

# Google Permission Form

Dear Parents of Advanced Computer Applications Students:

We are beginning our unit on Google, and learning about Open Source software and other Web 2.0 tools. I have created an educational Google unit in which students create a variety of online Google Documents, Sheets, Sites, Calendars, and learn some proper email etiquette. Please look at our class website and review the [Google Unit Website Outline](#).

## In order for students to participate in this unit, students need a Google account.

- **If your student already has a Google account**, they may use their preexisting account; **if** their username clearly displays their actual name.
  - However, I will also need them to provide me their username and password information in the form below.
    - I use this to verify they are working on educational items while in the unit.
  - It will be completely confidential and I destroy all copies of the forms at the end of the year.
- **If they do not have a Google account**, setting up a Gmail (Google Email) will be easiest option. When they create their new Google Gmail account, it will be a dedicated Gmail account for the specific purpose of this class. At the end of the year, students will deactivate their account. If your student would like to keep their account at the end of the year please email me giving them permission to do so; otherwise, they will be forced to deactivate it. Thank you.

## Steps to Create Your Username and Password:

1. Go to [www.Gmail.com](http://www.Gmail.com) and click Create account
2. **Please have your student setup and establish their account before class tomorrow!**
  - ❖ Their username should consist of their last name and first name.
    - Examples: LewisBri, JohnsonSam, BrossalineJessie2016, etc...
  - ❖ Their password is completely up to them. They need to write it on this form so I have a copy in case they forget it and so I can monitor their account.
3. **Students**—please fill out the form below after a username and password has been setup.
  - ❖ I will need the correct information listed so I can monitor your account if needed.
4. Feel free to keep a copy of your students Google username and password (listed below). I hope your student will share with you what we are doing in class so you can see all the fun and educational resources they are learning.
  - ❖ Don't hesitate to monitor your student's account as well.
5. If you approve, please sign off on the form below. Please note: the account needs to be setup before signing.

**Your student cannot begin this unit until I receive your written permission Thank you.**

Student Name:	
Username:	
Password:	
Parent/Guardian Signature:	Date: