



GOOGLE WORKSPACE

(Parent/Guardian Google for Education Notice)

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At Lebanon R-III School District we use Google Workspace for Education (formerly called G Suite for Education), and are providing you notice that we provide and manage a Google Workspace account for your child(ren). Google Workspace is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Lebanon R-III School District, students will use their Google Workspace accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills. Google accounts, including G-Mail access, will be provided to students in grades kindergarten through 12. You and your student should review the District's Technology Acceptable Use Policy (AUP) that was included in their student handbook. If a copy is not readily available, please refer to the district's [EHB](#), [EHB-API1](#), and [EHB-AP2](#) policy and procedures.

Student Google Workspace for Education Permission Form

The Lebanon R-III School District has the ability to create accounts for all students to allow for collaborative sharing using Google Workspace. These accounts will be used for school related projects. *Parents/guardians must sign and return this form back to the school office and indicate if they allow or do not allow their student(s) to participate.* The rules governing proper electronic communications by students are included in the [Technology Acceptable Use Policy](#). Once accounts are assigned, students gain access to the wealth of collaborative tools available through Google Workspace.

This account is housed on Google servers, thereby giving your student access to Google Docs (word processor, spreadsheet, and presentation software), email, calendar, website authoring tools, plus additional services. This will allow your student to collaborate with teachers and other students. Communication and collaboration will only be allowed for students *within* the Lebanon R-III district. Students will not be allowed to communicate with anyone outside the district without proper approval by administration and are restricted to only communicating with users that have an "@lebanon.k12.mo.us" address.

Official Email Address: Students will be assigned an @lebanon.k12.mo.us student login account address.

This account will be considered the student's official Lebanon R-III School District's address until such time as the student is no longer enrolled in the district. The naming convention will be first name and last name, graduation year, ending with **@lebanon.k12.mo.us**. For example: John Test would be *johnstest2016@lebanon.k12.mo.us*. Please note, if a student emails the teacher that email will go directly to the teacher's official @lebanon.k12.mo.us email account.

Conduct: Students are responsible for good behavior just as they are in a traditional school building. It is illegal to use obscene, profane, threatening, or disrespectful language. Communication with others should always be course related. Students should never say anything via email that they wouldn't mind seeing on the school bulletin board or in the local newspaper. Students should notify the teacher of anything inappropriate or

that makes them uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times.

The technology department monitors for inappropriate use of this technology. The Google agreement with the Lebanon R-III School District provides access to Google applications and storage. While Google hosts these services off-site, the District maintains the ability to manage users, groups, and settings, much like other locally hosted systems. This means that Lebanon R-III can grant and remove user access, and control other settings to ensure a safe and secure collaboration environment for students and teachers.

Access Restriction: Access to and use of Google Workspace is considered a privilege accorded at the discretion of Lebanon R-III School District. The District maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or School Board policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and application of necessary consequences.

Security: Lebanon R-III School District cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place, the School Board cannot assure that users will not be exposed to non-educational material.

Privacy: The School Board reserves the right to access and review content in the Google Workspace system at any time. The School Board complies with all state and federal privacy laws and the Google Workspace for Education [Privacy Notice](#) may be found here.

More Information and Resources:

- Free Digital Citizenship content and parent concerns can be found at [Common Sense Media](#) and at Google's [Teacher Center](#).
- Common questions about Google Workspace for Education can be [found here](#).

Google Workspace Acceptable Use and Expectations

1. Students must follow all rules, regulations, and guidelines already covered by the Technology Acceptable Use Policy. In addition, all local, state, and federal laws still apply to the use of Google Workspace. Students may not do anything illegal, immoral, or otherwise deemed inappropriate by outside laws and all other school policies including the school's respect, bullying and/or harassment policy.
2. Students must agree and adhere to the [Google Terms of Service](#).
3. Students should only use Google Workspace (including email) for educational purposes, such as school projects.
4. Students, when sharing a document, spreadsheet, presentation, or other file with other users, agree that:
 - a. all users are agreeable to receiving an invitation to collaborate,
 - b. all users must report any violations of any school policies or government laws immediately,
 - c. all users must be treated with respect, and
 - d. all users are expected to contribute fairly, citing sources whenever necessary, and following all rules, laws, and guidelines.
5. Students should also follow all of the above guidelines in the case of a shared space (i.e. Google Sites). In the case of Google Sites that need to be marked as "public" in order to be visible throughout our school community, users must not give out the addresses of such Sites to people outside our

school community unless permission has been granted by the teacher.

6. Students may not partake in deliberate destruction or vandalism of other users' data or shared data. Nothing may be deleted without the permission of the person who created it.
7. Students may not use Google Workspace to post any information for commercial activities, product advertisement, or political advocacy, nor will it be used to post any obscene, discriminatory, or offensive material. School employees have the right to monitor all postings and activity in Google Workspace.
8. Students must protect their login and password information, as well as class passwords (if any). If participants suspect that a password has been compromised, they must notify a staff member immediately.
9. Students are expected to grant their parents access to their account if requested. If a student does not comply with the request, parents can contact the school to request access.

Students are expected to follow all the above rules and expectations. While in the classroom, teachers will make every reasonable effort to monitor student conduct related to class content. As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience. Therefore, we are asking your permission to provide a Google Workspace account to your child. Please fill out and return this permission slip to your child's school. If you have any questions please contact your child's school or the Technology Department at 417-657-1812 or email at helpdesk@lebanon.k12.mo.us

Google Suite for Education (Google Workspace) Release Form

Student Name

(Please print) Last Name First Name MI

Grade _____ Date of Birth _____ Age _____

Parent/guardian:

Lebanon R-III students are “opted in” and will receive a Google Workspace account. Parents/Guardians have the right to opt out at any time and can do so by initialing the box below and returning this form to your student’s school office.

_____ I DO NOT give permission for my child to be assigned a Google Suite account.

Parent signature: _____

Date: _____

Student:

I agree to adhere to the guidelines stated above for use of my Google Suite account. I have read and understand the expectations of conduct and use while using the provided account.

Student signature: _____

Date: _____

OFFICE USE ONLY

Date Received _____ Date Verified in Google Console _____ Received By _____