



September 4, 2008

Dear Parents,

There are many different forms of communication used today that are taught in our schools. Email is one form that is quickly becoming the preferred method of communication for most adults, for both personal and business applications. It is important for students to become proficient in this tool in order to be successful adults, and our state education standards include technology and electronic communication. Using email will also afford students extra writing practice using correct conventions, which will help improve overall literacy.

In order to meet these standards, and give our students hands on experience with email, we have obtained safe email accounts through *Google Applications* and are using the *Gaggle.Net* filtering system. Our email and document sharing web-based Internet system for students enables the teacher to monitor activities. The school controls the level of access that students have and with whom they can communicate. Permissions can be as restricted as necessary. All messages pass through a number of filters. Messages with offensive language, questionable domains, banned file types, or pornographic images are automatically rerouted to the student's teacher for review. *Gaggle* uses a unique Anti-Pornography Scanner, and Blocked Word lists that are customizable by our school.

In addition to email, this ***Google Applications Education Account with Gaggle filtering has many additional features that will enhance students' educational experience.***

- Students have 7 Gigabytes of online storage.
- Students can use the educational features of Google Applications via the Internet at school, home, or a public library.
- Teachers and students can collaborate on written documents, spreadsheets and presentations through the documents application.
- Students can create individual or collaborative educational websites that are visible only to members of the school network.
- Students have an educational start page through Bedminster Google Applications that includes a thesaurus, online dictionary, and calendar.

We are excited about providing email and document sharing to our students. Furthermore, we are confident that, by using *Gaggle.Net* filtering along with a partnership with *Google Applications*, we are putting safety first. You can contact me at 908-234-0768 x 292 or email me at [jpuglia@bedminsterschool.org](mailto:jpuglia@bedminsterschool.org) with any questions.

At this time, students can email students or teachers within the school. If you would like to give them access to email anyone with an email account outside the school, you will need to sign the waiver on the attached page. Please note that you will have access, upon request, to any email that is sent or received by your child.

Sincerely,

James Puglia  
Technology Teacher



Parent Waiver- Email Outside of the School Network

I grant permission for \_\_\_\_\_ to have his/her email account changed so that email can be sent/received outside of the school network.

I do not grant permission at this time for \_\_\_\_\_ to have his/her email account changed so that email can be sent/received outside of the school network.

\_\_\_\_\_  
Student Name (First and Last- Please Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent (Guardian) Signature

\_\_\_\_\_  
Date

**Please return this form to Mr. Puglia in Room 292. If you have any questions, please do not hesitate to call (908) 234-0768 x292 or email me at [jpuglia@bedminsterschool.org](mailto:jpuglia@bedminsterschool.org). Thank you!**

**Class Rules -Technology**

- Please do not leave during a teacher or student-directed lesson.
- Respect the people, equipment and materials of 292.
- No drinking, eating or gum chewing during class.
- Follow directions the first time they are given.
- Keep hands, feet and objects to yourself.
- Do not leave class without permission.
- No cursing, teasing or bullying.
- Be polite and punctual.

**Technology Practices**

- Please do not leave during a teacher or student-directed lesson.
- Respect the people, equipment and materials of 292.
- Do not tease or bully other students in person or through electronic communication.
- Follow the school's acceptable use policy for technology.
- Take care of technology equipment.
- Failure to follow the technology practices may lead to removal of computer and/or Internet privileges.

**What happens if you don't follow the rules?**

- First time a student breaks a rule- Warning
- Second time- Lunch Detention
- Third time- After school detention and parent(s) will be called.
- **Severe Clause-** Immediate detention.
- **Internet Clause-** Do not use it inappropriately- A call home will follow.