

Parent Letter

2019-2020

Dear OCS Parent/Guardian,

In our continuing effort to integrate technology to enhance the learning experiences of our students the Opportunity Charter School uses Google Apps for Education in our daily instruction.

Purpose: To prepare our students for the expanding reliance on electronic communication they will face in their academic and professional careers, we have created each student a Google Apps account, registered under the school's domain. We have chosen Google Apps because of the inclusive and collaborative nature in education and the free services that it has to offer to its registered users. Files created and stored in Google Apps do not require any hard drive space and are accessible anywhere that the Internet can be accessed, even at home. This initiative is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using online communication tools.

The implementation of this account ensures that students will have access to online resources that teachers will be using throughout the year.

Scope of Use: This policy provides guidelines regarding the following aspects of online communication and document collaboration and the assignment of student google account.

Students will be given a Google Apps account using their first two initials of their first name, followed by their last name and the year of expected graduation.

- Ex. josmith19@ocsny.org
-

Student use and responsibilities associated with assigned account: Students will be expected to use their Google Apps account for academically based activities only. Documents, Groups, websites and collaborative files will be used to communicate assignment ideas and work with other students, it will also be used to submit school work to their teachers.

Student expectations: It is expected that all online communication be respectful and academic in nature. Opportunity Charter School has access to all student accounts for monitoring purposes. Teachers also have the ability to supervise student activity while students are on the OCS Chromebooks through GoGuardian a computer monitoring software.

Google Applications will not be used to communicate sensitive or personal information pertaining to grades or classroom performance. I have read the proposed Purpose and Scope of Use and will allow my child _____ in _____, to register for a Google Apps account.
(child's name) (grade)

Parent Name: _____ **Parent Signature:** _____

Date: _____