

# LEIPSIC LOCAL SCHOOL DISTRICT

232 Oak Street  
Leipsic, Ohio 45856  
Phone: 419-943-2165  
Fax: 419-943-4331  
[www.lp.noacsc.org](http://www.lp.noacsc.org)

Board of Education:

Tim Nadler      John Schortgen      Nancey Schortgen  
Brad Schroeder      Sam Walther      David Miller, Treasurer

Greg Williamson, Superintendent  
Larry Black, Middle/High School Principal  
Darren Henry, Elementary Principal

Dear Parents and Guardians:

Leipsic Local School District will now offer students Google Apps for Education. With a Google Apps for Education account your son/daughter will get 5GB of storage, access to suite of web based productivity applications, and a secure email address. Google Apps will allow your student anywhere, anytime access to documents, or projects they have created. Everything is accessed using a simple web browser like Firefox, or Internet Explorer. The email address will allow students to communicate with their teachers, coaches, club leaders and fellow students here at Leipsic Local Schools.

If you would like your student to have all the features of the Google Apps software, please review the guidelines below. Once you have reviewed and signed, please have your student turn in the signature page to their teacher.

Guidelines for the responsible use of Google Apps for Education by students:

- 1. Official Email Address.** All students will be assigned a [username@students.lp.noacsc.org](mailto:username@students.lp.noacsc.org) email account. This account will be considered the student's official LLSD email address until such time as the student is no longer enrolled with the Leipsic Local Schools.
- 2. Prohibited Conduct.** Please refer to the Junior High & High School Handbook and the Student Acceptable Use Policy. <http://lp.noacsc.org/pspolicies.php>
- 3. Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of the Leipsic Local School District. The District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.
- 4. Security.** Leipsic Local School District cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.
- 5. Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment. Leipsic Local School District and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the [username@students.lp.noacsc.org](mailto:username@students.lp.noacsc.org) account, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

**Failure to follow the guidelines as outlined above may result in termination of the student email address and/or administrative discipline.**

If you or your student has any questions regarding Google Apps for Education please feel free to call or email me.

Thank You,

**Sharon Siebeneck**  
Technology Administrator  
Leipsic Local Schools  
232 Oak Street Leipsic, OH 45856  
P. 419.943.2165  
F. 419.943.4331

# PLEASE COMPLETE AND RETURN THIS PAGE

## LEIPSIC LOCAL SCHOOL DISTRICT STUDENT EMAIL AGREEMENT

I have read and reviewed the attached letter and highlighted areas of the computer user form and would like my son/daughter to have email.

Parent's/Guardian's Name (PRINT):

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Parent/Guardian Signature:

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Date:

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Student Name (PRINT):

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Student Signature:

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Date:

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HomeRoom Teacher:

Grade Level

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