



Dear Parents and Guardians,

08/11/2020

At The Winston School, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google, including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Winston, students will use their G Suite accounts to complete assignments, communicate with their teachers, and learn 21st-century digital citizenship skills.

Google's [Privacy & Security Center](#) provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

Please look it over, let us know of any questions, and then sign below to indicate that you give your consent. Students who cannot use Google services may need to use other software to complete assignments or collaborate with peers.

What choices do I have as a parent or guardian?

You can consent to the collection and use of your child's information by Google. If you wish not to provide your consent, please contact your child's division head directly to discuss.

- Primary School Division Head: Dr. Danny Kass, dkass@winstonschool.org
- Lower School Division Head: Abby Debevoise, adebevoise@winstonschool.org
- Middle School Division Head: Jill Schuster jschuster@winstonschool.org

I give permission for the Winston School to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Thank you!

Full name of Student:	
Printed Name of Parent/Guardian:	
Signature of Parent/Guardian:	
Date:	

08/11/2020



Dear Winston School Parents and Guardians,

We are excited to provide your child with a Chromebook for educational use at school for the 2020-2021 school year. The 1:1 Chromebook program will provide access to Google Classroom, Google Apps and endless possibilities of teaching and learning.

The Chromebooks have Google products built-in and students can access their Google Apps from their assigned Chromebook. Google Apps provides the ability for students and faculty to communicate, store files, and collaborate on documents from school or home. Students will have complete access to their Winston Google account and the numerous assistive tools embedded into each application.

Before receiving a Chromebook for use at school, parents and students need to review Winston's Acceptable Use Policy (AUP), as well as Winston's Parent Technology Permissions. Please sign and return both forms as soon as possible. Students without a signed agreement after Monday, September 08, 2020 will have technology privileges paused until a commitment to these policies can be established.

Important: *Chromebooks are supplied to students in good working order and are expected to be returned in the same condition, less any normal wear and tear. The application of stickers or other personalization is strictly prohibited on the Chromebooks themselves. Students are permitted to purchase removable cases that can be customized in many ways.*

Warm regards,

Primary School Division Head: Dr. Danny Kass, dkass@winstonschool.org

Lower School Division Head: Abby Debevoise, adebevoise@winstonschool.org

Middle School Division Head: Jill Schuster jschuster@winstonschool.org

Winston Student Technology Acceptable Use Policy (AUP)

Winston Issued Chromebook:

- I will **only** use my Chromebook for my school work. I understand that it is **not** intended for anything personal (non-academic games, videos, chats, etc.)
- I will **always** take excellent care of my Chromebook.
- I will **only** use my Chromebook and its tools when I have been given permission by my teachers.
- I understand that my Chromebook is **NEVER** private and that my teachers can inspect it at any time.

Winston Issued Google Account:

- I will **only** use my Winston Google account for my school work. I understand that it is **not** intended for anything personal (non-academic games, videos, chats, etc.)
- I will **NEVER** install any themes, wallpapers, extensions, or apps on my Winston School Google account.

General Technology Guidelines:

- I will **always** follow **Copyright** rules.
- I will **always** practice excellent **Digital Citizenship**.
- I will **NEVER** share my account information (usernames or passwords) for any of my Winston-issued accounts.
- I will **NEVER** take, upload or link any pictures, video, or live feed of myself or others without permission.
- I will **only** access websites and/or internet based programs that I have been given permission to visit.

Winston Student Technology Acceptable Use Policy (*AUP*)

Student Agreement

- I understand that if I break the rules in this *AUP* I can have my Chromebook removed for the rest of the class period or longer.
- I understand that if I break the rules in this *AUP* on more than one occasion, I may lose my technology privileges for an extended amount of time.

Print Name:

Signature:

Date:

Parent / Guardian Agreement


- I have read and discussed with my student the 2020-2021 “Winston Student Technology Acceptable Use Policy (*AUP*),” and I give permission for them to use Winston supplied technology resources.
- I understand that computer and internet access is conditional upon adherence to the guidelines above.
- Although students are supervised while using Winston supplied technology resources, and their use is monitored, I am aware of the possibility that my student may gain access to material that school officials and I may consider inappropriate or not of educational value.

Print Name:

Signature:

Date:

Winston Student Technology Acceptable Use Policy (AUP)

Additional Information about Copyright and Digital Citizenship	
Common Sense Media:	t.ly/UXsO
Additional Information for Younger Students	
Copyright facts for Kids:	t.ly/XAvt
Digital Citizenship for Kids:	 <p>t.ly/nLVQ</p>

Dear Parents and Guardians,

Technology and education have become inextricably linked in the modern day. At Winston, our integration of various technologies has become more and more important over time, especially this past year with the jarring transition to remote learning due to COVID-19. But as a school that prides itself on its language-based learning curriculum, we have always kept pace with programs and policies that implement the latest pedagogical technology, in order to better the learning of our students and prepare them for life after Winston.

The Internet is an extraordinarily powerful technological tool, when used in an appropriate manner. Our Winston Acceptable Use Policy helps to ensure that students (and parents) are aware of our rules and guidelines for safe use of the Internet, as well as the expectations surrounding their Winston-provided Chromebooks. If you have not already received a copy of the AUP, one should be provided to you shortly. These are expected to be signed by both the student and a parent/guardian before or very soon after classroom instruction begins in September.

On behalf of the faculty and staff that work to implement our various technologies, we'd like to give you a few ways to reach out for help, should you need it at any point in the year. Please feel free to reach out to either of the below email addresses at any time if you or your student run into technical difficulties related to Winston technology.

- **For help on the *hardware* side of your student's Winston-provided Chromebook, please reach out to the Winston Helpdesk at the following email address:**

>>> helpdesk@winstonschool.org <<<

A few examples of hardware issues are listed below:

- *the screen won't turn on*
- *the keyboard isn't working properly*
- *the device will not charge or is not sustaining a charge*

- **For any help on the *software* side of your student's Winston experience, please reach out to the Technology Integration Team at the following email address:**

>>> techtalk@winstonschool.org <<<

A few examples of software issues are listed below:

- *your student is having trouble logging into their device*
- *your student is having trouble logging into, using, or navigating a specific program (examples: Read & Write, Google Classroom, Khan Academy)*
- *your student is having trouble with navigating their local or online files*

We're happy to have you join our community and look forward to meeting you!

Sincerely,

Winston's Technology Integration Team:

Ian Hassan - Technology Teacher & Educational Technology Integrator

Molly Vaporis - Technology Teacher & Technology Integration Specialist