

Winfield R-IV School District

Acceptable Use Policy for Student E-mail

Office Use Only: Entered into SISK12
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It is the policy of the Winfield R-IV School District that students will use technology to access electronic networks, which include e-mail. Students will not use the device in a manner that will lead to a disruption of the educational setting. Students are accepted to use all technology devices in a responsible, legal and ethical manner. Failure to do so will result in the termination of e-mail privileges for the user.

Users of the student e-mail system are responsible for keeping their account information private. E-mail accounts will be under the supervision of the school staff and the technology department. Creation of this account gives the student access to Google Apps for Education which allows for collaboration between students while working on projects. Use of the e-mail for any illegal or commercial activities is prohibited.

- A responsible e-mail user will:
 - Use appropriate language.
 - Be polite.
 - Send information that other users will not find offensive.
 - Never reveal personal information about any user such as address, telephone number, credit card numbers, social security number, etc.

- A responsible e-mail user must be aware that:
 - Use of the e-mail is a privilege, not a right.
 - E-mail is permitted between other students and staff of the District.
 - E-mail is not private and can be viewed by administration at any time.
 - All e-mail messages will be archived for minimum of 1 year for review by administration.
 - Creation of this account gives the student access to Google Apps for Education.
 - Violation of this policy will result in the possible loss of e-mail privileges and/or disciplinary action.
 - Persons issued an account are responsible for its use at all times.

Acceptable Use Policy for Student E-mail

Please sign and return the form below to the appropriate office.

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I have read and understand the Student E-mail Acceptable Use Policy for Winfield R-IV School District. I understand that use of the e-mail in school is a privilege, not a right.

By signing below, I give my child permission to gain access to an e-mail account for school use.

Parent/Guardian Signature: _____ Date: _____

STUDENTS MUST SIGN THE STATEMENT BELOW REGARDING E-MAIL USE:

I understand and agree to adhere to the behaviors outlined in the Winfield R-IV School District student e-mail Acceptable Use Policy. I understand that any violation of this policy may result in the loss of e-mail privileges, disciplinary action, or prosecution under federal or state law.

Student Signature: _____ Date: _____

Student Name: _____ Grade: _____