



Student Google Apps/Office 365 Permission Form

Sioux Falls Public Schools

Sioux Falls Public Schools (District) has the ability to create accounts for all students to allow for collaborative sharing using Google Apps for Education. These accounts will be used for school-related projects only. The rules governing proper electronic communications by students are included in the Acceptable and Ethical Use of Technology Resources Policy (IJNDC/IJNDC-R). Once accounts are assigned, students gain access to the wealth of collaborative tools available through Google Apps and Office 365.

This account is housed on Google and Office 365 servers, thereby giving your student access to Google Docs (word processor, spreadsheet, and presentation software), instant messaging, email, calendar, website authoring tools, plus additional services. This will allow your student to collaborate and share information with teachers and other students.

Official Email Address Students will be assigned a K12.SD.US student email account. This account will be considered the student's official District email address until such time as the student is no longer enrolled in the District. The naming convention will be first initial of their first name, first initial of their last name, and a four digit number ending with @K12.SD.US. For example: John Smith's email address could be js1234@K12.SD.US. A Parent/Guardian must provide an annual written request to "opt-out" to the school if the parent/guardian does not want an account assigned.

Conduct Use of obscene, profane, threatening, or disrespectful language is prohibited. In such cases, the alleged violation will be referred to the building administrator for further investigation and application of necessary consequences as indicated in the Student Discipline, Suspension and Expulsion policy (JK/JK-R). Communication with others should always be school/subject/course related. Students should never say anything via email that they wouldn't say in a face to face conversation, wouldn't mind seeing on the school bulletin board or in the local newspaper. Students should notify the teacher of any inappropriate use or email that makes them uncomfortable. Cyber bullying will not be tolerated. Privacy of others should be respected at all times.

Access Restriction Access to and use of Google Apps for Education and Office 365 is considered a privilege not a right and is accorded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of the account 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 building administrator for further investigation and application of necessary consequences as indicated in the Student Discipline, Suspension and Expulsion policy (JK/JK-R).

Security The District cannot and does not guarantee the security of electronic files located on either the Google and Office 365 systems. Although Google and Office 365 do have a powerful content filter in place, the District cannot assure that users will not be exposed to non-educational material.

Privacy The District reserves the right to access and review content of the computer including but not limited to the content in the Google Apps for Education and Office 365 systems at any time. The District complies with all state and federal privacy laws.

As with any educational endeavor, a strong partnership with families is essential to a successful experience. If you do not want a Google Apps and Office 365 account assigned to your child, please fill out and return this form to your child's school.

Student Name _____ **Date of Birth** _____
(Please print) Last Name First Name MI

Student ID _____ **Grade** _____ **School** _____

Parent/Guardian signature: _____