employee about 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 student provide their password to another person or allow another person to use their account.** The only exception to this rule is, as outlined above, a student's password



# GROWING STUDENTS FOR A JUST AND SUSTAINABLE FUTURE

may be shared ONLY with their caretaker if they are consistently unable to remember it when logging in from home.

- **Access Restriction – Due Process**

- Access to G Suite for Education is considered a privilege afforded at the discretion of New Roots Charter School. New Roots maintains the right to immediately withdraw the access and use of G Suite when there is a reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the principal or the dean of students for further investigation and account restoration, suspension, or termination.
- As a party of the Agreement with Google, the school also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action. In addition, further consequences may be applied per the student code of conduct.

- **Digital Citizenship – Advice for All**

- **Treat others well.** It hurts to receive a mean email just like it hurts when someone is mean in the school hallway. When using email or making a post on social media, 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 they can use a work, they should seek permission from the copyright owner.
- **Students have First Amendment rights to free speech.** Your rights can be limited in school. If you post something via email or on a school web page that disrupts the learning environment in your school, your right to free speech may be limited. A school or school district has the right to limit student speech that disrupts the learning process.
- **Cyber Ethics and Cyber Safety Information.** Parents are encouraged to review this very informative website for additional information: <https://www.common sense media.org/>



# GROWING STUDENTS FOR A JUST AND SUSTAINABLE FUTURE

## Laws and Policies

These laws and policies assist in protecting 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 web browsing is filtered. Websites containing harmful or inappropriate content will be blocked.
  - CIPA – <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>
- **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, Google advertising is turned off for G Suite 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’s user of student information is solely for education purposes.
  - COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtm>
- **Family education 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 academic 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.
  - Caretakers may request that photos, names, and general directory information about their children not be published.
  - Caretakers have the right at any time to investigate the contents of their student’s email and G Suite for Education files.
  - FERPA - <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>



# **GROWING STUDENTS FOR A JUST AND SUSTAINABLE FUTURE**

## **Opt-Out**

Caretakers may choose to opt their student out of the ability to bring a school issued Chromebook home. Students who opt-out of this will have to check out a Chromebook for the duration of the school day, and will still be responsible for the device, and for returning it at the end of the day. Notification of an opt out must be submitted in writing to a school administrator.



# GROWING STUDENTS FOR A JUST AND SUSTAINABLE FUTURE

## New Roots Charter School G Suite for Education Parent Permission Form

2019-2020

Please review the above information; complete and return this page only to school.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Caretaker Name: \_\_\_\_\_

### All Students:

I give permission for my child to use New Roots Charter School G Suite for Education

### Grades 9-12 ONLY:

I have read and agree to the terms outlined in this document and understand that my student will receive a school issued Chromebook.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Caretaker Signature

\_\_\_\_\_  
Date

