



Student / Parent “Opt Out” of Technology Apps Form

As part of teaching and learning, Neenah Joint School District provides students in grades 4K - 12 with a Google Workspace account. Google Workspace 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. This includes access to an email account for older students to facilitate communication with the teacher and access to word processing, spreadsheets, and presentations.

During the normal course of delivering instruction there are other digital resources, applications, and services that will be used by your children’s teachers to supplement and organize high-quality instruction. [This is a link](#) to services and applications that may be used for instructional purposes in your students’ classrooms. This list will be updated quarterly during the school year as new resources are developed for instructional purposes. If you are interested in learning more about specific services used, the list includes links to the individual applications’ Websites.

For virtual and distance learning, communications media will potentially be used to connect teachers at school with students at home. NJSD will be using Zoom Meetings as the connection media. Student information to the extent required by FERPA will be protected from disclosure when using Zoom. Neenah Joint School District does not intend to capture student or family names, faces, etc., but incidental recording may occur in the process of teaching and learning, and sharing lectures and resources to be used by students later. This information will only be accessed through the NJSD learning management system which is a closed and protected platform.

You only need to sign and return this form if you do NOT wish your student to have a Google account or have access to these services.

Technology use in Neenah Joint School District is governed by federal laws including:

Children’s Online Privacy Protection Act (COPPA)

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

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for NJSD Schools' presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school system 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.

Family Educational Rights and Privacy Act (FERPA)

(<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>)

FERPA protects the privacy of student education records and gives parents the rights to review student records*. Use of Google Apps and other applications and services for storing student work, completing assignments, and communicating with teachers may result in 'student records' being stored by Google. Google will be considered a "School Official" (as that term is used in FERPA and as part its implementing regulations) and will comply with FERPA.

If you would like to opt out of access to applications and services as part of instructional technology use, please send an email with the subject line "opt out" to njsdtech@neenah.k12.wi.us, or complete, sign, and return this form to your child's school. If at any time you would like to rescind your decision and change your permission, you must let the school know in writing.

I DO NOT want my students to have access to Google Apps and other services as determined by the Neenah Joint School District.

Student Name: _____

School: _____ Grade: _____

Parent/Guardian Signature: _____

Date: _____