

## **Aldo Leopold Charter School Student Email Permission**

Aldo Leopold Charter School has created email accounts for all students in grades 6-12 to allow for collaborative sharing using Google Apps for Education. These accounts will be used at school for school related projects but may be used outside of school for personal email by students with their parents' permission. The mastery of effective and proper email communications by students is included in the 6-12 Instructional Technology Standards, in addition to allowing access to the wealth of collaborative tools available to students and teachers once these accounts are assigned.

No middle school student will be assigned an email account without parental or guardian approval. The email naming convention will be *firstname.lastname@aldostudents.org*.

If students are not given email permission, they will still have access to the other features of Google Apps for Education (Google Docs and Google Calendar) under the ***aldostudents.org*** domain.

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### **Philosophy**

The Aldo Leopold Charter School 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. Aldo Leopold Charter 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.

### **1. Official Email Address**

All students in grades 6-12 will be assigned an aldostudents.org email account. This account will be considered the student's official Aldo Leopold Charter email address until such time as the student is no longer enrolled in Aldo Leopold Charter School.

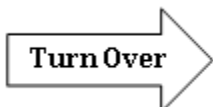
### **2. Prohibited Conduct**

Student email may not be used in the following ways:

- Unlawful activities---including harassment and/or bullying
- Commercial purposes
- Personal financial gain
- False identity in email communications
- Misrepresentation of Aldo Leopold Charter School
- Interference with Aldo Leopold Charter technology operations through
  - a. electronic chain letters
  - b. unsolicited electronic communications
  - c. disruption of electronic communications

### **3. Access Restriction**

Access to and use of student email is considered a privilege accorded at the discretion of Aldo Leopold Charter School. The District maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or District policies have occurred.

**Turn Over**

#### 4. Security

Aldo Leopold Charter School 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.

#### 5. Privacy

The general right of privacy will be extended to the extent possible in the electronic environment. Aldo Leopold Charter School 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. 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. Users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the aldostudents.org Google Mail system, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

If you have any questions or concerns, please contact the ALCS office or Maia Chaney at 575-538-2547

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### **Student Email Permission Parent and Student Agreements**

#### **Parent/Guardian:**

*Please indicate permission for email account and/or only the Google Doc and Google Calendar Account on the Policies, Permissions, and Agreements Checklist in the Registration Packet.*

#### **Student:**

*I agree to adhere to the guidelines stated above for use of my Google App account.  
Please sign the Policies, Permissions, and Agreements Checklist in the Registration Packet.*

