

January 16, 2015

Dear Middle School Parents/Guardians,

As stated in the newsletter earlier this week, the Chromebooks are in the classroom, set-up, and ready to be used by our middle school students!! I wanted to let the parents/guardians know what we have been doing in class to prepare the middle school students for using this technology.

**Chromebook Assignment:**

Each student has been assigned one specific Chromebook to use. They will only use that Chromebook when required for class. When not in use, the Chromebooks will remain in a locked charging cabinet.

**Preparation in the Middle School Classroom:**

The students have been introduced to the Chromebooks within the middle school classroom setting. Once the enclosed Contract has been signed and returned, there will be additional training for each student to be shown his/her assigned Chromebook, how to login with an assigned username, how to log out, and how to properly store and charge the Chromebook.

**Preparation in the Technology Lab:**

In order to login to the Chromebooks and to use Google Apps for Education, students must have a Google account. Each middle school student has been setup with a Google account on the SJS domain. These accounts have had their email capability and Google+ rights deactivated to protect our students. Google+ has been deactivated because it is a form of social media. The first unit of Technology each year is a unit on Digital Citizenship which educates students on how to stay safe while online; the risks of social media use; and best practices for using these items. We will continue to revisit these skills while using the Chromebooks and in the Technology lab.

Each middle school student has been taught how to login using their Google account and how to access Google Docs. Instruction on how to effectively use Google Docs will be an ongoing lesson throughout the rest of the year. One of the six standards for Technology is Communication and Collaboration. One of my goals for this standard is to teach middle school students how to use Google Docs to collaborate on projects and papers, online. This includes proofing, editing, and providing feedback to each other; as well as working together to complete group assignments.

Each Google account is set up so that I, and the administration, can track all activities by the students while logged into their Google Docs. Google has an extensive revision history and Google Apps for Education provides me with the ability to track who is logging in when, and who is accessing what. This allows us to closely monitor student activity while they are interacting online, and accessing these documents.

**Contract for Chromebook Usage:**

Included with this letter is a student and parent/guardian responsibility contract as it relates to the use of each student's assigned Chromebook. Student usage of Chromebooks in the classroom is a huge responsibility. It will rely on a partnership between the teachers, the student, and the parents/guardians.

*Saint Joseph School Teachers and Staff:* The teachers and staff here at Saint Joseph School are taking our role in this partnership very seriously: we will monitor student usage and care of the Chromebooks; handle any challenges that arise in a quick and efficient manner; and guide students to a more innovative, collaborative, interactive classroom.

*Students:* We ask that the students do their part in participating and following instructions regarding acceptable use: Chromebooks are neither their personal property, nor are they toys; they are a tool to expand their technological skills beyond the walls of the classroom.

*Parents/Guardians:* We also ask that you, as a parent or guardian, take the time to talk to your middle school student(s) about this Chromebook policy. Reinforce that Chromebook and Google Apps in the Classroom access is a responsibility, as well as an opportunity. Students will have access to their account and documents from any online location, and will need to do so for some assignments. Please be aware of this and monitor their use from home. In addition, please ask your child what they are learning. Look into their 'online' lives and be involved in what they are learning and experiencing – both at school and at home.

As always, we thank you for your time, support, and prayers.

Yours in Christ,

Mrs. Wendy Waxmonsky