**Dell Rapids Public School District**

**Google Apps for Education /Google Classroom/Office 365 Permission Form**

Dell Rapids Public School District has the ability to create accounts for all students to allow for collaborative sharing using Google Apps for Education/ Google Classroom and Office 365. These accounts will be used for school-related projects only. The rules governing proper electronic communications by students are included in the Dell Rapids School District’s Acceptable Use Policy. Once accounts are assigned, students gain access to the wealth of collaborative tools available through Google Apps, Google Classroom and Office 365.

This account is housed on Google, and Microsoft Office servers, thereby giving your student access to Google Docs (word processor, spreadsheet, and presentation software), instant messaging, email, calendar, website authoring tools, Office 365 and 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. No student under the age of 13 will be assigned an account with an active K12 educational email without parent or guardian approval.

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. 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, Google Classroom 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.

Security: The District cannot and does not guarantee the security of electronic files located on either the Google, and Microsoft cloud drives and systems. Although Google, Microsoft 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 computers and mobile devices including but not limited to the content in the Google Apps for Education, Google Classroom 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. Therefore, we are asking your permission to provide Google Apps, Google Classroom and Office 365 accounts to your child. Please fill out and return this permission slip to your child's teacher.

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_\_\_\_

(Please print) Last Name First Name MI

Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No student under the age of 13 will be assigned an account without parent or guardian approval

Yes No I give permission for my child to be assigned Google Apps, Google Classroom and Office 365 accounts.

Parent/Guardian signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student: I agree to adhere to the guidelines stated above for use of my Google Apps, Google Classroom and Office 365

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_