



# Berkeley Township School District

**James D. Roselli, Ed.D.**

Superintendent of Schools

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Dear Parent/Guardian:

Berkeley Township School District is committed to providing students with the best educational resources and technology. Toward this end, the district utilizes a free suite of online applications called Google Apps for Education to integrate 21st century technology tools into the curriculum.

Because the District's use of Google Apps for Education involves online storage of student class work and the collection of personal information from students under the age of 13 (first name, last name, and username), the District requires parent/guardian consent for students to use Google Apps for Education. This consent is provided in your online response to the question on the Parent Portal for the Internet User Letter and Contract.

Google Apps for Education offers free web-based tools that facilitate collaboration and communication among students and staff when creating, sharing, and storing documents and assignments online. Each of the Google Apps for Education tools can be accessed from any internet connection at school, home, or elsewhere. Descriptions of the Google Apps Suite tools can be found at <http://support.google.com>.

Student accounts are created through an automated process during which the student's information is transmitted to, and stored by, Google on behalf of the district. This information is used only to create, manage, and maintain user accounts; Google's Privacy Policy prevents Google from sharing personal information, and they do not access content stored on Google Apps unless the district gives them explicit permission to do so for troubleshooting purposes. More information about Google Apps for Education and its privacy policies are available at <http://www.google.com/apps/intl/en/edu/>. Student use of Google Apps for Education is subject to the District's policy on the Appropriate Use of District and Personal Technology by Students. The District's use of Google Apps for Education is subject to two important privacy laws.\*

Sincerely,  
James D. Roselli, Ed.D.  
Superintendent of Schools

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\*\*The Family Educational Rights and Privacy Act ("FERPA") and the Children's Online Privacy Protection Act ("COPPA"). FERPA protects the privacy of education records, including student class work stored in *Google Apps for Education*. Pursuant to FERPA, the District may not disclose such records without parental consent except in limited circumstances. COPPA requires commercial website operators to get parental consent before collecting any personal information from kids under the age of 13. COPPA allows, but does not require, schools to act as agents for parents in providing consent for the online collection of students' personal information within the school context.