

Dear Parent and/or Guardian,

This letter is to inform you that the Lockhart Independent School District (LISD) has created a **LISD Google Apps for Education account** for each student in the district. The LISD [Google Apps for Education](#) account will allow students to communicate and collaborate using a set of online tools such as Google Docs, Google Drive, Google Classroom, and other Google services that meet our students' educational needs. These online tools and services play an important role in preparing students for our increasingly digital world.

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### Why Google Apps for Education?



**Secure** – Google Apps is SSAE 16 / ISAE 3402 Type II SOC 2-audited and have achieved ISO 27001 certification. Google complies with applicable US privacy law and FERPA (Family Educational Rights and Privacy Act) regulations. For more information, visit: <https://www.google.com/edu/trust>



**Anytime, Anywhere** – Since it's all web-based, it's easy for teachers and students to work from any computer, without purchasing expensive software. Students can access their class work both in and out of school, and teachers can receive these documents electronically, saving paper and time.



**Protected** – All student domains are controlled at a district level by the LISD Technology Department. The applications are ad-free with spam filtering enabled and follow all [LISD Acceptable Use Policy](#) guidelines. Services and applications are enabled at the district level to best suit each school's educational environment.



**Collaborative** – Teachers can increase classroom engagement and assessment with real-time collaboration tools. The cornerstone of this is Google Classroom with Google Docs: an online platform of word processing, spreadsheet, presentation and drawing programs that allow multi-user access and editing.

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### Education Record and Personal Information

By participating in Google Apps for Education, information about your child will be collected and stored electronically. Under state and federal law, a student's education records are protected from disclosure to third parties unless the third party is providing a contracted service for the LISD. Through a contract with the LISD, Google Apps for Education provides students with storage and creation tools that are cloud-based. The collected student information is used to create an LISD Google Apps for Education account for your student. The LISD's use of student information is solely for educational purposes.

As stated in the [LISD Acceptable Use Policy](#), permission for students to access the Internet is deemed to be granted unless a parent or guardian gives a written letter to the campus principal denying said access. If you have questions or concerns about how Google Apps for Education will be used at your child's school, please call your school and a delegate from the school will answer your questions.

Please review the following points regarding Google Apps for Education with your student:

- **Acceptable Use** – Use of LISD Google Apps for Education accounts will follow the expectations outlined in the [LISD Acceptable Use Policy](#).
- **Appropriate Use** – LISD Google Apps for Education accounts are to be used for educational purposes only. Students will respect the rights of copyright owners.
- **Responsible Use** – LISD Google Apps for Education accounts will be used to maintain a positive learning environment. LISD Google Apps for Education accounts will not be used for unlawful activities, commercial activities, cyberbullying, inappropriate language, personal insults, profanity, spam, misrepresentation, discriminatory remarks, offensive content, or threatening comments.
- **Safety** – Students will not post personal contact information about themselves or other people. Students will tell their teacher or other school employee about any message they receive which is inappropriate or makes them feel uncomfortable. Students are responsible for the use of their individual accounts and will take all reasonable precautions to prevent others from being able to use their account. Under no circumstances should a student provide his or her password to another person.
- **Access Restriction** – Access to and use of a LISD Google Apps for Education account is a privilege accorded at the discretion of LISD. LISD reserves the right to immediately withdraw the access to and use of the LISD Google Apps for Education account when there is reason to believe that violations of the law or District guidelines, policies, procedures, rules and regulations have occurred. Alleged violations will be referred to a school administrator for further investigation and adjudication.
- **Security** – LISD cannot and does not guarantee the security of electronic files located on Google systems. It is the responsibility of the assigned LISD Google Apps for Education account user to backup important documents or files. Although Google utilizes powerful content filters, LISD cannot assure that users will not be exposed to unsolicited information.
- **Privacy** – Students have no expectation of privacy on the Google Apps for Education system. LISD reserves the right to access, monitor and review content in the Google Apps for Education system at any time. LISD complies with all state and federal privacy laws. Users of LISD Google Apps for Education accounts are strictly prohibited from accessing files and information other than their own. LISD reserves the right to access any LISD Google Apps for Education account when there is reasonable suspicion that unacceptable use has occurred.