

November 12, 2019

Notice to Maple Lake Public School Parents

In our ongoing effort to use technology to expand learning opportunities for students, the Maple Lake District is proud to partner with Google Apps for Education (<http://www.google.com/apps/intl/en/edu/k12.html>). Google Apps for Education is used by thousands of schools and universities worldwide to make available collaboration tools for students, which include email. Google Apps collaboration tools will make it possible for students to work together on documents, presentations and projects via the web. Google Apps provides an online storage space for files, eliminating most needs for flash drives between home and school. 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

Beginning in seventh grade all Maple Lake students will be issued a school Google Apps account for educational use. District staff and the School Board have carefully considered students' online safety in setting up the procedures and rules for student accounts. To ensure equal access for all students and comply with online safety laws protecting children 13 and under, the District will provide accounts to students in grades 7-12

Acceptable Use

Before students receive accounts, the Media Center Specialist at your child's school will teach students how to access their account, who can see email messages, and how accounts may be used in compliance with our Acceptable Use Policy ([Maple Lake Internet Acceptable Use Policy](#)). Parents are also encouraged to talk with their child about online manners and safety. Throughout the year, your child may have assignments that are completed using tools like Google Docs and Google Sites and will receive instruction from teachers about the Google tool at that time. Students should consider their school 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

Restrictions for Student Google Apps accounts

All students' Google App accounts will begin with each student's *graduation year, last name, first initial@maplelake.k12.mn.us* (e.g. 2012BrownC@maplelake.k12.mn.us which would indicate Charlie Brown who would have graduated in 2012).

Students can only receive emails from other Maple Lake teachers and students or approved domains (e.g. .gov, .edu and other district-approved educational sites). Students will not have the ability to send or receive email outside of the Maple Lake domain. We are taking this precaution to protect students from SPAM and from receiving emails from strangers.

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. Maple Lake 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.

Opting-Out of Google Apps Accounts

If you have concerns about your child having a Google Apps account, please contact your child's principal to discuss alternatives to web-based instructional and collaborative tools. If your child does not have access to a computer and/or Internet at home, please contact your school principal to discuss qualifications for assistance.

Please talk to your kids about online manners.

- Politeness counts. We teach our kids to be polite offline; talk to them about being courteous online as well. Texting may seem fast and impersonal, yet courtesies like "pls" and "ty" (for please and thank you) are common text terms.
- Tone it down. Using all caps, long rows of exclamation points, or large bolded fonts is the online equivalent of yelling. Most people don't appreciate a rant.
- Cc: and Reply all: with care. Suggest that your kids resist the temptation to send a message to everyone on their contact list.
- Avoid chain letters. Most chain letters or emails are nuisances at best, and scams at worst. Many carry viruses or spyware. Ask your kids not to open or forward them.

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