



**BOARD OF EDUCATION
DEAL SCHOOL DISTRICT
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Google Email Accounts and Web-based Apps

Dear Parents:

As we continue using technology to expand learning opportunities for students, the Deal School District is proud to partner with Google Apps for Education (<http://www.google.com/apps/intl/en/edu/k12.html>). Google Apps for Education is used by thousands of schools and universities worldwide to make collaboration tools available for students, which include email. Google Apps collaboration tools will make it possible for students to work together virtually on documents, presentations, and projects via the web. Google Apps provide an online storage space for files, eliminating most needs for flash drives between home and school. Email accounts are required by many web-based educational tools, and also allow students and teachers to communicate and collaborate in a safe and structured manner with their class. Web-based learning tools provide free access to storytelling, concept mapping, video editing, visual presentation tools and video conferencing software.

Student Google Apps Accounts

To comply with online safety laws protecting children 13 and under, the District will provide accounts to students in grades K-8. District staff has carefully considered students' online safety in setting up the procedures and rules for student accounts.

Acceptable Use

Before students receive accounts, Mrs. Cutler will teach students how to access their account, who can see email messages, and how accounts may be used in compliance with our Acceptable Use Policy. Parents are also encouraged to talk with their child about online manners and safety. Throughout the year, your child may have assignments that are completed using tools like Google Docs and Google Sites and will receive instruction from teachers about the Google tool at that time.

Students should consider their school email as an extension of the classroom, subject to the same rules of respect and courtesy that we expect in school.

As you talk to your child about the acceptable use of email, you might use an analogy of adults' work and personal emails. Most employers ask that work email only be used for work, and employers have access to view and limit the use of email to make sure it is used appropriately. The same will be true of school email accounts. All school emails are archived and retrievable for three years. Students in K-3 grade levels will have

email accounts but will most likely not utilize them. They are necessary for access to various software platforms that will be used throughout your child's instruction.

Restrictions for Student Google Apps accounts

All student Google App accounts will begin with each student's 2-digit graduation year, full last name and first letter of their first name followed by @dealschool.org (e.g. 14smithj@dealschool.org). Students can only send and receive emails from other Deal teachers and students or approved domains (e.g. .gov, .edu and other district-approved educational sites). We are taking this precaution to protect students from SPAM and from receiving emails from strangers.

Use of Google Apps on Student Personal Cell Phones

There may be times in which students will be asked to download educational apps for use on their personal cell phone device. This will be done through the use of the Deal School wifi network as to not impede on personal data usage from cell phone plans. All use of students' personal devices for school purposes will fall under the Deal School Acceptable Use Policy and students are subject to disciplinary actions for misuse based on these guidelines.

Filtering of emails

School email accounts must comply with the Federal Children's Internet Protection Act (CIPA). Student email addresses will have restrictions on what can be received. Deal School uses very powerful filtering tools and makes every effort to block inappropriate content; however, technology is ever-evolving. If a student receives any inappropriate emails, they should be reported to an adult and forwarded to kcutler@dealschool.org.

Please talk to your kids about online manners (<http://www.ftc.gov/bcp/edu/microsites/livinglifeonline/>)

- Politeness counts. We teach our kids to be polite offline; talk to them about being courteous online as well. Texting may seem fast and impersonal, yet courtesies like "pls" and "ty" (for please and thank you) are common text terms.
- Tone it down. Using all caps, long rows of exclamation points, or large bolded fonts is the online equivalent of yelling. Most people don't appreciate a rant.
- Cc: and Reply all: with care. Suggest that your kids resist the temptation to send a message to everyone on their contact list.
- Avoid chain letters. Most chain letters or emails are nuisances at best, and scams at worst. Many carry viruses or spyware. Ask your kids not to open or forward them.

Thank you for your support as we work to leverage collaboration tools for 21st century teaching and learning.

Please complete the online Google Form to consent to the use of Google Email and Apps for Education at Deal School.