



HAMPSTEAD ACADEMY

Google Apps For Education Permissions and Acceptable Use Form

Google Apps For Education (GAFE) is an online suite of applications designed for schools which includes calendars, email, web pages, word processing, spreadsheets, and presentations all of which synchronize and flow together and integrate into existing course curricula. GAFE is provided free of charge to schools, colleges and universities across the United States and around the world. GAFE is a cloud based resource and may be accessed from any device with internet access. This education version provides a self-contained environment for students and staff to collaborate and share information and to publish some resources publicly. The features and options available will be based on grade level, student awareness, and requirements for coursework. Student accounts may include a variety of resources such as (but not limited to) email, shared documents, websites, and blogs. Document sharing and email, when activated, can be designed to share publicly or only within the school domain.

Expectations of Student:

Student use of the GAFE system follows the expectations outlined in the school AUP and Student Handbook. Although the GAFE resources may be accessed outside of school, any use of the account on the Hampstead Academy domain is bound by the same rules and guidelines as those resources accessed on school property. It must always be used for educational purposes just as if the student were in school.

Students are responsible for their behavior and communications in online environments such as GAFE. It is presumed that users will comply with school standards and will honor the agreements they have signed. The online learning environment storage areas may be treated like school lockers. System administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored in the online learning environment will be private. Users should not use online learning environment resources to store any files that are not educational.



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Expectations of School:

GAFE student accounts will be managed based on requirements for use in classes. Internet safety and digital citizenship education will be included in the student curriculum. In school, teacher supervision and school content filters are used to prevent access to inappropriate content and to ensure that student use of digital technology follows the school AUP. Student accounts can be accessed by domain administrators at any time. It is expected that ALL K8 classrooms will be utilizing some GAFE resources.

Expectations of Parents/Guardians:

Parents/Guardians assume responsibility for the supervision of internet use outside of school. They are encouraged to discuss family rules and expectations for using internet based tools, including GAFE.

From Google:

“Google Apps is governed by a detailed Privacy Policy, which ensures we will not inappropriately share or use personal information placed in our systems. Google complies with applicable US privacy law, and the Google Apps Terms of Service can specifically detail our obligations and compliance with FERPA (Family Educational Rights and Privacy Act) regulations. Google is registered with the USEU Safe Harbor agreement, which helps ensure that our data protection compliance meets European Union standards for educational institutions.”

A student must return this form with a parent/guardian’s signature to have an account for the school GAFE system.

All PK-8 classrooms will be utilizing GAFE resources.

I give permission for my child

to have a GAFE account in the Hampstead Academy domain. I will take full responsibility for monitoring my child’s internet usage and account activity. I understand that this account will be for educational purposes only and will be used exclusively for school assignments. This permission will remain in effect during my child’s enrollment at Hampstead Academy unless I request to revoke it.

Parent/Guardian Name _____

(please print)

Parent/Guardian Signature _____

Date _____