

Dear Parents,

Students going in to the 4<sup>th</sup> grade and new students to the Glenville-Emmons district ( 4<sup>th</sup>-12<sup>th</sup> grade) will soon be receiving a personal iPad as part of the 1:1 iPad initiative in the Glenville-Emmons School District. As part of that plan, students will receive an iPad that they will use and take home to work on assignments and projects.

A requirement for this program is that each student will need a gmail email address for use with the iPad. This email will be used for submitting work to the teacher and will be used for signing up for services such as Dropbox.com to manage files on the iPad. The students will be assisted in setting up the email accounts. The email will consist of the first letter of their name, last name and graduation year @gestudent.com (ie: jdoe22@gestudent.com). If siblings have first names that start with the same letter, their whole first name will be used followed by their last name and graduation year then gestudent.com. Usernames and passwords will be sent home so that you will have the ability to monitor the account as well. Please remind your student that this Email account is being set up in the student's name for educational use, both the school and parents/guardians will have access to view this account. Inappropriate communication or use of the account as well as changing of the access username/password will lead to disciplinary actions being taken. Email addresses and passwords are not made available to anyone outside of the school other than the students parent/guardian.

If you have any questions, please contact Principal. Jeff Tietje at the school.

Please include the information needed below, sign and return to Mary or Cindy in the office. This acknowledges that you have read and understand the information and give staff permission to create the account. Thank you.

Student's Name \_\_\_\_\_

Grade \_\_\_\_\_

Parent / Guardian's Name \_\_\_\_\_

Parent / Guardian's Signature \_\_\_\_\_