



**Garrison Union Free School District  
Google Apps for Education  
Grades K-5 Permission Form**

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Dear Parents and Guardians:

Garrison Union Free School District (GUFS) is implementing Google Apps for Education for teachers and students **K-5**. Google Apps for Education is a free service designed by Google specifically for schools and colleges. It allows students to use Google services in a controlled environment where the District issues and manages accounts and features. Google Apps provide students with a set of digital tools that can help them complete assignments, store files, and communicate with teachers and fellow students. Students will be able to access their account from nearly any type of Internet-connected device. This will make it easy for students to start a project at school and continue working on it from home, library or anywhere there is an Internet connection.

This form briefly describes these services and certain responsibilities for using them. The parent/guardian permission form must be completed and returned to the school in order for your child's account to be activated.

The following services will be made available to students as part of GUFS Google Apps for Education Core Services as well as some additional services:

- **Google Account** - an individual account for school use managed by Garrison Union Free School District. The Google account naming convention is *Firstinitiallastname.graduationyear@gufs.org*
- **Email** - an individual email account for school use managed by Garrison Union Free School District. The email settings will be permitted to communicate inside the school only.(domain gufs.org) The email naming convention is *Firstinitiallastname.graduationyear@gufs.org*
- **Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- **Docs/Drive** - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office

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**Responsible Use Guidelines**

1. **Conduct** Students are responsible for their own behavior at all times. Students are not permitted to use obscene, profane, threatening, or disrespectful language. Communication with others should always be school related. Bullying will not be tolerated, and the privacy of others should be respected at all times.
2. **Access** Access to and use of Google Apps accounts is considered a privilege granted at the discretion of the Garrison Union Free School District. The District maintains the right to immediately withdraw the access and use of these services when there is reason to believe that violations of the District policies have occurred. Any misuse of the account will be handled exactly as if it were done in school on a district network account.
3. **Password Information** All students must protect their login and password information. If students suspect that a password has been compromised, they must notify the teacher immediately. No student may share his/her login information or information about the site with anyone.



**Garrison Union Free School District  
Parent/Guardian Permission for Google Apps for Education Account  
Grade K-5 Permission Form**

I agree to allow the Garrison Union Free School District to assign a Google Apps for Education account to my child that can be used on any device connected to the internet. I understand the account is for educational purposes and use must meet the expectations outlined above.

Parent/Guardian Name: \_\_\_\_\_  
*(please print)*

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

Parent/Guardian e-mail: \_\_\_\_\_  
*(please print)*

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Student name: \_\_\_\_\_  
*(please print)*

Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_