

## Great Valley Writing Camps • Authorize Use of Google Apps for Education (Preview)

*This agreement is required for enrollment. It must be authorized via checkbox during the online enrollment process.*

Teachers and students at Great Valley Writing Camp often utilize online resources provided by **Google Apps for Education**. This page describes the Google tools and outlines student responsibilities for using these services. For answers to Frequently Asked Questions about Google Apps, go to – <https://goo.gl/U5tJU6>

**As part of Great Valley Writing Camp's online presence in Google Apps for Education, the following services (which are hosted by Google) might be available to each student:**

**Mail** - an individual email account for school use managed by GVWP and educational technology partners

**Calendar** - an individual calendar providing the ability to organize schedules, activities, and assignments

**Docs** - a toolset for word processing, spreadsheet, drawing, and presentation (similar to Microsoft Office)

**Drive** – individual and community spaces for storing and sharing project files online

**Sites** - an individual and collaborative website creation tool

Using these tools, students may collaboratively create, edit, and share files and webpages for projects; they may also communicate via email with other students and teachers. These services are entirely online and available 24/7 from any internet-connected computer. Examples of typical student use include creating group presentations, building an online portfolio of learning experiences, and showcasing class projects.

**Technology use at Great Valley Writing Camps is governed by COPPA** (Children's Online Privacy Protection Act) – This federal law applies to commercial companies and limits their ability to collect personal information from children under 13 years. By default, advertising is turned off for Great Valley Writing Camp's presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows GVWP and school district partners to act as agents for parents in the collection of information within the workshop context. GVWP's use of student information is solely for education purposes. For more info, go to – <http://www.ftc.gov/privacy/coppafaqs.shtm>

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

1. **Student Email.** Participating students will be assigned an email account; the email address will be shared with parents. This account will be used during the workshop; it may be deleted when the workshop ends.
2. **Prohibited Conduct.** Please refer to the "Internet Use Agreement" for Great Valley Writing Camps. You may access a printer-friendly copy of this form at this weblink – <http://goo.gl/Nq7XpO>
3. **Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of the program sponsors. GVWP leaders and educational technology partners maintain the right to immediately withdraw the access and use of these services (including email) when there is reason to believe that violations of law or violations of internet use policies have occurred. In such cases, the alleged violation will be referred to a program administrator for further investigation and adjudication.
4. **Security.** The Great Valley Writing Camp cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, we cannot assure that student users will not be exposed to unsolicited information.
5. **Privacy.** Because the writing in this program is shared, discussed, and published, the mentor-teachers at the Great Valley Writing Camp will be encouraged to access and respond to student projects stored in Google Apps. In addition, our educational technology partners may access student files in Google systems, including current and archival files of user accounts, when there is reasonable suspicion that unacceptable use has occurred. Student email users, however, are strictly prohibited from accessing files and information (other than their own) without a specific invitation to do so.

**Authorization:** *By clicking the "I agree" checkbox, I confirm that I have read and understand the following:*

By virtue of this online environment, I understand that my student's education records stored in Google Apps for Education may be accessible to someone other than my student and GVWP. My signature below confirms my consent to allow my student's educational activities to be stored by Google.

I understand that by participating in Google Apps for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of Google Apps for Education (<http://www.google.com/a/help/intl/en/edu/privacy.html>). I understand that I may ask for my child's account to be removed at any time, but that such action will prevent the student from engaging in collaborative writing, editing, and revision activities during the workshop.

**By clicking the "I agree" checkbox on the registration page,** I give permission to Great Valley Writing Camp, the hosting school district, and/or an affiliated county office of education to assign a Google Apps for Education account for each of the children I have enrolled. I understand that if classroom teachers decide to use Google Apps in their lessons, my child will receive an email account, plus access to Google Docs, Drive, Calendar, and/or Sites. I understand that the accounts are not provided for permanent use, and that they may be terminated shortly after the end of the workshop.