



## Letter of Permission for Student Electronic Email Access

**Dear Parent/Guardian and Students:**

As we continue to expand our STEM program and 21 century learning, St Luke Catholic School, A Notre Dame ACE Academy is pleased to offer Google email access to students in grades 3 through 8. To gain access, a student under the age of 13 must obtain parental permission and must return this form, signed by a parent or guardian, to their school office. This form is intended to be informational as well as to seek your permission.

Access to a Google email account will enable students to communicate and collaborate with students and teachers. Additionally, we will be able to fully integrate our chromebooks with Google educational apps. While our intent is to make email available to further educational objectives, parents/guardians should know student email addresses will have restrictions on what can be received. St Luke uses very powerful filtering tools and makes every effort to block inappropriate content; however, technology is ever evolving. School email shall not be used for social or personal reasons. If a student receives any inappropriate emails, he/she must report this to an adult immediately. Therefore, it is important for students to accept responsibility for their behavior. We believe that the benefits to students from email access outweigh any disadvantages.

Students will be trained at the school about proper email etiquette as well as online and email safety. Your student's email account will allow them to become fully engaged in our school learning community.

### **Student Info. (please print)**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Grade Level \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

**Student Agreement:** I agree to comply with school rules and the St. Luke Acceptable Use Policy. I realize that if I don't comply with the rules and guidelines, my account may be terminated, restricted, or suspended.

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

**Parent/Guardian Agreement:** I have read this letter of permission and

\_\_\_\_\_ I agree to give my child access to electronic mail at St. Luke

\_\_\_\_\_ I do NOT agree to give my child access to electronic mail at St. Luke.

Parent/Guardian

Signature: \_\_\_\_\_ Date: \_\_\_\_\_