

Lake Local Schools Student Email Permission Form



Dear Parent/Guardian,

Lake Local Schools will be providing email accounts/online storage for all students in grades 4 – 12 using Microsoft Live@edu. (Additional information about Microsoft Live@edu can be found at <http://www.microsoft.com/liveatedu/free-email-accounts.aspx>)

These accounts will provide:

- Communication between teacher and student
- Collaboration among students
- Free online storage on Windows Live SkyDrive.
- Simplify online collaboration and document sharing.

Implementation Schedule

- Grades 4-5, SkyDrive Only
- Grades 6-8, SkyDrive and Email to/from Faculty only (under 13 yrs of age will require parental verification via credit card)
- Grades 9-12, SkyDrive and Email

The use of district-sponsored email by individual students is not specifically included in the *Lake Local School District Acceptable Use Policy* (EDE/EDE-E) concerning the use of computers and connection to the electronic network. This form serves as an addendum to the Acceptable Use Policy already on file. By granting your permission, your student will be assigned his or her own username and will be allowed to send and receive email through the filtered and monitored Microsoft Live@edu system. All district policies are still in effect, and apply, as indicated in the Acceptable Use Policy. Every attempt has been made to provide safe, secured student email, however it is still the responsibility of users to follow all school rules, teacher directions and procedures and to report any inappropriate use or material to school personnel. As explained in the Acceptable Use Policy, the use of school technology, networks, and Internet services does not create any expectation of privacy. Lake Local School District reserves the right to search and/or monitor any information, created, accessed, sent, received, and/or stored in any format by students on school equipment.

NO STUDENT WILL BE ASSIGNED AN EMAIL ACCOUNT WITHOUT PARENTAL OR GUARDIAN APPROVAL.

During school hours, these accounts are to be used for educational purposes ONLY.

Parent/guardian:

____ I give permission for my child to be assigned an email account/SkyDrive 6-12 (SkyDrive Only 4-5).

____ I do not give permission for my child to be assigned an email account/SkyDrive 6-12 (SkyDrive Only 4-5).

Student Name (**print first and last name**): _____

Student's Grade (**2011-12 School Year**): _____

Parent/Guardian Signature: _____ Date: _____