

# Student Google Apps Permission Form

## Ankeny Community Schools

Ankeny Community Schools 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 under the age of 13 will be assigned an account without parent or guardian approval. The rules governing proper electronic communications by students are included in the Internet Acceptable Use Policy 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 Docs (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 as well as share information with family, friends, and other Internet users.

**Official Email Address** Students will be assigned a *students.ankenyschools.org* student email account. This account will be considered the student's official Ankeny Community Schools email address until such time as the student is no longer enrolled in Ankeny Community Schools. The naming convention will be student id ending with *@students.ankenyschools.org*. For example: If John Smith has a student ID number of 123456, the email address would be *123456@students.ankenyschools.org*

**Conduct** Students are responsible for good behavior just as they are in a traditional school building. It is illegal to use obscene, profane, threatening, or disrespectful language. Communication with others should always be course related. Students should never say anything via email that they wouldn't mind 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 Ankeny Community Schools. 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 School Board policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and application of necessary consequences as indicated in the Student Code of Conduct.

**Security** Ankeny Community Schools 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 to your child. Please fill out and return this permission slip to your child's school.

**Student Name:** \_\_\_\_\_  
(Please print)      Last Name                      First Name                      MI

**Grade:** \_\_\_\_\_      **Date of Birth:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Parent/guardian:**

\_\_\_\_\_ I give permission for my child to be assigned a Google Apps account.

Parent signature: \_\_\_\_\_

**Student:**

I agree to adhere to the guidelines stated above for use of my Google Apps account.

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