



# BELL Academy

*Bayside Enrichment & Long-Distance Learning Academy – MS 294*

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Phone 718-428-0587 • Fax 718-428-0237

**David Abbott**  
*Principal*

*www.thebellacademy.com*

Alissa Baka  
*Assistant Principal*

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September 5<sup>th</sup>, 2018

Dear 6<sup>th</sup> Grade Parents/Guardians,

All BELL Academy Students and Staff will have access to an email address [@thebellacademy.com](mailto:@thebellacademy.com) which is connected to Google Classroom. This allows students to begin working on a document in school and seamlessly continue working on it at home, or at the library.

As with any educational endeavor, a strong partnership with families is essential to a successful experience. With this letter we are sharing information regarding the use of Google Apps for Education at BELL Academy and are requesting your parental permission for your middle school student to use Google Apps.

The following services are available to each student and hosted by Google as part of BELL Academy's online presence in Google Apps for Education:

- **Docs:** a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office.
- **Calendar:** an individual calendar providing the ability to organize schedules, daily activities, and assignments.
- **Classroom:** a paperless platform for receiving and handing in assignments.
- **Mail:** an individual internal email account for school use.

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. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Google Apps for Education use at BELL Academy is governed by federal laws and policies including:

- Family Educational Rights and Privacy Act (**FERPA**)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form. FERPA:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa>

- Children's Online Privacy Protection Act (**COPPA**)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. No personal student information is collected by Google for commercial purposes.

This permission 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. Student information that is "collected" by Google is described as (projects, documents, email, files, username and password).

COPPA - <http://www.ftc.gov/privacy/coppafaqs.shtm>

**STUDENT ACCEPTABLE USE OF TECHNOLOGY**

This is the policy that governs student technology/networked resources used in the school district. At the beginning of the school year, this policy signoff was required to enable your student(s) to use the technology/networked resources 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. If this policy signoff was not completed, your student will not have a Google account or access to any of its associated resources.

If you have any questions, please contact the main office at (718) 428-0587.

Sincerely,

David Abbott, Principal

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**Google Apps for Education Parent Permission Form**  
**PLEASE RETURN THIS TO MS. CONTONA**

By signing below, I confirm that I have read and understand the following:

Under FERPA, a student's education records are protected from disclosure to third parties. With regards to COPPA, I understand that my student's education records (projects, documents, email, files, username and password) stored in Google Apps for Education may be accessible to persons acting on behalf of Google by virtue of this online environment. This does not include any student demographic or grade information stored in Engrade. I also understand that my student's use of Google Apps for Education is governed by the BELL Academy – Student Acceptable Use of Technology.

My signature below confirms my consent to allow my student's education records (projects, documents, email, files, username and password) to be stored by Google. I understand that I may ask for my child's account to be removed at any time.

\_\_\_\_\_ YES, I give permission for my child to be assigned a full BELL Academy Google Apps for Education account. This means my child will receive an email account, access to Google Docs, Calendar, and Sites.

\_\_\_\_\_ NO, I do not give permission for my child to be assigned a BELL Academy Google Apps for Education account. This means my child will NOT receive an email account or access to Docs, Calendar, and Sites.

Student Name: (Print) \_\_\_\_\_

Class: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_