



## LEWISBURG AREA SCHOOL DISTRICT

### Agreement for Acceptable Use of the Student E-Mail System

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Dear LASD Parents:

Students in Lewisburg Area High School have an opportunity to be given access to a district-issued student email account. The email system the district will be using, Gaggle.net, is a filtered email system specifically designed for school districts. The filtering in the system monitors offensive language, images, and other inappropriate content and allows for District Administration to be notified if the system is being used inappropriately. As we continue to work towards creating a 21<sup>st</sup> Century Learning Environment in our schools, student email is a valuable resource. The district is using several tools, including teacher WikiSpace accounts and Google Docs to promote collaboration among students and staff. Student email allows for students to use the features of these resources more efficiently and effectively.

**Please note that students will no longer have access at school to web-based email other than Gaggle after October 30<sup>th</sup>. While students will be able to still use other programs such as hotmail and gmail from home to email teachers, they will not be able to access those mail programs on school premises.**

With this educational opportunity also comes responsibility. It is important that you and your child read the administrative regulations and agreement form and discuss these requirements together. Inappropriate system use can result in the loss of the privilege to use this educational tool, as well as result in possible disciplinary or legal actions.

Please note that while the District is taking all necessary steps to prohibit inappropriate access to objectionable material, and does not condone inappropriate content, it is not possible for us to absolutely prevent such access.

Please return the attached agreement form indicating your permission or denial of permission for your child to participate in the District's student email system. If you have any questions, please feel free to contact your child's building principal or myself.

Sincerely,

Paula J. Reber  
Linntown Principal/District Technology Supervisor  
[reber\\_p@dragon.k12.pa.us](mailto:reber_p@dragon.k12.pa.us)  
570-522-3256



## **LEWISBURG AREA SCHOOL DISTRICT**

### **Agreement for Acceptable Use of the Student E-Mail System**

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You are being given access to the District's student email system. Through this system, you will be able to communicate with other LASD students and staff. With this educational opportunity comes responsibility. Inappropriate system use will result in the loss of the privilege to use this educational tool, and may result in disciplinary action being taken.

Please note that while the District will take responsible steps to prevent access to inappropriate material, and does not condone access to objectionable material, it is not possible for us to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

#### **Rules for Appropriate Use**

- You will be assigned an individual account. Do not share the password with others.
- The account is to be used for identified educational purposes only.
- You will be responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the agreement.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

#### **Inappropriate Uses**

- Using the system for any illegal purpose.
- Using another person's account.
- Posting personal information about yourself or others (such as street addresses and phone numbers).
- Downloading or using copyrighted information without the permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually-oriented, threatening, harassing, damaging to the another's reputation, or illegal.
- Wasting school resources through the improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.

#### **Consequences for Inappropriate Use**

- Suspension of access to the system
- Revocation of the student email account
- Other disciplinary, or legal action, in accordance with the Student Code of Conduct and applicable laws.

The student email agreement will be active from the time of signing through the student's enrollment in the Lewisburg Area School District unless the school is notified.



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**STUDENT**

**Name:** \_\_\_\_\_

I understand that my computer email is not private and that the District will monitor my email activity on the computer system.

I have read the District's Agreement for Acceptable Use of the Student E-mail System and agree to abide by all of its provisions. I understand that violation of these provisions may result in suspension or revocation of my student email access as well as possible disciplinary action.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**PARENT OR GUARDIAN**

I have read the District's Agreement for Acceptable Use of the Student E-mail System. In consideration for the privilege of my child using the District's student email system, and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damage of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

**Signature of Parent/Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_