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This course will utilize online collaborative tools that require a Gmail account. This e-mail (referred to as Gmail) sent between students and the teacher will be class related *and in no way personal*. The teacher will abide by all school and district rules for communication with students. To ensure that all correspondence is legitimate and professional, students must provide the teacher with their password. Passwords will be available to school and district administration as well. Parents/guardians may contact the teacher at any time to request their student's password.

Teachers may have students turn in work via their Gmail account and receive feedback and grades via the account. Assignment dates, school information, and information directly related to this course may also be shared via Google Apps. Parents/guardians are encouraged to view student/teacher Gmail. Should you need to contact me, my e-mail address is switzerr@spart6.org.

Students, by signing below you agree to the following:

1. You will use your school Gmail account for class work only.
2. You will not use your Gmail account to communicate with anyone, including your teacher, about anything not pertaining to the curriculum of the course, class assignments and course related material. Your Gmail account is for class work only.
3. You understand that in addition to your teacher, your parents/guardians, the principal and the district's Director of Instructional Technology all have the right to access your password and can check our Gmail at any time. You may use your account to collaborate with students in class on projects and some assignments, as well as share files (following copyright law) from home or school.
4. You must memorize your password and provide that password to your teacher (see below) and your parents/guardians. If you need to change your password, you must provide the new password to your teacher.
5. If you do not abide by school and class rules regarding appropriate use of technology when using this Gmail account, the account will be suspended. This includes changing your password and not allowing access to school staff and parents/guardians.
6. You will not share your password with other students.
7. Your teacher has the right to check your account and read/delete any Gmail or Google Apps in/by your account.
8. All other Google Apps associated with your Gmail account must be marked private, not contain anything deemed school inappropriate, and may be viewed by parents/guardians and/or school employees.

Student Name _____ Class Block _____

Student Signature _____ Date _____

Parent Signature _____ Date _____