

WHITEFISH BAY HIGH SCHOOL

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Complete this form only if you choose to LIMIT Google email access for your student.

All WFB students are assigned Google Apps for Education (GAFE) accounts. Access to these tools allows students to collaboratively create, edit, and share files for school projects and allows teachers to provide feedback to students online. Google accounts are available from any Internet-connected device, which allows students to access materials from home.

- **Drive:** Google drive allows students to word process, create spreadsheets, and build presentations, similar to Microsoft Office.
- **Classroom:** Teachers use Google Classroom to provide information, communicate with students, and assign and collect work.
- **Calendar:** A personal online calendar.
- **Sites:** A website creation tool.
- **Mail:** Students in grades 9-12 are given individual email accounts for both internal and external communication. You have the option to limit this access to internal email only.

Internal email allows students to communicate within the district only, to other students, staff, and teachers. External email allows additional collaboration and communication with prospective colleges, employers, parents, friends, and other experts outside of the Whitefish Bay School District.

More information about the privacy laws and policies that govern the use of Google Apps can be found on the back of this form.

If you wish to opt-out of external email for your child, please complete the form below. Please know that you may ask for your child's account to be modified at any time.

Whitefish Bay High School Google Email Opt-Out Form

Student Name: (Print) _____ Grade: _____

_____ I do **NOT** give permission for my student to have external email. My student will have internal email access only.

Parent/Guardian Signature: _____ Date: _____

The use of Google Apps is governed by federal laws and local school board policies including:

- **Family Educational Rights and Privacy Act:**

FERPA protects the rights of student records and allows parents to opt out of disclosing directory data (as in the case in the Release of Information form)

- **Children’s Online Privacy Protection Act.**

COPPA applies to commercial companies (Google) and limits their ability to collect personal information from children under 13. Advertising is turned off for WFB’s presence in Google Apps for Education. No personal information is collected by Google; however, Google does “collect” student projects, documents, email, files, username and password as they are stored in the cloud. These records may be accessible to persons acting on behalf of Google by virtue of the online platform. This does NOT include any demographic information that is stored in our Skyward system.

- **Student Appropriate Use of Technology (Whitefish Bay School District Board Policy 363.2)**

This policy governs student technology/networked resource use in the school district. It is expected that students will operate within the parameters of the Student Acceptable Use of Technology policy with regards to Google Apps for Education.

As with any educational initiative, strong communication and support between home and school is essential. Teaching digital citizenship and appropriate use of technology will continue to be a part of our curriculum and we ask that you reinforce it at home as well.