

# Hackensack Public Schools

## Student Email Permission Form

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Hackensack Public Schools has created email accounts for all students in grades 5-12 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.

No student will be assigned an email account without parental or guardian approval. The email naming convention will be:

*[first\_name\_initial + first\_4\_letters\_of\_last\_name + last\_3\_digits\_of\_student\_id]@hackensackstudents.org.*

**Example:** 9<sup>th</sup> Grader Tommy Jones with ID# 122123 would be tjone123@hackensackschools.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 ***Hackensackschools.org*** domain.

As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience. Therefore, not only are we asking your permission to provide an email account to your child, but we would like to share the password so that you may participate in how your child uses this technological tool. Once the permission slip is returned, we will send a letter with the password and instructions on how to access the account.

Please fill out and return the permission slip to your child's homeroom teacher by \_\_\_\_\_.

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### **Philosophy**

The Hackensack School District 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. Hackensack 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.

#### **I. Official Email Address**

All students in grades 5-12 will be assigned an @hackensackstudents.org email account. This account will be considered the student's official Hackensack email address until such time as the student is no longer enrolled in Hackensack Public Schools.

## II. 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 Hackensack Public Schools
- Interference with Hackensack Public Schools technology operations through
  - a) electronic chain letters
  - b) unsolicited electronic communications
  - c) disruption of electronic communications

## III. Access Restriction

Access to and use of student email is considered a privilege accorded at the discretion of Hackensack Public Schools. 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. The following action will be taken in addition to other disciplinary actions, if any, the District deems necessary according to its policies:

- **First violation:** An oral and written notice will be sent to the parent and the child will lose privileges for a minimum period of 30 school days.
- **Second violation:** An oral and written notice will be sent to the parent and the child will lose privileges for a minimum period of 90 days.
- **Third violation:** An oral and written notice will be sent to the parent and the student will forfeit privileges for the remainder of the school year.
- **Fourth violation:** An oral and written notice will be sent to the parent and the student will forfeit privileges for the remainder of their enrollment in Hackensack Public Schools.

## IV. Security

Hackensack Public Schools 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.

**V. Privacy**

The general right of privacy will be extended to the extent possible in the electronic environment. Hackensack Public Schools 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 hackensackstudents.org Google Mail system, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

**Please return the portion below ASAP.**

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**Parent/guardian:**

\_\_\_ I give permission for my child to be assigned an email account.

\_\_\_ I do not give permission for my child to be assigned an email account. They may have a Google Doc and Google Calendar account only.

Student name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent signature: \_\_\_\_\_

**Student:**

I agree to adhere to the guidelines stated above for use of my Google Apps account. I also recognize that my parents/guardians have the right to login to my account at any time.

Student signature: \_\_\_\_\_

If you have any questions or concerns, please feel free to contact Adrian Cepero at [a.cepero@hackensackschools.org](mailto:a.cepero@hackensackschools.org).