

Dear LCS Parent:

To facilitate the development of our continued emphasis on technology and technology education, LCS plans to issue your student access to a personal Google Apps for Education account. This account is offered to schools, teachers and students free of charge and comes with several features. Google Apps is a tool that is intended to accomplish the following goals: (a) increase access to technology, (b) prepare students for middle school academic expectations as well as the HS 1:1 laptop program and (c) increase the level of communication between teachers/parent/students. Your student will have the following tools via their personal Google apps account:

- Google e-mail – E-mail that is set up through Lincoln Charter-specific parameters. Incoming and outgoing emails are filtered and questionable/inappropriate conversations are forwarded directly to administration. This e-mail will be used to a student's PowerSchool account and will be used for their LCS communication.
- Google Docs/Drive – A feature that allows for word processing, presentations and other capabilities.
- Google Calendar – A calendar which allows students to organize their schedules.
- Google Sites – A feature which allows students to easily create websites.
- There are additional tools available within the suite of Google Apps – students will receive training via their computer class on all aspects of Google Apps to ensure proper use.
- Restrictions – 3rd, 4th, and 5th grade student Google E-mail accounts set up by LCS will not be able to send or receive any messages to or from non-Lincoln Charter Accounts, 6th – 12th Grade student E-mail accounts are able to send and receive messages outside of the LCS community.
- Data access – Students WILL be able to access any data in their Google account from any computer on or off campus.

With increased access to technology comes increased responsibility for proper use. Students will not be issued a Google Apps account without parent's permission. You indicate:

- a) knowledge of LCS internet acceptable use policy (signed during orientation),
- b) understanding that students should use LCS e-mail only in a way that is consistent with LCS academic expectations and principles,
- c) understanding that there is a restricted level of privacy when using LCS e-mail,
- d) that students may not use the e-mail for any illegal activity,
- e) understanding that personal information – including Google Apps password – should not be shared with anyone,
- f) knowledge that e-mails should not be used to damage another person's reputation, be obscene, threatening, harassing,
- g) students shall not respond to unsolicited e-mail messages from any source without the permission of their supervising teacher.

Any student who fails to follow acceptable LCS Technology/Google Apps use will be subject to disciplinary action, per the LCS Code of Conduct.

Issues with a LCS Google Apps account should be directed to 1to1support@lincolncharter.org. If you have any questions about Google accounts, please feel free to contact your building Administrator.