

Sign-In Service Office 365 Permission Form Spartanburg School District Four

Spartanburg School District Four has the ability to create accounts for all students to allow for collaborative sharing using Office 365. These accounts must be used **for school-related projects only**. The rules governing proper electronic communications by students are included in the Acceptable and Ethical Use of Technology Resources Policy. Once accounts are assigned, students gain access to the wealth of collaborative tools available through Office 365. This account is housed on Microsoft servers, thereby giving users access to Office 365 Web apps (Word, Excel, PowerPoint, and OneNote), instant messaging, email, calendar, and possibly website authoring tools. This will allow users to collaborate and share information with teachers and other students.

Users will be assigned a **spartanburg4.org user email account**. This account will be considered the user's official District email address until such time as the user is no longer enrolled in the District. A naming convention has been established with priorities to avoid duplication. **All student users must have parental approval for an account.**

Use of obscene, profane, threatening, or disrespectful language is prohibited and is a violation of school and district discipline and conduct policy. Such violations may result in referral to law enforcement and prosecution, suspension, change of placement, or other appropriate school discipline for students. Communication with others should always be school/subject/course related. Users should never say anything via email that they wouldn't say in a face-to-face conversation, wouldn't mind seeing on the school bulletin board or in the local newspaper. Users should notify teachers and/or administrators of any inappropriate use or email that is inappropriate. **Cyber bullying will not be tolerated**, and individual privacy should be respected at all times.

Access to Office 365 for Education is considered **a privilege, not a right** and is afforded at the discretion of the District which reserves the right to immediately terminate the account when there is reason to believe that violations of District Policies have occurred. In such cases, the alleged violation will be investigated by administrators and/or law enforcement and additional penalties will be enforced in accordance with district policy including prosecution, suspension, change of placement, expulsion, suspension or other school discipline.

The District cannot and does not guarantee the security of electronic files located on the Microsoft Office 365 systems. Although Office 365 does have a powerful content filters in place, the District cannot assure that users will not be exposed to non-educational material.

The District reserves the right at any time to access and review content of the computer including but not limited to the content in Office 365 systems such as OneDrive, chat sessions via Lync, school provided email, and documents posted to the districts internal sites while simultaneously complying with all state and federal privacy laws.

As with any educational endeavor, a strong partnership with families is essential to a successful experience. All student users are required to have a parent or guardian approval before an account may be established. The following information must be completed for permission to provide the Office 365 account and may be revoked through written request to the school principal.

Student Name: _____ **School:** _____
(Please print) Last Name First Name MI
Grade: _____ **Date of Birth:** _____ **Date Submitted:** _____

Parent Signature: _____