

Student Email Request Form
Office of Seat Management
Okaloosa County School District

MIS 5249

To be completed by School

School _____ Teacher _____ Date: _____

The teacher listed above would like the students to use email in class this year. In order for this to be successful, your child will need an email account. Google is currently our preferred provider for free email. This class will also be using Google Documents.

Parents, please select from one of the following three options:

- ☐ 1) I will create a Google Mail and Google Documents account for my student.
Here is the email address _____ and password _____.
- ☐ 2) I would like for the teacher to create a Google Mail and Google Documents account for my child.
Please send me the username and password to the email account.
- ☐ 3) I do not want my child to have an email account at this time.

Why do we ask for the password? – That’s because this is meant to an educational account moderated by the teacher. In some cases, hand-held devices or computers will be set up to automatically send and receive email through this account, and the password will be necessary. If you are unwilling to share the password, then perhaps a second email account just for school work should be created. In many cases, email addresses may be shared among students to facilitate collaboration. The teacher will not share email passwords with other students, and you should instruct your student not to do so as well.

If at any time you feel this system is being used inappropriately, you can contact the teacher, the principal or Eric Mitchell at the School District office.

Student email is still subject to the Electronic Resources Rules of Acceptable Use for Students that your child signed as a part of the school registration. That document can be found at www.okaloosaschools.com – Click on Mobile Learning in the Quick Links area.

I understand that my child _____ (Insert child’s name)
will be using email as a part of this class unless I’ve selected option three above. I understand the Electronic Resources Rules of Acceptable Use for Students, and I understand that this account is subject to those rules. I also understand this account can (although it may not) be monitored regularly, and that there is no expectation of privacy in the use of this account.

Parent’s Printed Name

Parent’s Signature

Date