

Dear Families,

ASU Preparatory Academy believes in the use of technology for maximizing learning opportunities for students. As a school, we will be making use of Google Apps for Education. This permission form describes the tools and student responsibilities for using these services.

Google Apps make it possible for students to collaborate on school projects online. It includes tools for word processing, spreadsheets, and presentations. Google Apps also provides online storage for individual student work and email for written communication. These services are entirely online and available 24/7 from any Internet-connected computer.

**Guidelines for use of Google Apps for Education by students:**

1. Official Account—Students will be assigned an account. This account will also be the student's official ASU Prep email address until the student is no longer enrolled with ASU Preparatory Academy.
2. Security— Students can send and receive emails among ASU Preparatory Academy staff, students, or additional domains and accounts pre-approved by ASU Preparatory Academy. This is so that they may complete certain coursework as well as communicate with outside organizations. This precaution is an additional step to protect students from spam and from receiving emails from strangers. This rule applies to Elementary and Middle school students . High School Students have the ability to send and receive emails outside of ASU Prep or ASU controlled domains. This is so that they may complete certain coursework as well as communicate with outside organizations. ASU Preparatory Academy cannot guarantee the security of electronic files located on Google or that users will never be exposed to unsolicited information.
3. Access Restriction—Access to and use of student email is a privilege provided at the discretion of ASU Preparatory Academy. ASU Preparatory Academy maintains the right to revoke the access and use of these services when there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to a school administrator for further investigation.

4. Privacy—Users of student email are strictly prohibited from accessing accounts other than their own. ASU Preparatory Academy reserves the right to access an individual's account information when there is reasonable suspicion that unacceptable use has occurred. Parents have the right to access and review their child's account information. Students should consider their school email and work within Google Apps as an extension of the classroom, subject to the same rules of respect and courtesy that are expected in school.
5. Prohibited Conduct. Please refer to Student's Handbook and Discipline policy for additional matters related to conduct.

Technology use is bound by federal laws including the Children's Online Privacy Protection Act (COPPA) and the Family Educational Rights and Privacy Act (FERPA). Additional information can be found at: <http://www.ftc.gov/privacy/coppafaqs.shtm> and <http://www.ed.gov/policy/gen/guid/fpco/ferpa>. Details on Google's commitment to security and privacy in education (including no use of ads) can be further explored at: <https://www.google.com/edu/trust/index.html>.

I understand that my child will be assigned a full Google Apps for Education account, which includes an email address.

**Acceptance:** *By clicking the corresponding box and entering my name in the Infinite Campus portal, I consent to the above statements.*