

LCC Day School
Student Google Apps Permission Form
2014 - 2015

LCC Day School 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. However, no student will be assigned an account without parent or guardian approval. These rules governing proper electronic communications by students are included in the *Student Technology Agreement* that is part of the Student Code of Conduct. Once accounts are assigned, students gain access to the wealth of collaborative tools available through Google Apps.

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

Official Email Address Students will be assigned an lccdayschool.com student email account. This account will be considered the student's official LCC Day School email address until such time as the student is no longer enrolled in LCC Day School. The naming convention will be the first name and last initial (followed by a number, if needed), ending with **lccdayschool.com**. For example: John Test could be johnt4@lccdayschool.com. Please note, if a student emails a teacher, that email will go directly to the teachers official lccdayschool.com email account.

Conduct Students are responsible for good behavior on the computer just as they are in a traditional school building. It is illegal to use obscene, profane, threatening, or disrespectful language. Communication with others should be course related. Students should never say anything via email, instant message, blogging, etc. that they would object to seeing on the school bulletin board or in the local newspaper. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times.

Access Restriction Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of LCC Day School. The school maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or School Board policies have occurred. In such cases, the alleged violation will be referred to the Head of School for further investigation and application of necessary consequences as indicated in the Student Code of Conduct.

Security LCC Day School cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place, the School Board cannot assure that users will not be exposed to non-educational material.

Privacy The School Board reserves the right to access and review content in the Google Apps for Education system at any time. The School Board complies with all state and federal privacy laws.

As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience. Therefore, we are asking your permission to provide a Google Apps account for your child. Please fill out and return this permission slip to the school office. The *Student Google Apps Permission Form* will become part of the student's official record. The Student Google Apps account and this permission form will remain in effect until written notice is submitted to the school or the student is no longer enrolled in LCC Day School.

Student: I agree to follow the guidelines stated above for use of my Google Apps account.

Student signature: _____

Student Name _____
(Please print) Last Name First Name MI

Grade _____ **Date of Birth** _____

Parent/Guardian: I give permission for my student to be assigned a Google Apps account.

Parent signature: _____