



# Fauquier County Public Schools

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*Excellence by Design*

[www.fcps1.org](http://www.fcps1.org)

## Google Apps for Education (K-8) (fcps1schools.net)

### *Parent/Guardian Email Opt-In Form*

This year, Fauquier County Public Schools (FCPS) will provide all K-12 students with Google Apps for Education (GAFE) accounts. Google Apps for Education includes free, web-based programs like document creation tools and collaboration tools. These services are entirely online and available 24/7 from any internet-connected device. The addition of Google Apps for Education is designed to support Fauquier County's Blackboard Learning Management System.

Accounts for students in grades K-8 will have access to Google applications except email. A parent/guardian can **opt-in** to allow a student access to email using this form. Email will be restricted to the email domains approved by FCPS. A student will not be able to correspond with AOL, Yahoo, Gmail, and similar consumer email addresses.

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*Parents/Guardians please read the following information carefully.*

**If you wish to opt-in to allow your student to have an email account**, please complete and sign this form and have your student return it to his or her teacher.

I, \_\_\_\_\_ am the lawful legal parent/guardian of

Student Name (first/last): \_\_\_\_\_

Student Date of Birth (MM/DD/YY): \_\_\_\_\_

Student ID#: \_\_\_\_\_

Name of School: \_\_\_\_\_

**Children's Online Privacy Protection Act (COPPA)** COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. This form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

<http://business.ftc.gov/documents/Complying-with-COPPA-Frequently-Asked-Questions>

# Google Apps for Education



The following initial services are provided in Google Apps for Education. Using these tools, students collaboratively create, edit and share files for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer.

- **Docs** - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office
- **Drive** – online storage for student work which is accessible from anywhere.
- **Sites** - an individual and collaborative website creation tool

These accounts will remain the property of the Fauquier County Public Schools and will be under constant supervision. Students should have no expectation of privacy regarding the information kept in their accounts. Only authorized division staff will have access to student accounts.

As the parent/guardian of a student in FCPS, you are entitled to access to your child's account. At any time, this account can be accessed by going to **myaccount.google.com** and typing in your child's username and password.

When a student graduates or leaves the division, his/her data will be available for 30 days. At the end of the 30 days the account and its content will be deleted. Students should save all their documents to another location (e.g. flash drive) prior to the 30 days.



## Office 365

STUDENT ADVANTAGE

As part of the FCPS Microsoft enterprise licensing, the division is able to offer the Microsoft Student Advantage. This offering will make it easy for students to use the latest and best version of Microsoft Office at home at no cost. This program allows for the installation of Office on up to five personal PCs or Macs, and Office apps on other mobile devices including Windows tablets and iPad. Students will have full access to the software until they graduate from high school or are no longer a student within the District.

To take advantage of this offering, a student **must have** a FCPS GAFE email address (@**fcps1schools.net**). More information will be provided to students after they receive their FCPS GAFE email account.