

Richmond School Office 365 Permission Form

Richmond Elementary has the ability to create accounts for all students to allow for collaborative sharing using educational tools for school-related projects only. Once accounts are assigned, students gain access to the wealth of collaborative tools available through Microsoft and other student-friendly accounts. Richmond School may also add other online resources as needed to provide your child access to educationally-enriched activities.

Your child will be able to collaborate and share information with teachers and other students. Emails will be blocked from outside sources.

Official Email Address Students will be assigned a richmondelementary email account. This account will be considered the student's official District email address until such time as the student is no longer enrolled in the District. The naming convention will be the first initial of their first name, followed by their last name. Their password will be the first initial of the first name, the first initial of their last name followed by four numbers. The students **MUST** keep their password private!! No student will be assigned an account with an active email without parent or legal guardian approval.

Conduct Use of obscene, profane, threatening, or disrespectful language is prohibited. In such cases, the alleged violation will be further investigated and application of necessary consequences will be given, including suspension and/or expulsion. Communication with others should always be school/subject/course related. Students should never say anything via email that they wouldn't say in a face to face conversation, wouldn't mind seeing on the school bulletin board or in the local newspaper. Students should notify the teacher of any inappropriate use or email that makes them uncomfortable. Cyber bullying will not be tolerated. Privacy of others should be respected at all times.

Access Restriction Access to and the use of Microsoft and other accounts for education is considered a privilege not a right and is accorded at the discretion of

the District. 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 District Policies have occurred. In such cases, the alleged violation will be referred to the superintendent/principal for further investigation and application of necessary consequences.

Security The District cannot and does not guarantee the security of electronic files located on the Office 365 systems. Although we do have a powerful content filter in place, the District cannot assure that users will not be exposed to non-educational material.

Replacement If your child is negligent with their issued device, your child **will** be responsible to either cover the cost of repairing the device or paying for a new device.

Privacy The District reserves the right to access and review content of the computer including but not limited to the content in Office 365 systems at any time. The District complies with all state and federal privacy laws.

As with any educational endeavor, a strong partnership with families is essential to a successful experience. Therefore, we are asking your permission to provide the education programs to your child. Please fill out and return this permission slip to your child's school.

Student Name: _____ **Grade:** _____

I give permission for my child to be assigned Office 365 and any other educational accounts.

Parent Name: _____ **(Please Print)**

Parent Signature: _____ **Date:** _____

Student: I agree to adhere to the guidelines stated above for the use of my accounts.

Student Signature: _____ **Date:** _____