To all Parents and Guardians:

Medford Public School District has the ability to create accounts for all students to collaborate using our custom implementation of Google Apps for Education. These accounts will be used for school related projects. The rules governing proper electronic communication by students are included in the Technology Acceptable Use Policy. Once accounts are assigned, the students gain access to the wealth of collaborative tools available through Google Apps.

The account allows you student access to Google Docs (word processor, spreadsheet, and presentation software), email, calendar, website authoring tools, plus additional services. This will allow your student to collaborate with teachers and other students as well as share information with family, friends and other internet users.

**Official Email Address:** Students will be assigned a student email account.

**Conduct:** Students are responsible for good behavior just as they are in a traditional school building. It is illegal to use obscene, profane, threatening, or disrespectful language. Communication with others should always be course related. Students shouldn’t access any account other than their own, share account information, or attempt to bypass any restrictions or security measures. Students should notify the teacher of anything inappropriate or anything that makes them uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times.

**Access Restriction:** Access to and use of Google Apps for Education is a privilege accorded at the discretion of Medford Public Schools. The District maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or District School Committee policies have occurred. In such cases, the alleged violation will be referred for further investigation and application of necessary consequences as indicated in the Student Handbook.

**Security:** Medford Public School District does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place, the school cannot assure that users will not be exposed to non-education material.

**Privacy:** Medford Public School District reserves the right to access and review content in the Google Apps for Education system at any time. All emails are recorded and archived in our system. The District School Committee policies comply with all state and federal privacy laws.
Student Name:_____________________________________________ Year of Graduation____________

____ I agree to adhere to the guidelines stated above for use of my Google Apps account.

Student Signature:___________________________________________________ Date:______________

Parent/Guardian Sponsor

1. I have discussed with my student his/her responsibilities regarding the use of Medford Public Schools District Google Apps account.
2. My student understands and agrees to follow the guidelines stated above for the use of Google Apps accounts.
3. I understand that any violation by my student of the guidelines may result in the suspension or revocation of his/her Google Apps account, school disciplinary action and, if warranted, referral to law enforcement authorities.
4. I will not hold Medford Public School District liable or responsible for any materials my student accesses, acquires or transmits via the Medford Public Schools Google Apps account.

____ I give permission for my student to be assigned a Google Apps account.

Signature of Parent/Guardian:_________________________________________ Date:______________