

DIGITAL COMMUNICATIONS AGREEMENT

At SAMi, we encourage regular two-way communication between students and teachers, as well as between teachers and parents. Throughout each course, your student will be using many technology tools including Microsoft O365, Word, Excel, PowerPoint, OneNote, Sway, and Outlook. Students are expected to use their TPS provided O365 account for school work. Students will be asked to turn in work digitally at times via OneNote/O365. The OneNote/O365 software has integrated interactive component, for example: students will be able to edit and submit work on OneNote, and teachers are able to provide rubric feedback.

At times, class wide emails will be sent out to student emails using our HAC system. These emails typically include information about changes in class location or assignment reminders. Individual emails may also be sent to students for academic purposes. Additionally, professional TPS teacher emails are shared with students for the purpose of asking questions on assignments, clarifying instructions, and receiving academic help. Should you wish to be included on all teacher-student email communication, please contact the teacher to be added to the class email contact list.

If you have any questions or concerns about these practices, please feel free to contact the school Co-Directors.

I have read and understand all of the information above. I give SAMI teachers permission to communicate with my student via email and using O365 tools as described above

(Parent/Guardian Signature)

(Date)

(Student Signature)

(Date)