



**ONLINE ACCOUNTS AGREEMENT**  
**2017-18 SCHOOL YEAR**  
1<sup>st</sup> – 12<sup>th</sup> Grade Only

Explore Knowledge Academy (EKA) will create accounts for all students to allow for learning, assessment, and collaborative sharing using a variety of online accounts, including Google Apps for Education. These accounts will be used for school related projects. The rules governing proper electronic communications by students are included in the Technology Acceptable Use Agreement. Once accounts are assigned, students gain access to the wealth of collaborative tools available through Google Apps and other online programs. No student under the age of 13 will be assigned an online account without parent or guardian approval.

The tools provided online are available to students at school and at home; some tools may be used offline. These tools help students keep organized, prevent lost homework, and allow students to work individually or collaboratively on school assignments. When using Google Apps, students work in a safe environment because people in the outside world cannot participate in the assignment unless invited.

**Official Email Address:** Students will be assigned an ekacademy.org student email address. This address will be the student's EKA email address until such time as the student is no longer enrolled at EKA. The naming convention will include the student's first name and up to the first three letters of the student's last name. Students will only be able to send email to and receive email from ekacademy.org email addresses and other school approved email addresses.

**Conduct:** Students are responsible for good behavior online just as they are in a traditional school building. It is illegal to use obscene, profane, threatening, or disrespectful language. Communication with others should always be course related. Students should notify the advisor of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times.

**Access Restriction:** Access to and use of online accounts is considered a privilege accorded at the discretion of EKA. Online content should not be created unless assigned by an advisor or after specific permission by a school employee. EKA maintains the right to immediately withdraw the access and use of an account when there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to a school administrator for further investigation and application of necessary consequences as indicated in the Acceptable Use Policy.

**Security:** EKA cannot and does not guarantee the security of electronic files located on online systems. Although many online accounts have powerful content filters in place, EKA cannot assure that users will not be exposed to non-educational material.

**Privacy:** EKA reserves the right to monitor, access, and review content in EKA created online accounts at any time. EKA complies with all state and federal privacy laws. Additionally, parents or guardians may access and review their child's online accounts at any time by request.

Please fill out and return EKA tech agreements form to your child's school.