



Howard-Winneshiek Community School

Google Permission for Use

Google Applications for Education Permission Form for Student Email, Online Documents, Calendar, and Sites

Through the Google Apps for Education Howard-Winneshiek Community School District has created email accounts for all students in grades 3-12. These accounts are designed for school related projects within the district. Google Apps for education provides each student with email, online document access, a calendar, and Google sites. You can learn more about these Google Apps on our school website:

The National Education Technology Standards for all students in grades K-12 stress the importance of collaboration and communication among students locally as well as on a global level. Google Apps for education accounts will allow students the opportunity to demonstrate mastery of these standards, as well as providing collaborative tools for students and teachers.

For any student ages 14 and under, school districts must receive parent/guardian permission before students can be given permission to post or share any information online. Therefore, no student will be given access to the Google Apps for Education account without parental or guardian approval.

Google Apps. Guidelines

1. **Official Email Address:** All students in grades 3-12 will be assigned a username@howard-winn.k12.ia.us student email account. For example a student with the name John Doe would have an account like this: doejohn@howard-winn.k12.ia.us. This account will be considered the student's official Howard-Winn email address until such time as the student is no longer enrolled with the Howard-Winneshiek Community School District. **Gmail will allow students to have email access only within the Howard-Winneshiek District. These emails will be archived and monitored on a regular basis.**

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 the Howard-Winneshiek Community Schools
- Interference with Howard-Winn technology operations through:
 - electronic chain letters
 - unsolicited electronic communications
 - disruption of electronic communication



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3. **Access Restriction:** Access to and use of student email is considered a privilege accorded at the discretion of the Howard-Winneshiek 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 Building Principal for further investigation and adjudication.
4. **Security:** Howard-Winneshiek 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. Howard-Winneshiek Community School District and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the username@howard-winn.k12.ia.us Google Mail system, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

Please fill out and return the permission slip to the office by August 26, 2016.



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Parent/Guardian:

_____ I **give** permission for my child to be assigned a full Google apps for education account. This means my child will receive a school email account, access to Google Docs, an online Calendar, and access to the Howard-Winn Google Sites.

_____ I **do not** give permission for my child to be assigned an email account however they do have permission to have an account for the Google Docs, Calendar and access to the Howard-Winn Google Sites.

_____ I **do not** give permission for my child to be assigned a Google Apps for Education account on the Howard-Winn domain.

Student Name: (Print) _____ Grade: _____

Parent Signature: _____ Date: _____

Student:

I agree to adhere to the guidelines stated above and in the District AUP 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 contact:

Howard-Winneshiek Technology Department 563-547-2762

Harold Jensen

Heather Klenke