

# School E-mail / Google Apps for Education Authorization

## e-Learning Backpack Tablet Initiative Pilot

With the consent of your parent/guardian, you will be provided a Gmail account through MCPS Google Apps for Education. This E-mail account is provided as a support to the instructional process. By signing this document to use school provided E-mail you become responsible for your actions with this tool and are accountable. This is a privilege extended to you to aid your learning and it may be withdrawn or modified by your teacher if misused.

Follow these guidelines and apply common sense to evaluate your actions in using the E-mail system. Student responsibilities include:

1. Students are responsible for returning a signed parental consent form before E-mail accounts will be issued.
2. Students must not use E-mail in an inappropriate or offensive manner.
3. Students should never put personal information in their E-mail messages (name, phone number, age, home address).
4. Students will adhere to the MCPS Acceptable Use Policy for Computer Based Technology.
5. Messages will not contain profanity, obscene comments or sexually explicit materials.
6. Messages will not contain racist, sexist, religious or generation derogatory content.
7. Respect for members of the school and general community is expected and should be expressed.
8. User identity will be accurately reflected in all message traffic.
9. Passwords or other access codes or identifiers are not to be shared by student users. No student is authorized to use any other person's PID, password or E-mail account.

In addition to E-mail, students will have access to online sharing of assignments through the Google Apps for Education platform. Students must login through a specific website linked to the AHS homepage. Students may use these Apps at school and can use them at home if accessed through the correct website.

### **Acceptable Use Policy for Internet Access & Google Apps for Education**

#### **Student's Agreement**

I have read the *Acceptable Use and Internet Safety* policy (also included in the Student/Parent Handbook) and understand fully and agree to follow the principles and guidelines it contains. I agree to follow these rules at all times when at school and when using Google Apps for Education outside of school.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

#### **Parent's Agreement**

As the parent or guardian of this student, I have read the Acceptable Use Policy for Internet Access and Computer-Based Technology. I understand that computer access at school and Google Apps for Education are provided for students of Montgomery County Public Schools for educational purposes only. I understand that employees of the school system will make every reasonable effort to restrict access to all controversial material on the Internet, but I will not hold them responsible for materials my son or daughter acquires or sees as a result of the use of the Internet or Google Apps for Education from school facilities. **I give my permission to Montgomery County Public Schools for my son or daughter to use computer equipment, the Internet, and Google Apps for Education.**

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Relationship to Child