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**Perandoe Educational
Program (PEP)**
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Chad Stolte
Principal

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Student Google Email Permission Form

PEP will be creating email accounts for all applicable students to allow for collaborative sharing and communication between the teacher and students using Google Apps for Education. The expectation is that these accounts will be used for academic purposes only, for school related projects. Reinforcement of effective and proper email communications by students, in addition to the expectations and consequences of the initiative will be discussed in-class with the students.

No student will be assigned an email account without parental or guardian approval. The email naming convention will be:

FirstInitialLastName@perandoe.org

As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience, which is why we are providing you with information and asking for your approval. Once the permission slip is returned, we will activate the account and your child will have access. Thank you for your support and please fill out and return the permission slip to PEP.

Rationale and Expectations

PEP encourages the use of student email as an effective and efficient way to improve communication between students, faculty members and administrative staff. Our hope is that activating student email accounts will result in more effective & consistent communications between the teacher and students outside of class, an increase in timely feedback concerning assignments, and establish a mechanism for academic dialogue accessible at any time.

Students will use their email only for school/academic correspondence or activities either with their teacher or their classmates for group work; abide by the terms and conditions outlined within the acceptable use policy, or understand that this is a public account which belongs to PEP and is monitored by PEP teachers and Administration. **THIS IS NOT A PRIVATE EMAIL ACCOUNT.** Students will also be expected to maintain proper, academic tone and wording, and keep email correspondence positive, professional and academic in nature.

1. Official Email Address

All students participating will be assigned a Perandoe.org email account. This account will be considered the student's official PEP email address until such time as the student is no longer enrolled in PEP.

2. Prohibited Conduct

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 PEP

Interference with PEP technology operations through

- a) Electronic chain letters
- b) Unsolicited electronic communications
- c) Disruption of electronic communication

***Cyber-harassment/Bullying is never acceptable. Please contact your student's teacher if you believe this is happening to your student.**

3. Access Restriction

Access to and use of student email is considered a privilege accorded at the discretion of PEP Administration. PEP maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or PEP policies have occurred. In the event that a student loses privileges for any amount of time, the teacher will provide an alternative assignment and/or means of communication.

- First violation: An oral and written notice will be sent to the parent and the child will lose privileges for a minimum period of 5 school days while attending PEP.
- Second violation: An oral and written notice will be sent to the parent and the child will lose privileges for a minimum period of 10 days while attending PEP. A conference with student, parents and teacher will be convened.
- Fourth violation: An oral and written notice will be sent to the parent and the student will forfeit privileges for the remainder of the school year while attending PEP. A conference with student, parents, teacher, and principal will be convened.

4. Security

PEP 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, PEP cannot assure that users will not be exposed to unsolicited information.

5. Privacy

In the normal course of system administration, system administrators may have to examine activities, files, and electronic mail to gather sufficient information to diagnose and correct problems with system software or hardware. Users of student email are strictly prohibited from accessing files and information other than their own. PEP reserves the right to access the Perandoe.org Google Mail system, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

Please return the portion below.

Parent/guardian:

_____ I give permission for my child/he/she to be assigned an email account.

_____ I do not give permission for my child/he/she to be assigned and email account.

Student name: _____ Date: _____

Parent signature: _____

Student:

I agree to adhere to the guidelines stated above for use of my Google App. Account. I also recognize that my parents/guardians as well as PEP staff and administration have the right to login to my account at any time.

Student signature: _____ Date: _____