

Parents,

In the coming weeks you may hear your child talking about getting school email addresses and/or Google login. We wanted to take a few minutes and share with you what is occurring with our Digital Transformation. As we continue to migrate towards the use of digital devices we want the students to have the opportunity to use as many tools as possible that are available to them. One of the easiest ways to do this is through the tools provided to us by Google. In order for this to occur, every student has been issued a school email address, or Google login. These logins will primarily be used as just that, a login to Google Chromebooks, and the Google Site to be able to use the Documents App.

First we will share what the students will **NOT** be able to do:

1. They will **NOT** be able to send or receive emails from outside of the raypec.org domain. This means that they can not receive emails from home, spam emails, or advertisements. This has all been blocked to make sure that inappropriate emails are not being viewed by the students at school.
2. Use YouTube at school. While there are many great learning features with YouTube, we are unable to filter out inappropriate items, so this will need to be done at home with parental supervision.
3. Use Google+ (Social Network like Facebook).

What we have the ability to do with the email/Google logins:

1. **Login in to our Chromebooks:** If you recall at the beginning of the year we shared that PTA had purchased 16 Chromebooks for student use at school. We have also received an addition 9 from the curriculum department at school, giving us a classroom set of chromebooks. This will allow us to work on projects in the classroom vs. only in the lab.
2. **Use Google Docs:** this is a free Office type of application that allows students who do not have Office at home to work on Word, PowerPoint, and Excel type of activities.
3. **Google Drive:** This is similar to a Cloud Drive. Students will be able to access/work on projects between home/school if they wish.
4. **Google Docs Sharing:** This is a very neat feature which we have just scratched the surface on. Teachers will be able to share documents with students to work on, students can do actual group work. Meaning, each student can be on their own computer, and they can all work on the same project at the same time, in the same document. They are very excited about this feature. *Sharing is also only available with anyone with a raypec.org address.*
5. **Calendar:** They will have access to the calendar, but at this time we do not have plans to work on the calendar at school. It may come down the road with the older students as a way to keep track of important dates and assignments.
6. **Gmail and Contacts:** This features will be available, but not widely promoted for student to student contact. However, there will be some as it is the main way of being informed about shared documents, and it is a great way for students to practice emailing in a safe, more controlled fashion. We have discussed, and will continue to discuss, responsible

use of emailing. They are aware that any of the adults (teachers, Dr. Driskill, and parents), can check emails sent and received at any time. **Again, they are not able to receive any emails outside of a raypec.org email.**

In learning about our email address/logins, we are continually sharing the importance of keeping our passwords secret. They are being told that the only people they can share with is teachers and parents. This discussion included what could happen if it is shared. Reinforcing this at home will continue to be very important. No passwords are allowed to be changed, as this is school provided and so that we can monitor these accounts as necessary.