



# SANBORN REGIONAL SCHOOL DISTRICT

School Administrative Unit #17  
17 Danville Road, Kingston, NH 03848

Dear Parent and/or Guardian,

This letter is to inform you that the Sanborn Regional School District Elementary Schools (DJ Bakie and Memorial) have created a G Suite for Education (formerly known as Google Apps for Education) account for each student in the school. **Your child's G Suite 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. Students in grades K-3 will not be given access to Gmail, or Google Hangouts/Talk.** These online tools and services play an important role in preparing students for our increasingly digital world.

## Why G Suite for Education?



**Secure**— G Suite 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 G Suite is all web-based, it's easy for teachers and students to work from any computer without purchasing expensive software. Students can access their classwork 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 Sanborn Regional School District Technology Department. The applications are ad-free with spam filtering enabled and follow all SRSD Acceptable Use Policy guidelines. Services and applications are enabled at the district level to best suit each school's educational environment.



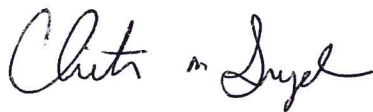
**Collaborative**— Teachers can increase classroom engagement and assessment with real time collaboration tools. The cornerstone of this is Google Classroom with Google Docs: an online platform of word processing, spreadsheet, presentation, and drawing programs that allow multi-user access and editing.

## Education Record and Personal Information

By participating in G Suite 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 Sanborn Regional School District. Through a contract with Sanborn Regional School District, GSuite for Education provides students with storage and creation tools that are cloud-based. The collected student information is used to create a G Suite for Education account for your student. Sanborn Regional School District's use of student information is solely for educational purposes.

**Please review the following points regarding G Suite for Education with your student:**

- **Acceptable Use**– Use of G Suite for Education accounts will follow the expectations outlined in the Acceptable Use Policy in the student handbook.
- **Appropriate Use**– G Suite for Education accounts are to be used for educational purposes only. Students will respect the rights of copyright owners.
- **Responsible Use**– G Suite for Education accounts will be used to maintain a positive learning environment. G Suite 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 G Suite for Education account is a privilege accorded at the discretion of Memorial School. Memorial School reserves the right to immediately withdraw the access to and use of the G Suite for Education account when there is reason to believe that violations of the law or school guidelines, policies, procedures, rules and regulations have occurred. Alleged violations will be referred to a school administrator for further investigation and adjudication.
- **Security**– Sanborn Regional School District cannot and does not guarantee the security of electronic files located on Google systems. It is the responsibility of the assigned G Suite for Education account user to backup important documents or files. Although Google utilizes powerful content filters, Sanborn Regional School District cannot assure that users will not be exposed to unsolicited information.
- **Privacy**– Students have no expectation of privacy on the G Suite for Education system. Sanborn Regional School District reserves the right to access, monitor, and review content in the G Suite for Education system at any time. Sanborn Regional School District complies with all state and federal privacy laws. Users of G Suite for Education accounts are strictly prohibited from accessing files and information other than their own. Sanborn Regional School District reserves the right to access any G Suite for Education account when there is reasonable suspicion that unacceptable use has occurred.



Christopher Snyder  
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DJ Bakie School



Patricia Haynes, PhD  
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Memorial School