

## Student Email Permission Form

Stimulating Minds through Entrepreneurship & Leadership (SMEL) has created email accounts for all students to allow for collaborative sharing using Google Apps for Nonprofit. These accounts will be used at school or cornerstone for program related projects but may be used outside of school or cornerstone for personal email by students with their parents' permission. The goal is to allow access to the wealth of collaborative tools available to students once these accounts are assigned.

No student will be assigned an email account without parental or guardian approval. The email naming convention will be [jdoe@smelny.org](mailto:jdoe@smelny.org).

As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience. Therefore, not only are we asking your permission to provide an email account to your child, but we would like to share the password so that you may participate in how your child uses this technological tool. Once the permission slip is returned, we will send a letter with the password and instructions on how to access the account. Please fill out and return the permission slip to SMEL Program Director or email [programs@smelny.org](mailto:programs@smelny.org)

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### Philosophy

Stimulating Minds through Entrepreneurship & Leadership encourages the use of student email as an effective and efficient way to improve communication between students and program staff. The primary purpose of student email is to support teaching and learning.

This student [smelny.org](http://smelny.org) email account is housed on a Google mail server, thereby giving student access to Google Docs (word processor, spreadsheet, and presentation software) and also allowing program staff and students to share information housed in these file areas with others.

#### 1. Official Email Address

All participants in SMEL programs will be assigned an email account. This account will be considered the student's official email address until such time as the student is no longer enrolled in the Stimulating Minds through Entrepreneurship & Leadership programs.

#### 2. Prohibited Conduct

Student email may not be used in the following ways:

- Unlawful activities
- Commercial purposes
- Personal financial gain
- False identity in email communications
- Misrepresentation of SMEL
- Interference with SMEL technology operations through
  - a. electronic chain letters
  - b. unsolicited electronic communications
  - c. disruption of electronic communication

### 3. Access Restriction

Access to and use of student email is considered a privilege accorded at the discretion of SMEL. SMEL maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or SMEL policies have occurred. In such cases, the alleged violation will be referred to the Program Director and Principal for further investigation and adjudication.

### 4. Security

Stimulating Minds through Entrepreneurship & Leadership cannot and does not guarantee the security of electronic files located on the Google Mail system. Although Google does have a powerful content filter in place, SMEL cannot assure that users will not be exposed to unsolicited information.

### 5. Privacy

The general right of privacy will be extended to the extent possible in the electronic environment. Stimulating Minds through Entrepreneurship & Leadership 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 email are strictly prohibited from accessing files and information other than their own. SMEL reserves the right to access student's Google Mail system, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

#### Parent/guardian:

\_\_\_\_\_ I give permission for my child to be assigned an email account.

\_\_\_\_\_ I do not give permission for my child to be assigned an email account.

Student name: \_\_\_\_\_ Identification #: \_\_\_\_\_

Parent signature: \_\_\_\_\_

#### Student:

I agree to adhere to the guidelines stated above for use of my Google App. Account. I also recognize that my parents/guardians have the right to login to my account at any time.

Student signature: \_\_\_\_\_

If you have any questions or concerns, please feel free to call 718-571-9017.