**Office365 Email and Google Suite Information and Opt-Out Form**

Durham Public Schools established a new digital classroom environment for all K-12 students and enabled our school and district to better engage, share, and participate in a collaborative learning community. These district-managed systems, hosted by Microsoft Office365 (O365) provide access to an online email account via Exchange, OneDrive and Google’s Educational Suite (documents, spreadsheets, presentations, forms, and drawings).

District staff started using O365 in December 2019 and had previously used the Google Suite. Adding the students to O365 email made it possible for both staff and students to communicate and work together virtually. These tools allow direct access to instructional content, assignments and event calendars, and the ability to electronically submit work. Email accounts allow students and teachers to communicate and collaborate in a safe and structured manner while also providing access to many web‐based educational resources.

**Parent Involvement and Student Expectations**

While we do not provide accounts to parents or guardians, you are highly encouraged to explore O365 Exchange Email and Google Apps with your children by logging in together. Your child can log in to his or her DPS account via any web browser and can show you what they are currently working on in class.

Students should consider their school account as an extension of the classroom, subject to the same rules of respect and courtesy that we expect in school. Policies and procedures within our Student Code of Conduct handbook will also apply to our digital learning environment. Parents are encouraged to support the discussions our teachers are having with their children by talking about online manners and safety.

**Safe and Secure Environment**

DPS takes the security and privacy of student information very seriously. DPS O365 Suite and Google Suite are within legal requirements for safety and security under the Child Internet Protection Act (CIPA), Children’s Online Privacy Protection Act (COPPA), and the Family Educational Rights and Privacy Act (FERPA). The district is responsible for protecting and safeguarding confidential student information.

Students under the age of 13 ordinarily need parent permission to have a commercial email account, however the Children’s Online Privacy Protection Act (COPPA) allows DPS to act as the parents' agent and approve education accounts on their behalf. While this is the case, COPPA does require that district allow parents the option to opt-out. Details on the opt out process is below. All students (not opting out) will have O365 to include Email (Exchange), OneDrive, Word, PowerPoint, and Google Suite accounts built into DPS’s private domain.

Please note, our digital classroom environment is a district-managed service. For the protection of our students and your child(ren), District administrators have the ability to monitor and audit the contents of student accounts.

**Acceptable Use Policy**

Students are expected to abide by policy 3225/4312/7320 Technology Responsible Useas approved by the DPS Board of Education. Please review the policy for more details [**(Policy Code: 3225/4312/7320 Technology Responsible Use)**](https://boardpolicyonline.com/bl/?b=dps_new#&&hs=569965).

As always, thank you for your support as we work to leverage these powerful collaboration tools for 21st-century teaching and learning.  We are very excited to offer these learning tools to your children.

**Opting‐out of Google Apps Accounts**

If you have concerns about your child having a Google Suite account, we ask that you please contact your child's teacher(s) and/or school’s Instructional Technology Champion or School Media Coordinator to discuss specific examples of how this new learning environment will be used and the alternatives the school offers to web‐based instructional and collaborative tools. You may opt your child out of using and accessing these DPS supported and provided digital technology resources at any time and for any reason. If you wish to opt-out, please complete and return the form below to your school’s principal.

**Opt-­Out under COPPA and Declination of Technological Resources**

**Please complete a form for each individual student.**

**Only complete this form if you do *not* want your child to have access to technology resources for school.**

Parent/Guardian of a DPS K-­12 Student:

I have read the foregoing explanation regarding the use and access for students using the DPS supported Office365 Suite and the [Policy Code 3225/4312/7320 Technology Responsible Use](https://boardpolicyonline.com/bl/?b=dps_new#&&hs=569965).

I **DO NOT** want my child to have access to technological resources at school.

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Printed Name of Student Name of School

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Signature of Parent/Guardian Date

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Printed Name of Parent/Guardian

Please return the signed form to your child’s school.

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For School Use Only:

Provide one copy to the following individuals:

❏ Each of the student’s teachers

❏ Media Coordinator

❏ Tech Champion

❏ Data Manager

❏ Principal