



NEWTOWN PUBLIC SCHOOLS
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Dear Parents and Guardians of Newtown Students,

All students in grades 4-12 are supplied with Google Apps for Education (GAFE) accounts

GAFE offers a set of online tools for communication, collaboration, time-management, and file storage, provided by Google to the district at no cost. These tools include, but are not limited to:

- Gmail: a full function e-mail program
- Calendar: a customizable calendar and to-do list
- Contacts: an address book
- Drive: file storage
- Doc: word processing
- Sheets: spreadsheet and chart
- Forms: survey
- Slides: presentation
- Sites: website

As Google adds new tools to their offering, the district will evaluate each for its educational potential.

As all of these tools are Cloud based, they can be accessed from any Internet connected device with a web browser. No special software is required. The applications also provide spam filtering.

Our primary reasons for supplying these tools to students are:

- To give our students practice in using current technology applications and tools
- To give students the ability to work with common, no cost tools on their own files both at school and outside of school
- To facilitate “paperless” transfer of work between students and teachers
- To provide adequate long-term storage space for student work within Google Drive
- To help students work collaboratively, engage in peer-editing of files, and allow for publication to a wider audience

The use of these apps will vary depending on assignments and projects assigned over the course of the year.

GAFE student domains for grades 4 through 6 are “closed.” This means that students can only email and share files with their teachers and other students within the district.

Staff will expect full adherence to the district’s Responsible Use Agreement when these tools are used by students. Using online tools responsibly will be an important part of the learning experience.

A student letter and permission form are included with this letter. Please review the letter and permission form with your child, sign and return the GAFE Permission Form to your child’s homeroom teacher. If you have questions please contact your child’s principal.

Sincerely,

Assistant Superintendent

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