

Dunlap Community Unit School District #323



Dr. Lisa Parker, Superintendent

Mrs. Karen Beverlin, Executive Director of Business Services

Mrs. Ali Bond, Director of Student Services

Mrs. Heather Bowman, Director of Curriculum and Instruction

1/14/2016

Dear Parent or Guardian,

You are receiving this letter because your child is in a class that will be piloting 1:1 devices in his/her classroom this semester. Starting in February, your child will be using a device on a regular basis in their _____ class. The purpose of the pilot is to gather student and teacher feedback related to the expanded use of technology in the classroom.

The members of the Dunlap 1:1 Committee want to ensure that all students have access to high-quality content and instruction, continuously analyze data, and provide tools, infrastructure and systems that will expand the learning environment. The goals of the 1:1 pilot include:

- **Equitable Access to Technology for All Students**
- **Enhance Student Learning Experiences**
- **Provide Effective Communication Between Teachers, Students and Parents**
- **Promote Responsible Digital Citizens**
- **Extend Academic Learning Beyond the Walls of the Classroom**

Your child will receive the same curricular instruction as our other Dunlap students but will have the opportunity to use technology as a resource to transform and enhance their learning. The student expectations for the pilot include:

- **Students will care for and return assigned devices to cart daily.**
- **Students will utilize 1:1 technology responsibly, as mature digital citizens.**
- **Students will abide by the rules, expectations and policies as outlined in the student handbook.**

Several benefits for our 21st century students will be realized by moving to a technology based learning model from a fixed traditional model. Teaching and learning will shift to more student centered activities with student accessing electronic resources that provide an environment for collaboration, creativity, analysis and critical thinking.

Attached to this letter is our Google Apps for Education Permission form. Please read through this information and sign and return the form to your child's teacher no later than Friday, January 22.

We look forward to sharing our successes of this pilot with you.

Heather Bowman
Director of Curriculum and Instruction

Matt Jensen
Director of Technology

1:1 Committee Members

Matt Andrews	Angie Connor	Ashley Gratton	Nicole Loser	Shauna Segler
Nina Andrews	Denise DeDecker	Justin Hansen	Homer Montemayer	Sara Solorio
Tammy Browning	Hannah Dutton	Mary Ann Henry	Stefanie Pitzer	Amy Stefanski
Jeremy Conlee	Mandy Ellis	Jason Holmes	Kathleen Russell	Tom Welsh
		Todd Jefferson		

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Dunlap CUSD #323
Google Apps for Education Permission Form

Dear Parents/Guardians,

The Dunlap CUSD #323 supports the use of Google Apps for Education accounts for students and teachers. The use of Google Apps supports our desire to have students create, collaborate, communicate, and use critical thinking skills in the learning process. The most important aspect of Google Apps for our current work with students is access to Google Docs. Google Docs allow students to create and share word processing, presentation, and spreadsheet documents online, and to collaborate with both peers and teachers on projects. Students are able to log into their Dunlap Student Google Apps account at home, the library, or anywhere where Internet access is available. Teachers are able to log into their accounts to provide feedback to students at anytime and anywhere an Internet connection is available.

The following services are available to each student and hosted by Google as part of the Dunlap CUSD #323 online presence in Google Apps for Education:

- **Email** - an individual email account for school use managed by the Dunlap School District. ***However, at this time, the email account will be for login purposes only and NOT for sending and receiving emails from K-5.***
- **Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- **Docs/Drive** - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office

Using these tools, students collaboratively create, edit and share files and websites for school related projects. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs outside of school. Students are responsible for their own behavior at all times. Examples of student use include; showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Technology use in Dunlap CUSD #323 is governed by federal laws including:

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Dunlap CUSD #323's presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes. <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>

Guidelines for the responsible use of Google Apps for Education by students:

1. **Official Email Address.** All students will be assigned a username@dunlapstudents.net user account. This account will be used for account login purposes only and the E-mail functionality is disabled for students K-5.
2. **Conduct.** Students are responsible for good behavior just as they are in a traditional school building. Students are not permitted to use obscene, profane, threatening, or disrespectful language. Communication with others should always be school related. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated, and the privacy of others should be respected at all times. All provisions of the Parent/Student Handbook, including the Authorization for Electronic Network Access Form, apply to student use of Google Apps for Education, whether access through the District or outside of school.
3. **Access Restriction.** Access to, and use of, student account is considered a privilege accorded at the discretion of Dunlap CUSD #323. The District maintains the right to immediately withdraw the access and use of these services when there is reason to believe that violations of the law or District policies have occurred. In such cases, the alleged violation will be referred to a building administrator for further investigation and adjudication. All use of the Google Apps Account must be limited to legitimate educational purposes consistent with the District's curriculum.
4. **Security.** Students should never share their login information with anyone.
5. **Privacy.** Dunlap CUSD #323 and all electronic users should treat electronically stored information in individuals' files as confidential and private. Users of student accounts are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the user's Google account, including current and archival files of user data, at will of when deemed appropriate by administrators.

Please return page three of this document to your child's teacher.

Students will not be able to access a Google Apps Account without your permission.

Dunlap CUSD #323
Google Apps for Education Permission Form

Student's School: _____

Student Name: _____

By signing below, I confirm that I have read and understand the following:

I understand that by participating in Google Apps for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with the use of Google Apps for Education (<http://www.google.com/a/help/intl/en/edu/privacy.html>). I understand that I may ask for my child's account to be removed at any time.

_____ **YES**, I give permission for my child to be assigned a full Dunlap CUSD #323 Google Apps for Education account. This means my child will receive an email account, access to Google Docs, Calendar, Videos and Sites.

_____ **NO**, I do not give permission for my child to be assigned a full Dunlap CUSD #323 Google Apps for Education account. This means my child will **NOT** receive a user account or access to Docs, Calendar, and Sites and will have to complete assignments differently than the rest of the class. As a result, my child will achieve curricular goals without the use of this technology.

Parent/Guardian Name (PRINT): _____

Parent/Guardian Signature: _____

Date: _____

Your initial agreement and signature for Google Apps for Education will apply for the duration of your child's enrollment in Dunlap CUSD #323.