EMAIL PERMISSION FOR STUDENTS

Student E-mail Guidelines
The Colchester Public Schools (“District”) provides electronic resources for students in grades 3-12, including Gmail accounts to be used to access the District’s Google Apps, which is an integral part of the curriculum. The District expects behavior and language in the use of these Gmail accounts will be consistent with classroom standards. The guidelines listed below are intended to govern the use of District-provided Gmail account and Google Apps, whether the account is accessed in or outside of the school environment or on school-owned, public, or personal computers.

Proper Use of District-provided Gmail
Students will use their E-mail accounts to communicate with their classmates, teachers, or other school community members about school related topics. While students can E-mail teachers throughout the District, they should not expect teachers to E-mail assignments to them or to provide private tutoring through E-mail. Students should not ask for or respond to E-mails requesting personal information not related to a school project. Parents should not use their children's accounts as a way of communicating to their children's classmates, teachers, or other members of the school community.

Account Capabilities
All accounts will be accessible from both inside and outside the school network. All accounts will be password protected.

- Accounts for grades 3-8 will be "closed" accounts. Students with closed accounts can E-mail students and staff within the District, but they cannot receive or send E-mails from outside the system.
- Students in grades 9-12 will have the option of forwarding school E-mails to a personal account of their choice.
- All incoming E-mail will be filtered for spam using a commercial spam filter. While the District has installed filtering software for all E-mail accounts, no filtering software is foolproof. There remains the possibility, however slim, that despite these safeguards, a student may access material that parents and/or District officials might find inappropriate. As the owner of the computer systems, the District reserves the right to monitor its computer systems to ensure that they are being used in accordance with the Acceptable Use Policy and related Administrative Regulations. The Superintendent reserves the right to terminate any individual's use of the District's computer systems. Misuse of the computer systems resulting in violations of these guidelines will be treated in accordance with existing procedures, and the Board's policy regarding Exclusion of Students.
- The District has reserved the right to conduct monitoring of these computer systems and can do so despite the assignment of passwords to individual students for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user.

Student Responsibilities
Students are entirely responsible for the confidentiality of their E-mail accounts, passwords, personal information, and for any activities that occur in the use of their accounts. Students should have no expectation of privacy when using district-provided E-mail accounts. The student agrees to notify his/her
teacher or principal immediately if any unauthorized use is made of his/her District-provided E-mail account. The student agrees to report immediately to his/her teacher or principal the receipt of any unwanted or inappropriate E-mails from Colchester School District employees. Most importantly, the District urges any student who receives any harassing, threatening, intimidating, or other improper message through the computer systems to report it immediately. It is the District's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message.

While E-mailing, students are responsible for following all parts of the District Acceptable Use Policy.

Return this portion to your school's library:

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**Parents:** I have read and discussed with my son or daughter this document, and I give permission for him or her to use the Colchester Public School District E-mail system. I understand that E-mail access is conditional upon adherence to the Acceptable Use Policy. Although students are supervised when using these resources in school, and their use is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.

Print Student's Name: __________________________________________

Student's Signature: _____________________________ Date: __________

Print Parent's Name: __________________________________________

Parent's Signature: _____________________________ Date: __________

*STUDENTS UNDER 13 MAY NOT RECEIVE AN E-mail ACCOUNT UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO THE PRINCIPAL.*