



East Greenbush Central School District

ADMINISTRATION CENTER

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Lynne Pampel Ed.D.

Assistant Superintendent for Curriculum and Instruction

Google Applications and Email for Education

Dear Parents and Students:

The East Greenbush Central School District is excited to partner with Google Apps for Education. Google Apps for Education is used by thousands of schools and universities worldwide to make collaboration tools available for students, including email. Google Apps collaboration tools make it possible for students to work together virtually on documents, presentations and homework projects via the web. Google Apps provide an online storage space for files, eliminating most needs for flash drives between home and school, and also allowing students to electronically submit assignments. 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 and visual presentation tools.

Student Google Apps Accounts

District staff and the School Board have carefully considered students' online safety in establishing the procedures and rules for student accounts and have proceeded deliberately to ensure effective, safe use of these new tools. After successful implementations at the middle and high school levels, the district is now granting accounts to our third through fifth grade students.

Acceptable Use

Parents are 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, Google Classroom and Google Slides and will receive instruction from teachers about the Google tool they will use at that time.

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

As you talk to your child about the acceptable use of computers and 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 student accounts are archived, retrievable, and reviewed and are to be used for educational purposes only.

Students will be asked to sign an Acceptable Use Document and return it to school before using these services.

Restrictions for Student Google Apps accounts

All third through fifth grade students will only be able to Email students and teachers in their building and not communicate by Email outside of the building. Google App accounts will begin with each student's expected year of graduation, last name, first two letters of first name and the digit

1 followed by @egcsd.org (e.g., 16smith1@egcsd.org). We are taking this precaution to protect students from SPAM and from receiving emails from strangers.

Filtering of Emails

School Email accounts must comply with the Federal Children's Internet Protection Act (CIPA). Student Emails will be filtered, just as Internet access at school is filtered, to ensure student safety online. Every Email sent and received from a school Email account (whether from any home, school or public computer or mobile device) goes through software that scans for language and images.

Student Email addresses have restrictions on what can be received. Elementary students can only send and receive Email from students and adults here in the school district. East Greenbush uses very powerful filtering tools and makes every effort to block inappropriate content; however, technology is always evolving. If a student receives any inappropriate Emails, they should be reported to an adult.

Parents please talk to your children about online manners:

- Politeness Counts. We teach our children to be polite offline; talk to them about being courteous and polite online as well. Texting or emailing may seem fast and impersonal, yet simple courtesies like "pls" and "ty" (please and thank you) are common on-line terms and go a long way toward making text and email conversations more civil and polite.
- Tone It Down. Using all caps, long rows of exclamation points, or large bolded fonts is the online equivalent of yelling. People don't appreciate a rant.
- Use Reply All with care. Suggest that your children resist the temptation to send a message to everyone in their class list just because they can, or include more people than appropriate in their communications.
- Avoid Chain Letters. Most chain letters or emails are nuisances at best, and scams at worst. They may carry viruses or spyware. Ask your children not to open or forward them.

Please visit a District developed technology tutorial page, <https://sites.google.com/a/egcsd.org/egcsd-tech-tools-and-tutorials/>, for assistance with understanding age appropriate computer literacy skills.

Thank you for your support as we work to initiate more collaboration tools for 21st century teaching and learning into our schools to prepare today's young people for tomorrow's college and career paths.

Sincerely,



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