

Lamar County Schools

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Student Email Account Opt-Out Form **Revised 7.1.18**

FY18-19

The Lamar County School System (LCSS) is implementing student email accounts for collaborative sharing using *G Suite* formerly known as *Google Apps for Education*. These accounts will be used at school for school related projects and students will NOT be able to send emails outside of the district at this time. The mastery of effective and proper email communications by students is included in LCSS' Digital Responsible /Acceptable Use Policy found in the Code of Conduct. Student will have access to the wealth of collaborative tools available to students and teachers once these accounts are assigned.

As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience. Therefore, we want to ensure that you have an opt-out option if you do not want your child to have a school email account. We will be sharing the password and instructions on how to access the account as soon as we have the set up complete.

You will see information below from our Technology Plan and BOE policies. You may find more details in the LCSS' Code of Conduct.

If you have any questions or concerns, please feel free to call your child's principal.

Please fill out and return the opt-out slip only if you do NOT give permission. If this is not completed, your child will receive a *Google* email account. This should go to your child's homeroom teacher by _____.

Sincerely,

A handwritten signature in black ink that reads 'Norma J. Greenwood'.

Norma J. Greenwood
Director of Federal Programs and Technology Operations

Philosophy

The Lamar County School System is continuously pursuing 24/7 usage for our students and employees through wireless and wired access, Internet and Intranet access, email access, and personally-owned /district-owned equipment. It should be understood that 24/7 digital access (while on the property of the Lamar County School System even when participating in after hour school events) **is for educational purposes**.

The Lamar County School System encourages the use of student email as an effective and efficient way to improve communication between students, faculty members, and administrative staff. The primary purpose of student email is to support teaching and learning. LCSS email accounts are housed on a **Google** mail server, thereby giving student access to Google Docs (word processor, spreadsheet, and presentation software) and also allowing teachers and students to share information housed in these file areas with others.

It is very important to our system to be in compliance with the Children's Internet Protection Act (CIPA). All of our decisions evolve around our goal for safety.

Learning today to succeed tomorrow.

Lamar County Schools is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age, or disability.

Official Email Address

For FY17-18, students in grades 3-12 will be assigned an email account using a portion of a state number assigned to your student (e.g. for John Doe an email address would look like this: jd3244@lamar.k12.ga.us). The Social Security number will not be used. This account will be considered the student's official Lamar County School System's email address until the student is no longer enrolled in LCSS.

Digital Citizenship

Digital citizenship is defined as the norms of appropriate and responsible behavior with regard to telecommunication /digital use. *Each digital citizen has a basic set of rights that come with responsibilities. It is the student's responsibility to follow the established norms of a digital citizen and all it entails.*

Prohibited Conduct

Student email may not be used in the following ways (but not limited to- See Code of Conduct):

- Unlawful activities---including harassment and/or cyber-bullying / cyber-baiting
- Commercial purposes
- Personal financial gain
- False identity in email communications
- Sending personal information to anyone electronically
- Revealing personal information of others is not appropriate
- Misrepresenting the Lamar County School System
- Interference with LCSS' technology operations through
 - i. electronic chain letters
 - ii. unsolicited electronic communications
 - iii. disruption of electronic communications

Access Restriction

Violations of the Responsible /Acceptable Use policy (IFBG) by students, employees, or visitors may result in the loss of the right to Internet access and /or be subject to school disciplinary action, legal action, or fines. The Lamar County School System will attempt to tailor the disciplinary action to the specific issues related to each violation.

Security

The Lamar County School System 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.

Privacy

The general right of privacy will be extended to the extent possible in the electronic environment. LCSS schools and all electronic users should treat electronically stored information in individuals' files as confidential and private. There is an acknowledged trade-off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources.

Users of student email are strictly prohibited from accessing files and information other than their own.

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.

The District reserves the right to access the Google Mail system, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

Opt-Out Option for Student *G Suite* email accounts

Parent/guardian:

_____ I do not give permission for my child to be assigned an email account.

Student name: _____ Grade: _____

Parent signature: _____

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