



January 2012

Dear Franklin Middle School Parent/Guardian,

This year your student will have the opportunity to use Google Apps in Education in support of classroom instruction. This powerful online tool will give your student access to Google Docs, Google Calendar, and Google E-mail (Gmail) both at school and at home (provided you have internet access at home); all within the secured FCPS environment. There are several reasons why we are so excited about this.

1. All students have signed the Acceptable Use Policy for Student Network Access and are aware of the information on pages 45 & 46 of the *Student Rights and Responsibilities Handbook* that covers your student's use of Google Apps in Education both at school and at home.
2. Your student will now have easy access to their documents, spreadsheets, and presentations within Google Docs. In addition, your student will have additional storage for other files they may need to use between home and school.
3. Teachers will be able to use Google Docs to facilitate group projects and use the history tool to see just how much each student in the group is participating.
4. Students will be able to collaborate easily on documents and presentations, both in and out of school, without having to meet face-to-face.
5. You will be able to have your student login to their Google account at home and show you the things they are currently working on in class, as well as items that have been "turned in" and commented on by the teacher.
6. "Turning In" assignments is as easy as sharing the file in Google Docs with the teacher, or by e-mailing it to the teacher through the student's Gmail account.
7. Your student will now have access to their own calendar on the web that includes the ability to create task lists. This can be an invaluable tool to help get your student organized. Teachers will also have the ability to create class calendars that can be shared with their students to help remind them of upcoming due dates.
8. And most importantly, using these tools will give your student essential computer and collaboration skills that will benefit them the rest of their school career and into the working world.

As mentioned above, Google Mail (Gmail) is one of the applications offered as part of this pilot. This student e-mail account will work only within our secured environment. In other words, your student will only be able to use that e-mail address to e-mail other students at Franklin, or to e-mail their teachers. It will not allow them to e-mail outside of our "walled garden." Please also be aware that you will not be able to e-mail your student at that address, nor will they be able to e-mail you.