



30 Linden Street • Exeter, NH 03833-2622
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www.sau16.org

MICHAEL A. MORGAN
Superintendent of Schools

SAUNDRA L. MACDONALD
Assistant Superintendent

AMY R. RANSOM
Business Administrator

PAUL A. FLYNN
Associate Superintendent
Director of Human Resources

ESTHER T. ASBELL
Assistant Superintendent

CAROL Y. ANDRE
Special Education Administrator

Google Apps Parent Information: Google Apps is a special account-based service that has several useful features for students and staff members. The free tools provided by Google are available to students at school and at home online, and some tools may be used offline. It does not matter whether a student is working on a Macintosh or a Windows based computer. These tools help students keep organized, prevent lost homework, and allow students to work individually or collaboratively on school assignments. When using Google Apps and Tools, students work in a safe environment because people in the outside world cannot participate in the assignment. In order to participate in an assignment, a person must be added to the site or file as a "shared collaborator." With collaboration comes increased responsibility in the hands of those who are sharing a document, spreadsheet, presentation, or site. Therefore, all users of the SAU 16 Google Apps system must be aware of and agree to the following guidelines regarding use of this system.

1. All rules, regulations, and guidelines already covered by the district Acceptable Use Policy document, as well as all local, state, and federal laws still apply to use of this system. Nothing illegal, immoral, or otherwise deemed inappropriate by all other school policies and outside laws may be entered into or displayed via the Google Apps system.
2. Google Apps is for school projects. Students or staff members using Google Apps for their own purposes are cautioned that the district offers no guarantees to the safety or permanence of ANY data in its Google Apps system. Google Apps files or sites should not be created unless assigned by a teacher or after specific permission by a school employee.
3. When sharing a document, spreadsheet, presentation, or other file with other users, one agrees that:
 1. all users are agreeable to receiving an invitation to collaborate,
 2. all users must report any violations of any school policies or government laws immediately,
 3. all users must be treated with respect, and
 4. all users are expected to contribute fairly, citing sources whenever necessary, and following all rules, laws, and guidelines.
4. In the case of a shared space (i.e. Google Sites), all of the above guidelines also apply. 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.
5. Deliberate destruction or vandalism of other users' data or shared data is prohibited. Nothing should be deleted without the permission of the person who created it.
6. Google Apps will not be used 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.
7. SAU16 employees have the right to monitor all postings and activities in Google Apps.



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Google Apps Permission Slip

SAU 16 Schools will now be using Google Apps for Education in the classroom. Google Apps for Education is a suite of free, web-based programs that includes email, document creation, calendars and collaboration tools.

Please review the attached information; complete and return this page to school.

I, _____ **give** permission for my student (print first and last name),
_____ to have a Google Apps
for Education account. 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 student's enrollment in SAU 16 unless I request to revoke it.

OR

I, _____ **do not give** permission for my student (print first and last name),
_____ to have a Google Apps
for Education account.

Print Name: _____

Signed: _____ Date: _____