

## *SAU 19 New Boston School District and Goffstown School District Adobe Creative Suite and Adobe Spark Parent Permission form*

Dear Parents/Guardians,

Goffstown and New Boston students in Grades 5-12, teachers and staff utilize the Adobe Creative Suite and Adobe Spark for Education digital tools. Through these cloud-based services, students are able to create media rich content including fliers, forms, and videos with teachers and other students on educational assignments. This permission form describes the tools and student responsibilities for using these services. We believe that a strong partnership with families is essential for the success of all teaching and learning experiences.

### **The following cloud-based services are provided:**

- **Adobe Creative Cloud Express for K-12** – a web based digital publishing tool used to create posters, fliers or other printable or web interactive media
- **Adobe Creative Cloud Suite** – A suite of desktop applications including video editing, photo editing, digital illustration and desktop publishing.
- **Adobe ID** – Adobe’s login portal and which is required to use the above products.

The Adobe IDs and Adobe Creative Cloud Express of K-12 services are hosted by Adobe on their servers and are available at any time from any Internet enabled device. Some examples of student use could include individual assignments, class projects, electronic portfolios and working in groups on presentations to share with others. All documents created and uploaded to Adobe Creative Cloud Express for K-12 are subject to Adobe’s terms of use defined at:

<https://www.adobe.com/legal/terms.html>

*Technology use in the Goffstown and New Boston School Districts is governed by state and federal laws including, but not limited to:*

**Children's Online Privacy Protection Act (COPPA)** COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. This permission form allows the school 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.

<http://business.ftc.gov/documents/Complying-with-COPPA-Frequently-Asked-Questions>

**Family Educational Rights and Privacy Act (FERPA)** FERPA protects the privacy of student education records and gives parents the rights to review student records. Signing this form acknowledges that some student records, such as portfolios of student work with teacher feedback, may be stored in a student’s Adobe account on Adobe servers.

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

*Guidelines for Use of SAU Adobe IDs and Adobe Products by Students*

All Goffstown and New Boston School Board Policies, including the Districts' Acceptable Use Policies (Goffstown School Board Policies GBEF and JICL and New Boston School Board Policies GBEF and JICL), apply at all times to the use of District provided Adobe accounts. All access to these services will occur through SAU created accounts. These accounts will be used for school related work and projects only. **No student will be assigned the use of an account without prior parent or guardian permission.** Once permission is confirmed, students will receive instruction on how to access the wealth of collaborative tools available through these services.

The Goffstown and New Boston School Districts cannot, and do not, guarantee the security of electronic files located on these systems. Although these services do have privacy controls, the Districts cannot assure that users will not be exposed to unsolicited information. The general right of privacy will be applied to the extent possible in the electronic environment. The Goffstown and New Boston School District users and all electronic users are to treat electronically stored information in these files as confidential and private. Users of student accounts are prohibited from accessing files and information other than their own. The District reserves the right to access student account information and suspend access when deemed appropriate.

*By signing below, I confirm that I have read and understand the following:*

Under FERPA, a student's education records are protected from disclosure to third parties. I understand that information that could be considered part of my student's education records may be stored in Adobe Creative Cloud Express and may be accessible to someone other than my student and the Goffstown and/or New Boston School District. My signature below confirms my understanding that some of my child's educational artifacts will be stored by Adobe. I understand that I may ask the Principal, or designee, verbally and in writing to have my child's account disabled at any time.

\_\_\_\_\_ **YES**, I give permission for my child to be assigned an SAU19 managed Adobe account. This means my child will receive an account to access Adobe Creative Cloud Express along with access to the Adobe Creative Suite installed on school owned devices. Your child's Adobe account will remain active while he/she is enrolled in the Goffstown and New Boston School Districts. This permission will remain active for students who transition to Goffstown in Grade 7 from New Boston.

\_\_\_\_\_ **NO**, I do not give permission for my child to be assigned an SAU 19 managed Adobe account. This means my child will NOT receive an account or access to Adobe Creative Cloud Express and will not be able use copies the Adobe Creative Suite installed on school owned devices.

Student Name: (Print) \_\_\_\_\_

Parent/Guardian  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_