

Student Email Permission Form
Alden Elementary School

Alden Community School District has created email accounts for all students in 4th, 5th and 6th grade to allow for collaborative sharing using Google Apps for Education. These accounts will be used at school for school related projects but may be used outside of school for personal email by students with their parents' permission. The goal is to allow access to the wealth of collaborative tools available to students and teachers once these accounts are assigned.

No student will be assigned an email account without parental or guardian approval. The email naming convention will be `jd@students.ifacadets.net`. If students are not given email permission, they will still have access to the other features of Google Apps for Education (Google Docs and Google Calendar) under the **students.ifacadets.net** domain.

As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience. Therefore, not only are we asking your permission to provide an email account to your child, but we would like to share the password so that you may participate in how your child uses this technological tool. Once the permission slip is returned, we will send a letter with the password and instructions on how to access the account. Please fill out and return the permission slip to your child's homeroom teacher by Nov.

Philosophy

Alden Community School District encourages the use of student email as an effective and efficient way to improve communication between students, faculty members and administrative staff. The primary purpose of student email is to support teaching and learning.

This student aacadets.com email account is housed on a Google mail server, thereby giving student access to Google Docs (word processor, spreadsheet, and presentation software) and also allowing teachers and students to share information housed in these file areas with others.

1. Official Email Address All Students in 4th, 5th and 6th grade will be assigned a student email account. This account will be considered the student's official email address until such time as the student is no longer enrolled in the Alden or Iowa Falls School District.

2. Prohibited Conduct

Student email may not be used in the following ways:

- Unlawful activities
- Commercial purposes
- Personal financial gain
- False identity in email communications
- Misrepresentation of Alden Community School District
- Interference with Alden technology operations through
 - a. electronic chain letters
 - b. unsolicited electronic communications
 - c. disruption of electronic communication

3. Access Restriction

Access to and use of student email is considered a privilege accorded at the discretion of Alden Community School District. The District maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and adjudication.

4. Security

Alden Community School District cannot and does not guarantee the security of electronic files located on the Google Mail system. Although Google does have a powerful content filter in place, the District cannot assure that users will not be exposed to unsolicited information.

5. Privacy

The general right of privacy will be extended to the extent possible in the electronic environment. Alden Community School District and all electronic users should treat electronically stored information in individuals' files as confidential and private. There is an acknowledged trade-off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources. In the normal course of system administration, system administrators may have to examine activities, files, and electronic mail to gather sufficient information to diagnose and correct problems with system software or hardware. Users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the johndoe.aecadets.com Google Mail system, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

Parent/guardian:

_____ I give permission for my child to be assigned an email account.

_____ I do not give permission for my child to be assigned an email account. They may have a Google Doc and Google Calendar account only.

Student name: _____ HR: _____

Parent signature: _____

Student:

I agree to adhere to the guidelines stated above for use of my Google App. Account. I also recognize that my parents/guardians have the right to login to my account at any time.

Student signature: _____

If you have any questions or concerns, please feel free to call Kim Nelson at 515-859-3393.