



# SONOMA STATE UNIVERSITY (SSU) UPWARD BOUND PROGRAMS (UB) G-SUITE PERMISSION FORM

*Office Only —>SID:*

<b>PARTICIPANT INFORMATION</b>			
First Name:	Last Name:		
Grade Level:	School:		
Phone number:			
<b>PROGRAM</b> <i>(check the program you are in)</i>			
<input type="checkbox"/> UB Fort Bragg	<input type="checkbox"/> UB Math & Science	<input type="checkbox"/> UB Piner	<input type="checkbox"/> UB Upper Lake
<input type="checkbox"/> UB Lower Lake	<input type="checkbox"/> UB North	<input type="checkbox"/> UB Sonoma County	<input type="checkbox"/> Other

Dear Participant/Parents/Guardians,

The SSU Upward Bound Programs (hereinafter SSU UB) are pleased to offer G-Suite service for participants in grades 9-12. G-Suite service is entirely online and available 24/7 from any Internet connected device. The suite of applications allows participants to create, edit, collaborate in realtime, peer review, store and share files only between participants and teachers within the Upward Bound programs. These applications and associated hardware give teachers more resources to effectively integrate 21st century technology in their curriculum.

The SSU Upward Bound Programs require parental/guardian consent to allow their participant to participate in the G-Suite service. This permission form describes the tools and responsibilities for using these applications.

G-Suite is configured as a self-contained environment maintained by Google Cloud and managed by the Program Technology Coordinator. Upon approval, participants will receive a G-Suite participant account. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

**All participants in the SSU Upward Bound Programs will have access to the following applications:**

- ◆ Google Drive – unlimited file storage with a suite of word processing applications including Docs, Sheets, Slides, Forms and Drawings.
- ◆ Calendar – an individual calendar providing the ability to organize schedules, daily activities, and assignments.
- ◆ Email (Restricted) – participants will only be able to use their email address to communicate with their classroom teacher.
- ◆ Classroom – Classroom is designed to help teachers create, distribute and collect assignments paperlessly. It also creates Drive folders for each assignment to help keep everyone organized.
- ◆ Selected Apps: Selected apps (safe and appropriate) will be available to participants when requested by teachers.

**The following applications are disabled for all participants:**

- ◆ Google Hangout/Talk, Instant Messaging and Video Conferencing tool not enabled for participants.
- ◆ Google+ , Social Media and additional Collaboration Applications, not enabled for participants.

**PARTICIPANT RESPONSIBILITY**

Along with opportunity comes responsibility. Participant use of G-Suite follows the expectations and disciplinary action outlined in the SSU Upward Bound Programs Policies. Although the applications can be accessed outside of the program, any use of the account on the program domain (ssuprecollege.org) is bound by the same rules and guidelines as used during program’s network. The participant’s G-Suite account must always be used for educational purposes just as if the participant were in school. Participants have no expectation of privacy on the G-Suite system.

**PARENT/GUARDIAN RESPONSIBILITY**

Parents assume responsibility for the supervision of Internet use outside of school. Parents have read and will support their participant in adhering to the program policy. Parents are encouraged to discuss family rules and expectations for using Internet based tools, including G-Suite. Parents are encouraged to report any evidence of cyberbullying or other inappropriate use to the program director.



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## UPWARD BOUND RESPONSIBILITY

G-Suite participant accounts created by the school program will be managed based on parent/guardian permission and requirements for use in classes. Internet safety education will be included as part of introducing new web based tools. In classrooms, teacher supervision and website content filters are used to prevent access to inappropriate content and to ensure that participant use of digital tools follows the Program Acceptable Use and other Program Policies referenced above.

## ADDITIONAL INFORMATION

- ◆ Additional Information on G-Suite for Education Privacy Notice can be found at [https://www.google.com/intl/en/work/apps/terms/education\\_privacy.html](https://www.google.com/intl/en/work/apps/terms/education_privacy.html) and FAQ can be found at <https://www.google.com/edu/trust/>.

## PROHIBITED CONDUCT

*Participant email and G-Suite account may not be used for:*

- |  |  |
|--|--|
| ◆ Unlawful activities                            | ◆ Interference with Upward Bound Program technology operations |
| ◆ Commercial purposes                            | ◆ Electronic chain letters                                     |
| ◆ Personal financial gain                        | ◆ Unsolicited electronic communications                        |
| ◆ False identity in email communications         | ◆ Disruption of electronic communication                       |
| ◆ Misrepresentation of SSU Upward Bound Programs |  |

## INDEMNIFICATION

Parent/Participant agrees to indemnify, defend and hold harmless SSU UB and its affiliates, directors, trustees, officers, agents and employees against all claims, demands, damages, costs, expense of whatever nature, including court costs and reasonable attorney's fees, arising out of or resulting from Parent/Participant's sole negligence, or in proportion to the Parent/Participant's comparative fault.

## POLICIES

**SSU Policies** - <http://it.sonoma.edu/security>

**UB Policies** - <https://precollegiate.sonoma.edu/> select your program in the left menu bar and select News & Information.

## PARTICIPANT AGREEMENT

I agree to comply with Sonoma State University (SSU) and Upward Bound (UB) policies. I also agree to comply with the responsibilities outline in this document.

Participant Signature:

Date:

## PARENT/GUARDIAN CERTIFICATION

I certify that I am the parent/legal guardian of the participant named on this document, that I understand the above policies and responsibilities. I accept and will be bound by its terms and conditions on my own behalf and on behalf of the participant. By signing below, I confirm that I have read and understand the information contained in this consent/permission form and agree to the following:

- ➔ Under Family Educational Rights and Privacy Act (FERPA), a participant's education records are protected from disclosure to third parties. I understand that my participant's educational work stored in G-Suite for Education may be accessible to someone other than my participant and the SSU Upward Bound Programs by virtue of this online environment. For this reason the Upward Bound Programs will not send grading, attendance, or discipline information of minor participants to parents/guardians via email without written consent. My signature below confirms my consent to allow my participant's educational work to be stored by G-Suite.
- ➔ I understand that by participating in G-Suite for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of G-Suite for Education (<https://policies.google.com/privacy>)
- ➔ This onetime consent/permission form will remain in effect while the participant remains a participant of SSU Upward Bound Programs, unless I withdraw my consent. I also understand that the program maintains the right to immediately withdraw access and use of G-Suite for Education when there is reason to believe violations of law or program policies have occurred.

Parent/Guardian Name (Print):

Parent/Guardian Signature:

Date: