



## STUDENT USE OF EMAIL ACCOUNTS AGREEMENT

### PURPOSE

In order to help our students operate in an increasingly digital world, Greenmeadows Intermediate provides every student with an email address to use during their time at our school ([example12345@greenmeadows.school.nz](mailto:example12345@greenmeadows.school.nz)). This enables them to make the most use of Google Apps for Education throughout the year. Outlined below are the expectations the school has of students in relation to the safe use of the Internet and management of their email account.

### GUIDELINES

Students will be taught the following:

- Safe and responsible use of the Internet.
- The risks of transmitting personal information on the Internet.
- How to recognize, avoid and report unsolicited or deceptive online communications such as online harassment and cyberbullying.
- An awareness of copyright laws on written materials, photographs, music and video.

### Conditions and Notification of Use Policy for Greenmeadows Email Accounts

- The Student Use of Email Agreement needs to be signed by both student and parent prior to them to be assigned and provided with access to their email account. [Refer Parent/Caregiver Permissions.](#)
- All student email accounts are the property of Greenmeadows Intermediate School. Email activities must comply with all school policies.
- Students will be removed from the school system at the end of each year and reset up if they return the following year.
- The primary purpose of the student email system is to enable students to access Google Apps for Education. Account usernames and passwords will be provided to parents so those parents can monitor the account and communicate with teachers. Use of the school's email system is a privilege.
- Use of the email system will align with the schools "Safe Use of the Internet" Agreement. Communication should at all times be appropriate and students are responsible for messages sent from their accounts. Students should not share their passwords with others.
- Accounts can be accessed from home or from school computers, as long as it does not disrupt the operation of the classroom or school.
- Students will report to their teacher or a responsible adult, any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviours. Students should not forward chain letters, jokes, or graphics files.
- Students will not identify their home telephone numbers, or home addresses in any email correspondence.
- As the [greenmeadows.school.nz](http://greenmeadows.school.nz) domain name belongs to the school, all email sent or received on our system is not confidential and belongs to the school. The school retains the right to access all correspondence at any time.
- When issues arise, the school will deal directly with the student, school administration and/or parents/guardians. Improper use of the system will result in discipline and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.