

## **Sample Parent Letter**

Dear Parents:

Your student has [requested][been selected] to participate in the district's electronic communications program and needs your permission to do so. Your student will be able to communicate with other schools, colleges, organizations, and individuals around the world through the Internet and other electronic information systems/network.

The Internet is a system which links networks creating a large and diverse communications network. Internet access allows your student the opportunity to reach out to many other people to share information, learn concepts and research subjects by the sending and receiving of messages using a computer.

With this educational opportunity also comes responsibility. It is important that you and your student are aware of district policy and administrative regulations and discuss these requirements together. This information can be viewed on the District's website at [www.lebanon.k12.or.us](http://www.lebanon.k12.or.us). District Policy IIBGA-AR is available in print by request. Inappropriate system use will result in discipline up to and including expulsion from school, suspension or revocation of your student's access to the district's system and/or referral to law enforcement officials.

Although the district is committed to practices that ensure the safety and welfare of system users, including the use of technology protection measures such as Internet filtering, please be aware that there may still be material or communications on the Internet that district staff, parents, and students may find objectionable. While the district neither encourages nor condones access to such material, it is not for us to eliminate that access completely.

Attached to this letter is the following important document:

An agreement for your student to read and sign stating his/her agreement to follow the district's Electronic Communications System policy and administrative regulation. This agreement requires your signature. It must be signed and renewed each year and will be kept on file at the school.

Please review these materials carefully with your student and return the attached agreement form to the [school office] indicating you permission or denial of permission for your student to participate in the district's electronic communications system.

Sincerely,

Building Administrator