

Clinton Public School

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November 22, 2013

Dear Students and Families:

Beginning this school year, Clinton Public School has become a Google Apps for Education school. All students in grades 5-8 will have access to Google Apps through school issued accounts. We are excited about how these tools will impact student learning and the possibilities they will create both in and out of the classroom.

What is Google Apps for Education?

Google Apps for Education is a suite of tools for educators and students. While there are many applications included in Google Apps, some of the most widely used include:

Google Drive – “cloud” storage for files that is accessible via the Internet anywhere in the world using various devices;

Google Docs, Spreadsheets, and Presentations – applications similar to those found in the Microsoft Office suite that can be shared with other users for collaboration and assessment;

Google Calendar – online tool that can be used to create and share important due dates or events;

Google Sites – website design tool where multiple users may contribute to the site’s development;

Gmail – student email address that will be utilized within a closed setting (i.e. students may only email CPS staff and students)

Why are these tools important for students?

Google Apps will be an important instructional management tool that enhances student-to-teacher, teacher-to-student, and student-to-student communication and collaboration, and can enhance the instruction process for students. Our plan is to implement the use of Google Apps including Gmail in grades 5-7 beginning immediately after the Thanksgiving break. ***However, parents/guardians have the right to opt their child out of being assigned an email account.*** In such a case, the student will still be provided a network account to access and utilize the other Google Apps, excluding Gmail, and to store documents. This access will be important for many classroom assignments and regular classwork.

Expectations for Email Use

Students will be expected to adhere strictly to the District Acceptable Use Policy when utilizing their district email. Students will only be able to email other students and staff at CPS until such time as the school opens it up to include email from outside the district.

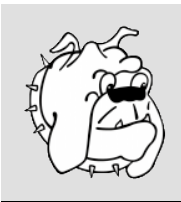
When will students receive accounts and how will they be taught to use the tools?

When student accounts are activated, our students will have access to all the functions of Google Apps that our District has enabled. Usage of Google Apps may vary from class-to-class as both students and staff become acclimated to how it can enhance the classroom. Students will maintain their Google Apps for Education account until they graduate CPS.

You may begin to explore Google Apps for Education on your own by visiting the following site:

<http://www.google.com/enterprise/apps/education/benefits.html>

As we prepare our students to be citizens in the 21st Century global community, we are pleased to provide our students with these powerful tools that foster communication, collaboration, critical thinking, and creativity. If you have any questions about Google Apps for Education or our plans for students, please do not hesitate to contact the school.



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Dear Parents,

In order for Clinton Public School to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Clinton Public School utilizes several computer software applications and web-based services, operated not by CPS, but by third parties. These include Google Apps for Education, Evernote, Dropbox, and similar educational programs.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name, username and/or email address, must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools such as CPS to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.

This form will constitute consent for CPS to provide personal identifying information for your child consisting of first name, last name, email address and/or username to the appropriate web-operators of the applications and services utilized by CPS during the current academic year.

Please return this completed form to your child's homeroom teacher no later than Wednesday, November 27, 2013.

Student Name/Homeroom: _____

Parent/Guardian Name (PLEASE PRINT): _____

Parent/Guardian Signature: _____

Date: _____