

**Student Google App/Microsoft 365 Permission Form
Freeman School District 33-1**

Freeman School District 33-1 (District) has the ability to create accounts for all students to allow for collaborative sharing using G Suite for Education and Microsoft 365. These accounts will be used for school-related projects only. The rules governing proper electronic communications by students are included in the district Acceptable Use Policy. Once accounts are assigned, students gain access to collaborative tools available through G Suite for Education and Microsoft 365.

This account is housed on K-12 Data Center, Google and Microsoft servers, thereby giving your student access to various online application from Google and Microsoft - word processor, spreadsheet, presentation software, instant messaging, email, calendar, website authoring tools, plus additional services. This will allow your student to collaborate and share information with teachers and other students.

K-12 E-mail Address Students in grades 6-12 will be assigned a k12.sd.us student account with e-mail access. This account will be considered the student's official District e-mail address until such time as the student is no longer enrolled in the District. The naming convention will be first initial of their first name, first initial of their last name, and a four-digit number ending with @k12.sd.us. For example: Barry White's email address could be bw1234@k12.sd.us. No student under the age of 13 will be assigned an account with an active K-12 email account without parent or guardian approval.

Conduct Use of obscene, profane, threatening, or disrespectful language is prohibited. In such cases, the alleged violation will be referred to the building administrator for further investigation and application of necessary consequences. Communication with others should always be school/subject/course related. Students should never say anything via e-mail 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 e-mail that makes them uncomfortable. Cyber bullying will not be tolerated. Privacy of others should be respected at all times.

Access Restriction Access to and use of G Suite for Education and Microsoft 365 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 building administrator for further investigation and application of consequences if necessary.

Security The District cannot and does not guarantee the security of electronic files located on either the G Suite or Microsoft 365 systems. Although the G Suite and Microsoft 365 systems do have powerful content filters in place, the District cannot assure that users will not be exposed to non-educational material.

Privacy The District reserves the right to access and review content of the computer including but not limited to the content in the G Suite for Education and Microsoft 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 G Suite for Education and Microsoft 365 accounts to your child. Please fill out and return this permission slip to your child's school.

Student Name _____ Date of Birth _____
(Please print) Last Name First Name MI

Grade _____ School _____

No student under the age of 13 will be assigned a K-12 e-mail account without parent or guardian approval

Yes No I give permission for my child to be assigned G Suite for Education and Microsoft 365 accounts.

Parent/Guardian signature: _____

Student: I agree to adhere to the guidelines stated above for use of my K-12, G Suite for Education, and Microsoft 365 accounts.

Student signature: _____