



Dear Parents/Guardians,

Urbandale Community School District provides district-issued email accounts to all of its students as part of a set of tools called Google Apps for Education. Up until now, these email accounts could only send/receive within the District (i.e., to other students and teachers). For those students in grades 9-12, we will be transitioning to fully functional email addresses, able to send and receive email from anyone. This change will happen over winter break.

Providing a district-issued email account to each student is part of our effort to foster a 21st century learning environment. Email is a valuable communication tool in today's world. We believe that learning how to use and maintain a professional email account is necessary for succeeding in college and in the workforce. By providing a district-issued email account to each student, we are not only opening the opportunity for our students to practice the appropriate use of professional email, we are giving them a tool with immediate use in their academic life. Some immediate uses of a district-issued email account include:

- Communicating with teachers (e.g. for questions, extra help, or homework)
- Communicating with other students (e.g. to coordinate group projects)
- Communicating with outside professionals (e.g. with a college professor or book author as part of a research project)
- Communicating with colleges (e.g. for college application or to request information)

For regulatory purposes, all student emails are archived and accessible by school administrators, and student email will be monitored for inappropriate use. Inappropriate system use can result in the loss of the privilege to use this educational tool, as well as possible disciplinary or legal actions.

If you do not feel comfortable with your child using an email account that can communicate outside the school district, we do offer the option to request a limited email account able to communicate only within the school district. Students with a limited district email account won't be able to communicate with colleges nor with outside professionals. If you would like to request that your child's email account be restricted, fill out the "Request for Restricted Email Account" form that is attached.

If you have any questions, please feel free to contact me.

Sincerely,

Dr. Brian Coppess, Principal

Urbandale High School
Request for a Restricted Student Email Account

Student Name: _____

Student ID: _____

Name of Parent/Guardian: _____

Relation to Student: _____

As the parent or guardian of the student identified above, I am requesting that the email account identified above be restricted to prevent email from being sent to or received from accounts outside Urbandale Community School District.

Signature of Parent/Guardian

Date

Please sign and return to the Guidance Office.