



Student Email Permission Form

An email account has been created for all students in the Germantown Municipal School District for grades 6-12. These accounts will be used at school for instructional purposes, but may be used outside of school for personal email as well. This will include access to the Office 365 suite, which includes Word, Excel, PowerPoint, Outlook, One Drive, and One Note. All can be very useful with instruction, but an important note is that items can be shared between students and teachers through "One Drive" folders. **Students will not be assigned an email account without parental or guardian approval.** If students are not granted permission to use email, other Office 365 tools (One Drive) will still be available to them. As an added bonus, each student will receive 5 licenses, so the newest version of Microsoft Office can be downloaded on computers at your homes.

Philosophy: The primary purpose of student email is to support teaching and learning. We believe that teaching proper use of communication technology is crucial to our students' future endeavors.

1. Official Email Address All students in grades 6-12 will be assigned a first.last@students.gmsdk12.org email account. This account will be considered the student's official GMSD email address until such time as the student is no longer enrolled in the Germantown Municipal School District.

2. Prohibited Conduct - *Please refer to the student handbook for more detailed information.*

Student email may not be used in the following ways: • Unlawful activities---including harassment and/or bullying • Commercial purposes • Personal financial gain • False identity in email communications • Misrepresentation of the Germantown Municipal School District • Interference with Germantown technology operations through:

a. electronic chain letters b. unsolicited electronic communications c. disruption of electronic communications.

3. Access Restriction Access to and use of student email is considered a privilege. The District maintains the right to immediately revoke the access and use of student email when there is reason to believe that violations of law or District policies have occurred.

4. Privacy The general right of privacy will be extended to the extent possible in the electronic environment. Users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the mail system, including current and archival files of user accounts.

Please return the portion below ASAP.

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, but they may have access to the other Office 365 tools.

Student name (Print): _____ Grade: _____ Homeroom: _____

Parent signature: _____ Date: _____

Student: I agree to adhere to the guidelines stated above for use of my GMSD office365 account. I also recognize that my parents/guardians have the right to login to my account at any time.

Student signature: _____ Date: _____