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Dear Parents/Guardians:

Happy New Year! As we strive to be a leader in using technology to expand learning opportunities for students, the Bay Village School District is proud to partner with Google Apps for Education (<https://www.google.com/edu/products/productivity-tools/>). Google Apps for Education is used by thousands of schools and universities to make collaboration tools available for students, including email. Google Apps collaboration tools make it possible for students and teachers to work together virtually on documents, presentations and projects via the internet. Google Apps provide an online storage space for files, eliminating most needs for flash drives to transfer files between home and school, and also allow students to electronically submit assignments. Email accounts are required by many web-based educational tools and also allow students and teachers to communicate and collaborate in a safe and structured manner with their class. Web-based learning tools provide free access to storytelling, concept mapping, video editing and visual presentation tools.

Student Google Apps Accounts

To ensure equal access for all students and comply with online safety laws protecting children 13 and under, the District provides accounts to students in grades 2-12. Beginning with the second semester, students in grades 5-12 will be given a student Bay Schools Gmail account, which can be accessed using their same Bay Google username and password. District staff and the School Board have carefully considered students' online safety in setting up the procedures and rules for student accounts.

Acceptable Use

Before students receive accounts, students will be provided with instruction on how to access their account, who can see email messages, and how accounts may be used in compliance with our Acceptable Use Policy (<http://www.bayvillageschools.com/DocumentCenter/Home/View/395>).

Parents are also encouraged to talk with their child about online etiquette and safety. Throughout the year, your child may have assignments that are completed using tools like Google Docs and Google Classroom and will receive instruction from teachers about the Google tool at that time. Students should consider their Bay Schools email as an extension of the classroom, subject to the same rules of respect and courtesy that we expect in school. As you talk to your child about the acceptable use of email, you might use an analogy of adults' work and personal emails. Most employers ask that work email only be used for work, and employers have access to view and limit use of email to make sure it is used appropriately. The same will be true of school email accounts. *All school emails are archived and retrievable for two years, even after the email may have been deleted by the student from their account.*

Board of Education: Michael Caputo • Beth Lally • Steven Lee • Amy Huntley • Dr. Gayatry Jacob-Mosier

Clinton Keener
Superintendent

Kevin Robertson
Treasurer

Marty Patton
Asst. Superintendent
Special Services

Daryl Stumph
Asst. Superintendent
Business Operations

Char Shryock
Director
Curriculum

Karen Derby-Lovell
Director
Communication

Brian Reynolds
District Technology
Coordinator

All student email signatures will include the following disclaimer:

"This email account is only to be used by students in the Bay Village City School District for educational purposes. All BVCS D Internet Use Policies are to be followed. Improper use may result in the suspension of this Google account. Please report any improper use to an administrator."

Filtering of emails

School email accounts must comply with the Federal Children's Internet Protection Act (CIPA). Student emails will be filtered, just as Internet access at school is filtered, to ensure student safety online. Every email sent and received from a school email account (whether from any home, school or public computer or mobile device) goes through filtering software that scans for language and images. Student email addresses will have restrictions on what can be received. Our district uses very powerful filtering tools and makes every effort to block inappropriate content; however, technology is ever-evolving. If a student receives any inappropriate emails, they should be reported to an adult and forwarded to **family.helpdesk@bayschoolsohio.org**.

Opting-out of Email Accounts

If you have concerns about your child having a school email account, please contact your child's principal to discuss alternatives to web-based instructional and collaborative tools.

Thank you for your support as we work to leverage collaboration tools for 21st century teaching and learning.

Sincerely,



Clint Keener, Superintendent
Bay Village City School District

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