

Curriculum, Instruction, Professional Development, Assessment, and Accountability

“Children come first, Los niños son primero”



Office 365.com Network and Email Account Permission Slip for Trenton Public School Students

PURPOSE: Our students are working toward mastery New Jersey Technology Core Curriculum Content Standards. One tool students will be using in order to meet the standards is Microsoft Office 365.com. Office 365 will empower students with district email, online Office tools and online storage. The Trenton Public School District, with parental permission, will create e-mail accounts for each student to allow and encourage collaborative sharing and use of the various Office 365 tools. These accounts will be used in school for school related projects. We will provide our students with opportunities to collaborate, develop research skills, increase thinking and problem solving skills, become ethical on-line citizens, as well as learn to use the tools needed to accomplish tasks in the modern technological world. We also encourage parental involvement in how students use these technological tools.

OFFICIAL E-MAIL ADDRESS: All students, with parental permission, in grades 4 -12 will be assigned a Trenton.k12.nj.us student e-mail account. This account will be considered the student's official Trenton Public School e-mail address until such time as the student is no longer enrolled in the district. It is important for parents to know that it is possible for students to use this account outside of school for personal e-mail, this is not encouraged by the District, nor will it be permitted in school. The e-mail convention will be student district identification number@trenton.k12.nj.us. Example 123456@trenton.k12.nj.us

ACCESS: Access to and use of student e-mail is considered a privilege accorded at the discretion of Trenton Public Schools. The District maintains the right to immediately withdraw the access and use of student e-mail when there is reason to believe that violations of law or district policies have occurred. In such cases, the alleged violation will be referred to the building principal for further investigation and adjudication.

PROHIBITED CONDUCT:

- Student e-mail may not be used in the following ways:
- Copyright infringement
- Degrading or disrupting equipment or system performance

- Vandalizing another's data or information
- Wasteful using system resources
- Using an unauthorized account
- Posting personal communications without the author's consent
- Posting anonymous messages
- Placing unlawful information on the system
- Using abusive, or objectionable language in either public or private messages
- Sending chain letters, broadcast messages, or other types of use
- Using the network to access a file that contains pornographic, racial, sexist, or contains other objectionable material
- Creating a computer virus and placing it on the network

PRIVACY: The general right of privacy will be extended to the extent possible in the electronic environment. Trenton Public Schools and all electronic users should treat electronically stored information in individuals' files as confidential and private. There is an acknowledged trade-off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources. In the normal course of system administration, system administrators may have to examine activities, files, and electronic mail to gather sufficient information to diagnose and correct problems with system software or hardware. 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 Office 365.com system, including the archived files of user accounts when there is reasonable suspicion that unacceptable use has occurred. These guidelines are available on the Trenton Board Education website at www.trenton.k12.nj.us

Please return this form to your teacher.

PARENT/GUARDIAN:

_____ I give permission for my child to be assigned a Trenton Public Schools District Office365 network/ e-mail account.

_____ Please do not assign my child a Trenton Public Schools District Office365 network/ e-mail account e-mail account.

Last Name _____ First Name _____

School _____ Student ID# _____ Grade _____

Parent's Signature: _____

Student Signature _____