



September 14, 2009

Dear Parents,

There are many different forms of communication used today that are taught in our schools. Email is one form that is one of the preferred methods 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 meet national and state education standards that include being skilled in the use of electronic communication. Students will use this email for academic communications with their teachers and peers.

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 close to 8 Gigabytes of online storage to save school work that they can access at home or in school.**
- **Students can use the educational features of Google Applications via the Internet at school, home, or a public library from any computer.**
- **Teachers and students can collaborate and share written documents, spreadsheets and presentations through the documents application with teachers and other students for group work.**
- **Students can create individual or collaborative educational websites that are visible only to specific members of the school network.**

We are excited about providing email, document and site sharing applications 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. Please read the next page and have your child return the information to Mr. Puglia in Room 292. If you would like to give your child 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



## Email Waiver

This page must be signed and **returned to Mr. Puglia in Room 292**. You may give it to Mr. Puglia directly or to your homeroom teacher to give to Mr. Puglia. Thank you.

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 for \_\_\_\_\_ to have his/her email account changed so that email can be sent/received outside of the school network. I understand that my child will still be able to email Bedminster students and teachers at their Bedminster Gmail accounts.

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Please provide your email address so I can communicate with you when needed. Thank you.

Parent Email Address \_\_\_\_\_ Parent Name \_\_\_\_\_

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

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### **Technology Class Guidelines**

- **Please turn off your screen when the teacher requests it during a 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 use hand sanitizer at the beginning of technology class.**
- Respect the people, equipment and materials in Room 292.
- Do not bully other students in person/through technology.
- Follow the school's acceptable use policy for technology.
- Maintain proper care when using technology.
- Do not leave class without permission.

### **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 Infraction** – Refer or send to administration.
- **Acceptable Use Infraction including improper Internet use-** Detention and a call home

**\*\*\*\* Note: Computer, Internet and Email privileges may be revoked at any time during this and/or other classes for failure to follow appropriate computer and Internet practices.**