

Dear Parents,

This year our 2/3 grade class as well as our 4/5 class will be using Google Docs as an extension to our technology and classroom programs. As our culture seems to be integrating more and more technology in our every day lives, we are faced with new and more difficult problems. We have and will always spare no time or expense in trying to protect that which means the most to us: *our students*.

All students using Google Docs must have prior approval by parent/guardian. Federal law requires that students under the age of 13 have parental permission to submit any information to a website based application of this type.

If the rules listed below are followed we can expand our educational reach using technology effectively, efficiently, and safely.

Before using Google Docs:

- Please remember it is only for those within our school community.
- Please do not share your passwords.
- Remember that this site was created in order for our school community to participate and collaborate on projects. Any inappropriate content will immediately be deleted and the individual responsible for its posting will be banned from the website and its corresponding e-mail account.
- We will make every reasonable effort to monitor student conduct related to class content in order to maintain a positive learning community.

Please sign the permission slip below in order for your child to participate:

I give _____ permission to participate in the Google Docs program.

No child will be allowed to participate without prior approval by the parent/guardian.