



August 2016

Dear Parents/Guardians,

Our school district uses several computer software applications and web-based services, operated not by this district, but by third parties. In order for EPS to continue to be able to provide students with the most effective web-based tools and applications for learning, EPS will be utilizing Google Apps for Education (GAFE).

Google Apps for Education includes free, web-based programs like document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and Edmond Public Schools. Your child's teachers may use Google Apps for Education for lessons, assignments, and communication. Google Apps for Education is available anywhere with internet access. At this time, email is limited to domain only, which means there will only be communication among members of Edmond Public Schools. All students will be assigned a username@edmondschools.net email account. This account will be considered the student's official EPS email address until such time as the student is no longer enrolled with Edmond Public Schools.

These services are entirely online and are available 24/7 from any internet connected computer or wireless device. As with any educational endeavor, a strong partnership with families is essential to a successful experience. School staff will monitor student use of Google Apps when students are at school. Parents are responsible for monitoring their child's use of Google Apps outside of school. Students are responsible for their own behavior at all times. You can learn more about Google Apps at <https://www.google.com/edu/products/productivity-tools/>. In order for our students to use these programs and services, certain personal identifying information -- generally the student's name and school issued email address -- must be provided to Google. For more information about the Google Apps for Education privacy policy and security features, please access <https://www.google.com/edu/trust/>.

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

Students will refer to their EPS Student Handbook's *Internet Usage Policy for Students* when using Google Apps for Education. Teachers will make every reasonable effort to monitor student conduct related to class content in order to maintain a positive learning environment. All participants will respect the teacher's time and professionalism by supporting the same positive approach.

Access to and use of student email is considered a privilege accorded at the discretion of Edmond Public Schools. The school district maintains the right to immediately withdraw the access and use of these services, including email and online storage, if there is reason to believe that violations of law or district policies have occurred. In such cases, the alleged violation will be referred to a building administrator for further investigation and adjudication.

Each participant must protect his/her login and password information. If a participant suspects that a password has been compromised, he/she must notify the teacher immediately. No participant may share his/her login information or information about the site with anyone who is not a participant.

Google Apps for Education is a 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 the Google Apps for Education privacy policy and security features, please access <https://www.google.com/edu/trust/>.
