

OTTAWA-GLANDORF SCHOOLS

AUTHORIZATION FOR PARENT-SCHOOL DISTRICT E-MAIL COMMUNICATION

STUDENT DATA

School Year _____

Please check the building that the child(ren) listed below attend: _____ Titan T.I.K.E.S. Preschool
_____ Ottawa Elementary
_____ Glandorf Elementary
_____ Ottawa-Glandorf High School

Name of child(ren): _____ Grade Level: _____

TERMS

The Ottawa-Glandorf School District provides its administrators, teachers and school employees with access to electronic mail (*e-mail*) for educational purposes and District-related business. The District believes that access to e-mail and other technological resources provides the ability to gather and disseminate information, as well as to enhance home/school communication.

While e-mail may be the most effective way of communicating with your child's teacher, it should not be assumed that e-mail correspondence is entirely private and confidential. The District undertakes a number of measures to ensure the security and integrity of its technological resources. However, e-mail travels over the Internet where unauthorized individuals may be able to access an e-mail exchange between a parent and a teacher. Additionally, an e-mail message may be forwarded to the wrong person or e-mail address. Therefore, it may still be best for parents to utilize another method of communication when informing a teacher of particularly sensitive material or requesting a teacher to provide the same.

To protect the privacy of students, the District is requiring parents to verify their e-mail address. Any parent who wishes to communicate with their child's teacher via e-mail must authorize such communication by providing an e-mail address to be used by the teacher and agreeing to the terms below.

AUTHORIZATION

Subject to the understandings listed above, I wish to communicate with my child(ren)'s teacher(s) via e-mail. The following e-mail address is the address that I wish any e-mail correspondence relating to my child(ren), to be sent to:

e-Mail Address _____
Please print.

I authorize that a copy of this form may be given to all applicable administrators, teachers and school employees.

I understand that the administrator(s), teacher(s) or school employee(s) will not respond to inquiries I make from any other e-mail address. I agree that if the e-mail address I have provided changes for any reason, I will notify the school immediately.

Name of Parent or Guardian _____

Signature of Parent/Guardian _____ Date _____