

## PLAINVILLE SCHOOL DISTRICT OFFICE 365 STUDENT EMAIL PERMISSION FORM

The Plainville School District has created email accounts for students to support teaching and learning using Microsoft Office 365 for Education. Your child is in one of the grades selected for student email use. These accounts will be used **internally** within the Plainville School District. The goal is to provide students and teachers with tools and resources to facilitate greater communication and support higher levels of collaboration through these accounts. **Note: No student will be assigned an email account without parental or guardian approval.**

### **The following services are available to each student:**

- **Email:** *An individual email account for school related use managed by the Plainville School District; (Please refer to Plainville School District's Acceptable Use Policy for Students)*
- **Calendar:** *An individual calendar with the ability to organize schedules, activities, and assignments*
- **Office web apps:** *Office tools, such as Word, PowerPoint, and Excel are available on the web for quick editing of stored documents*
- **Teams:** *A digital hub that brings conversations, content, and assignments together.*
- **One Drive:** *A personal document storage location (OneDrive) for each student to save documents and retrieve them from any Internet-enabled device. Documents can be shared with others and groups of students can collaborate and edit a document*
- **Forms:** *An online form tool that allows students to build survey, quizzes and polls.*
- **Sway:** *A digital storytelling app for creating interactive presentations and reports*

### **Guidelines for the responsible use of Office 365 for Education by students:**

1. **Official Plainville School email address:** All students will be assigned a username@plainville.k12.ma.us email account. This email will be considered the student's official email address until the student is no longer enrolled in the Plainville School District. This email will be used **internally** within Plainville School District; therefore, students will **only** be able to send email messages to their teachers and to other students **within** the Plainville School District from this account.
2. **Prohibited conduct:** Students must abide by the Plainville School District's Acceptable Use Policy for Students.
3. **Access restriction:** Access to and use of student email is considered a privilege afforded at the discretion of the Plainville School District. The Plainville School District reserves the right to immediately withdraw access and use of these services, including email, when there is reason to believe that a student has violated district policies or law. In such cases, the alleged violation will be referred to the School Administrator for further investigation and possible disciplinary action.
4. **Security:** The Plainville School District cannot and does not guarantee the security of files located on Microsoft Office 365 for Education system. Although Microsoft filters unsolicited emails (junk), the Plainville School District cannot guarantee that students will not receive unsolicited emails.
5. **Privacy:** The general right of privacy will be extended as much as possible in an electronic environment. However, users of student email are strictly prohibited from accessing files and information other than their own unless these files are shared by others. Plainville School District reserves the right to access the Microsoft 365 for Education system, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

**Technology use in the Plainville School District is governed by federal laws including:**

- **Children’s Internet Protection Act (CIPA):**

<http://www.fcc.gov/guides/childrens-internet-protection-act>

CIPA’s policies require schools to have safety and security measures in place to protect children from accessing inappropriate content on the Internet (via Internet content filtering). CIPA parameters also prescribe student Internet access and use.

- **Children’s Online Privacy Protection Act (COPPA):** <http://www.coppa.org/coppa.htm>

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13.

- **Family Educational Rights and Privacy Act (FERPA):**

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, a student's education records are protected from disclosure to third parties.

**By acknowledging below, I confirm that I have read and understand the following:**

- My signature confirms my consent to allow my child access to the Microsoft Office 365 for Education. Please review the privacy policy associated with the use of Microsoft Office 365 <https://products.office.com/en-us/business/office-365-trust-center-privacy>
- I understand that my child will be provided an email address issued by the Plainville School District.
- I understand that this permission will stay in effect for as long as my child is enrolled in Plainville School District.
- I understand that I may ask for my child’s account to be removed at any time by notifying the teacher in writing.
- I understand that my child’s documents stored in Office 365 for Education will be accessible to the Plainville Public School District. Examples of such documents include student created assignments, notes, calendars and projects.
- I understand that my child will be expected to adhere to the Acceptable Use Policy for Students.

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**Please place an (X) below and return this portion to your child’s homeroom teacher by FRIDAY, SEPT 7<sup>th</sup>.**

\_\_\_ **YES**, I give permission for my child to be assigned a Plainville School District Microsoft Office 365 for Education account. This means my child **WILL** receive an email account, access to Office tools (Word, PowerPoint, Excel), Calendar, One Drive, Forms and Sway.

\_\_\_ **NO**, I **DO NOT** give permission for my child to be assigned a Plainville School District Microsoft Office 365 for Education account. This means my child will **NOT** receive an email account, access to Office tools (Word, PowerPoint, Excel), Calendar, One Drive, Forms and Sway.

**Student Name:** \_\_\_\_\_ **Homeroom Teacher:** \_\_\_\_\_

**Parent/Guardian Name (Please print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ 08/18