



4th Google Chrome Book and Email Use Information Letter

Dear Parents/Guardians,

We are excited to start the first year of utilizing Google Chrome books with students in grade 4. In order to utilize these notebooks, students will be given a Gmail account to log-on to the notebook and electronically keep and share work with their peers and teachers. The Acceptable Use Rules for Students signed at the beginning of the year as well as the following procedures apply to the use of Gmail accounts provided by the Allamuchy Township School District.

As outlined in Board Policy 2360- Use of Technology, the following are NOT permitted:

- *Plagiarizing material that is available on the Internet.*
- *Using the district's network for spamming email accounts.*
- *Sending or receiving messages that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language.*
- *Spreading messages that can be interpreted as harassing, discriminatory or defamatory.*

The Allamuchy Township School Gmail system is the property of the Allamuchy Township School System. Access to this system is a privilege granted to students and may be revoked or withheld at the discretion of the Allamuchy Township School District. 4th grade students will be given a username and password. We encourage students to change this password, which should not be shared with any other person beside parents or guardians. The student should not leave their user account open or unattended at any computer.

Students will be able to access this account from home and school. The use of this account is for school activities only - other activities should be done from a personal email account. The Allamuchy Township School Gmail system may be treated like school lookers and will be monitored to ensure that users are using the system responsibly.

To deny a child access to individual email accounts, parent(s) or legal guardian(s) must notify the Superintendent in writing. Please sign this form to acknowledge your child's use of the Allamuchy Township School Gmail system and understanding of the policy and procedures.

Student Name (Print): _____

Student Signature: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date Signed: _____/_____/_____