



# Google Apps

## Student Google Apps Permission Form IKM-Manning Community Schools

IKM-Manning Community Schools has the ability to create accounts for all students to allow for collaborative sharing using Google Apps for Education. These accounts will be used for school related projects. However, no student will be assigned an account without parent or guardian approval. The rules governing proper electronic communications by students are included in the Technology Acceptable Use Policy that is part of the Student Code of Conduct. Once accounts are assigned, students gain access to the wealth of collaborative tools available through Google Apps.

This account is housed on Google servers, thereby giving your student access to Google Docs (word processor, spreadsheet, and presentation software), instant messaging, email, calendar, website authoring tools, plus additional services. This will allow your student to collaborate with teachers and other students as well as share information with family, friends, and other Internet users.

**Official Email Address** Students will be assigned a @ikm-manning.k12.ia.us student email account. This account will be considered the student's official IKM-Manning Schools email address until such time as the student is no longer enrolled or graduated in the district. The naming convention will be last name . and first name, ending with @ikm-manning.k12.ia.us. For example: John Doe could be doe.john@ikm-manning.k12.ia.us.

**Conduct** Students are responsible for good behavior just as they are in a traditional school building. It is illegal to use obscene, profane, threatening, or disrespectful language. Communication with others should always be course related. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times.

**Access Restriction** Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of IKM-Manning Community Schools. The District maintains the right to immediately withdraw the access and use of the account 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 Principal for further investigation and application of necessary consequences as indicated in the Student Code of Conduct.

**Security** IKM-Manning Community Schools cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place, the school cannot assure that users will be exposed to non-educational material.

**Privacy** The school reserves the right to access and review content in the Google Apps for Education system at any time. The school complies with all state and federal privacy laws.

As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience. Therefore, we are asking your permission to provide a Google Apps account to your child. Please fill out and leave with the teacher.

**Student Name** \_\_\_\_\_

**Parent/Guardian:**

\_\_\_\_ I give permission for my child to be assigned a Google Apps account.

**Parent Signature** \_\_\_\_\_

**Student**

I agree to adhere to the guidelines stated above for use of my Google Apps account.

**Student Signature** \_\_\_\_\_

English

## Home Language Survey

The state requires the district to collect a Home Language Survey for every new student. This information is used to count the students whose families speak a language other than English at home. It also helps to identify the students who need to be assessed for English language proficiency.

Please answer the questions below and return this survey to your child's school.

Student's Name: \_\_\_\_\_

1. Is a language other than English spoken in your home?

Yes \_\_\_\_\_ No \_\_\_\_\_

What language? \_\_\_\_\_

2. Does your child speak a language other than English?

Yes \_\_\_\_\_ No \_\_\_\_\_

What language? \_\_\_\_\_

If the answer to either question is yes, the law requires the school to assess your child's English language proficiency.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

**Please complete one form for each of your children.**

**IKM-MANNING COMMUNITY SCHOOL DISTRICT**

Student Name: \_\_\_\_\_

Two-Part Question for Students:

**Part A. Is this student Hispanic/Latino? (Choose only one)**

\_\_\_\_\_ No, not Hispanic/Latino

\_\_\_\_\_ Yes, Hispanic/Latino (A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.)

The above part of the question is about ethnicity, not race. No matter what you selected above, please continue to answer the following by marking one or more boxes to indicate what you consider your student's race to be.

**Part B. What is the student's race? (Choose one or more)**

\_\_\_\_\_ American Indian or Alaska Native (A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.)

\_\_\_\_\_ Asian (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)

\_\_\_\_\_ Black or African American (A person having origins in any of the black racial groups of Africa.)

\_\_\_\_\_ Native Hawaiian or Other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)

\_\_\_\_\_ White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)