

**AUTHORIZATION FOR PARENT-TEACHER E-MAIL COMMUNICATION (OPTIONAL)**

Dear Parent(s):

The School District provides its teachers with access to electronic 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 an efficient way of communicating, 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. When e-mail travels over the Internet, 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, such as face-to-face meetings or telephone calls, when informing a teacher of particularly sensitive material or requesting a teacher to provide the same.

To protect the privacy of students, the District requires all teachers to abide by an *Acceptable Use* policy that governs use of the District's technological resources, including e-mail correspondence. Therefore, 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.

**Subject to these understandings, I wish to communicate with my child's teacher 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: \_\_\_\_\_  
(PRINT CLEARLY)

**I understand that the teacher may 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 teacher immediately and complete another Authorization for Parent-Teacher e-mail communication.**

**The parent, guardian or student 18 years of age or older executing this Agreement, acknowledges that the District is not responsible if third parties access electronic communications after any such information has been sent by the District using the e-mail address stated herein. The parent, guardian or student 18 years of age or older agrees to indemnify, defend and hold harmless from and against any claims, actions, demands and judgments against the District resulting from communicating through e-mail involving the children listed below and as authorized herein.**

Name of Parent, Guardian or Student (18 years of age or older): \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Child(ren): \_\_\_\_\_

Building(s): \_\_\_\_\_

Grade(s): \_\_\_\_\_