

# ANDES CENTRAL SCHOOL

85 Delaware Avenue  
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Andes, New York 13731

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Building Administrator  
Jackie Frederick

Superintendent  
Robert L. Chakar, Jr., Ed.D.

Treasurer  
Janice Stevens

Dear Parent(s) & Guardian(s):

Andes Central School District has created e-mail accounts for all students in grades 7-12 to allow for collaborative sharing using Google Apps for Education. These accounts will be used at school for school related projects but may be used outside of school for personal e-mail by students with their parents' permission.

No student will be assigned an e-mail account without parental or guardian approval. The e-mail naming convention will be first initial-last name-year of graduation @andescentralschool.org such as the following for Andy Smart in the class of 2015: asmart15@andescentralschool.org

In addition, the "real" name that has been entered for the student in the system will follow a similar naming convention—no first names will be used or appear in "from" area of any sent e-mail.

Please fill out and return the permission slip included to the main office.

## **Andes Central School District Student E-mail Acceptable Use Guidelines**

The Andes Central School District encourages the use of student e-mail as an effective and efficient way to improve communication between students, faculty members and administrative staff. The primary purpose of student e-mail is to support teaching and learning.

This andescentralschool.org e-mail account is housed on a Google mail server, thereby giving student access to Google Docs (word processor, spreadsheet, and presentation software) and also allowing teachers and students to share information housed in these file areas with others.

1. **Official E-mail Address** All students in grades 7-12 will be assigned an andescentralschool.org student e-mail account. This account will be considered the student's official Andes CSD e-mail address until such time as the student is no longer enrolled in the Andes district.
2. **Prohibited Conduct** Student e-mail may not be used in the following ways:
  - Unlawful activities
  - Commercial purposes
  - Personal financial gain
  - False identity in e-mail communications
  - Misrepresentation of the Andes Central School District
  - Interference with Andes CSD technology operations through
    1. Electronic chain letters
    2. Unsolicited electronic communications
    3. Disruption of electronic communications

3. **Access Restriction** Access to and use of student e-mail is considered a privilege accorded at the discretion of Andes Central School District. 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 District Superintendent for further investigation and adjudication.
4. **Security** Andes CSD 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, the District 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. Andes CSD 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 unless given permission by the owner of the file or information. The District reserves the right to access the andescentralschool.org Google Mail system, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

These guidelines will be available on the Andes CSD Web site at <http://www.andescentralschool.org>

If you have any questions or concerns, please feel free to call Jackie Frederick, at (845) 676-3166 or e-mail her at [jfrederick@andescentralschool.org](mailto:jfrederick@andescentralschool.org)

Respectfully,

Jackie Frederick  
District Data Coordinator

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**Parent/Guardian**

\_\_\_ I give permission for my child to be assigned an andescentralschool.org e-mail account.

Student name: \_\_\_\_\_

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

**Student**

I agree to adhere to the guidelines stated above for use of my andescentralschool.org e-mail account.

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