

C2E Parents,

To better prepare your students as 21st century learners, we have created C2E domain Google accounts for students in grades 4-8. After much time and research, I have found Google accounts to be an amazing tool. This account also gives them access to online books, scholarly papers, word processing, presentation, spreadsheet, drawing tools, and communication with teachers, to name a few features. I believe if we are to prepare students for the future, we must use tools that await them in the future. Educational institutions such as Notre Dame University and large corporations such as Motorola Mobile Devices Division use Google Apps, as well as schools grades Kindergarten-12th around the globe. Results of recent polls of the most useful tool in education have been outstanding: Google Apps.

I know many of you will be concerned about the safety of your student when thinking of an email account, especially younger students who have never been exposed to this technology. I would like to address how your student will be provided a safe learning environment.

- **All C2E student Google accounts are created to only accept mail from within the .C2E domain.**
- Google does not share any of our information or user names.
- Features to Google Accounts can be turned ON and OFF, this means features such as Mail, Calendars, Docs, Sites, Wave, Video, and Groups can be disabled or enabled as we find necessary.
- Google provides extended security to Education Edition users.
- All students will be introduced and educated on their accounts. Meaning we will be covering proper use of these accounts as educational tools during Technology class. We also cover Cyber safety routinely.
- Students are regularly monitored in their school computer use. In addition, C2E Google Apps administrators can also view account information at any time to ensure proper care.

I encourage you to review Google's Privacy information at the link below:

<http://www.google.com/a/help/intl/en/edu/privacy.html>

As a parent, you are able to log in with your student at any time to review the content of their account. Each student was provided a user name and password at the beginning of the year to log on to the computer (It should be in their planner). Student emails are username@middleschool.c2e.org the password is their student ID. Although 4th and 5th graders are not in middle school, this was the sub-domain created to house student accounts this year. It also helps with ease of domain management.

Here are some of the ways I believe students will be able to use this tool:

1. Students can create a two-way dialog with teachers to collaborate on projects and ask questions.
2. Staff and students can work on documents in real time and store them in an easily accessible location.

3. Students can work on presentations and documents without any downloaded software: no program other than a free Internet browser is needed to work on papers, presentations, or spreadsheets.
4. Students will be able to create calendar events and reminders to organize their educational life. (This is not replacing the planners provided; it is merely another tool for students to explore).
5. Learners will have access to the C2E calendar, keeping them up-to-date with important dates, lunch menu, practices, and other information.
6. I have started to introduce students to their Google accounts this week, and plan to have every student 4th-8th grade with an account by next week.

There will be varied uses of Google Apps in your child's education at C2E. Keep in mind that this is a change for our learning community both at school and at home. Use of Google Apps will evolve as we discover ways to incorporate this incredible tool into our school. Different teachers will use this in different ways and different amounts: some classes may include this more than others.

I sincerely hope that you will all embrace Google Apps for our students and the 21st century learning opportunities that wait. Your support is greatly appreciated as we continue to work on our mission of preparing your student for a complex social, global, and economic future.

Sincerely,

Mrs. Beth Mossholder

Technology Coordinator/ K-8 Technology Teacher

ejmossholder@c2e.org

Some information and research was found at

Google For Educators http://www.google.com/educators/p_apps.html

International Society for Technology in Education <http://www.iste.org>