

Parsippany-Troy Hills Township School District Parsippany, NJ 07054
PTHSD Student e-mail Account Agreement – August 2010

(for students in grades 6-12 who have not previously signed the district e-mail agreement)

The Parsippany-Troy Hills School District provides e-mail accounts for all students in grades 6-12 through Google Apps for education. These accounts will be used at school for school related projects but may be used outside of school for personal e-mail by students with their parent's permission. The mastery of effective and proper e-mail communications is expected of PTHSD students. E-mail etiquette is embedded in the *New Jersey Core Curriculum Content Standards for Technology* such as standard: 8;1;12;!;3: "Participate in online courses, learning communities, social networks, or virtual worlds and recognize them as resources for lifelong learning;"

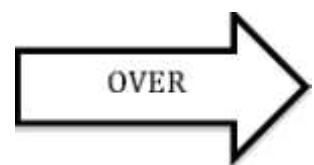
Consequently PTHSD students will be expected to utilize their Google/PTHSD e-mail for district communication including, but not limited to, *Moodle*, *Turn-It-In*, and *Naviance*. Students should not expect PTHSD staff to receive or respond to a non-PTHSD e-mail. Students must follow all Rules & Responsibilities set forth in the district PTHSD Computer Acceptable Use Policy -April 2009 (available from the PTHSD-BOE), Policy #2361. The PTHSD reserves the right to review and update these policies and practices as the need arises.

No student will be assigned an e-mail account without parental or guardian approval. The e-mail naming convention will be usernameYOG(Year of Graduation)@pthsd.net; such as the following for Johnny Jones in the class of 2015: *jjones15@pthsd.net*

Please fill out and return the permission slip on the back to your child's homeroom teacher.

Parsippany Troy-Hills School District Student E-mail Acceptable Use Guidelines Philosophy

The PTHSD encourages the use of student e-mail as an effective and efficient way to improve communication between students, faculty members, and administrative staff. The primary purpose of student e-mail is to support teaching and learning. This *pthsd.net* e-mail account is housed on a Google mail server, giving student access to Google Docs (word processor, spreadsheet, and presentation software).



1. **Official E-mail Address** All students in grades 6-12 will be assigned a *pthsd.net* student e-mail account. This account will be considered the student's official PTHSD e-mail address until such time as the student is no longer enrolled in the PTHSD. In using these e-mail accounts, students must follow all Rules & Responsibilities set forth in the PTHSD Computer Acceptable Use Policy -April 2009.

2. Prohibited Conduct

In addition to any prohibitions set forth in PTHSD Computer Acceptable Use Policy -April 2009, student e-mail may not be used in the following ways:

- Unlawful activities
- Commercial purposes
- Personal financial gain
- False identity in e-mail communications
- Misrepresentation of PTHSD
- Interference with PTHSD 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 e-mail is considered a privilege accorded at the discretion of PTHSD. The District maintains the right to immediately withdraw the access and use of student e-mail when there is reason to believe that a student has engaged in any of the prohibited conduct set forth above or has otherwise violated the law or the Rules & Responsibilities set forth in the PTHSD Computer Acceptable Use Policy -April 2009. In such cases, the alleged violation will be referred to the Building Principal for further investigation and adjudication.

4. Privacy

Users of student e-mail are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the pthsd.net Google Mail system, including current and archival files of user accounts.

Parent/guardian:

_____ I give permission for my child to be assigned a *pthsd.net* e-mail account.

PLEASE PRINT

Student name: _____ Homeroom: _____

Student ID _____ Student School _____

Parent signature: _____

Student : I agree to adhere to the guidelines stated above for use of my pthsd.net e-mail account.
Student signature: _____

If you have any questions or concerns, please feel free to e-mail Barry Haines, Coordinating Supervisor of Educational Technology, at bhaines@pthsd.k12.nj.us. The complete Google Apps Education Edition Agreement and Privacy Policy may be found here: http://www.google.com/apps/intl/en/terms/education_terms.html