



April 10, 2008

Dear Parents,

We are excited to announce, that as part of our technology integration plan, all 5-7 grade students will begin to use a school-provided student email before the end of the school year! New state educational standards, that are currently under revision, call for student introduction to email by Grade 3 and common use in class by Grade 5. Email offers exciting new ways to incorporate technology into each subject area and our teachers can't wait to use email in their classrooms.

We have selected student email provided by *Gaggle.net* which specializes in safe and secure email for schools. Several other schools in the Archdiocese of Detroit are currently using the email service and we have been working closely with them to prepare our program. Gaggle.net not only provides email addresses to students but also access to private message boards and file storage for use with their classes. For more information about Gaggle.net email see <http://stregis.org/gaggle>.

Several special projects are planned for next school year that require the use of student email:

- Spanish e-Pals: students will be linked up with Spanish-speaking students at other schools who also use Gaggle.net email
- Interview an expert: students will be able to interview experts (NASA astronauts, Colonial Williamsburg historians, etc.) for use in class projects
- Group discussions: teachers will create a discussion topic and students will be able to respond using the private message boards

Your child will spend class periods discussing safe uses of the internet and email as well as email etiquette. They will also review the *Email use policy* and *Email use rubric* in computer class. Please take the time to review these documents, which are enclosed with this letter, with your child and return the signature page by Friday, April 11, 2008. Students who do not return the signature page will be unable to participate in several assignments that are planned through the end of the year.

If you should have any questions or concerns, please feel free to contact me (maria.chubb@stregis.org or 248/646-2686 x 407).

Sincerely,

Maria Chubb
Computer Instructor

Encls

St. Regis Catholic School
Email use rubric

	First Time	Second Time	Third Time
Violation of <i>Email use policy</i> http://stregis.org/techdocs/98	1 month off email (No access at home or school)	Detention 2 months off email (No access at home or school)	2 Detentions No email for rest of year
Emailing people other than: St. Regis students and teachers	1 month off email (No access at home or school)	Detention 2 months off email (No access at home or school)	2 Detentions No email for rest of year
Emailing of inappropriate content (including blogs and message boards)	1 month off email (No access at home or school)	Detention 2 months off email (No access at home or school)	2 Detentions No email for rest of year
Using email to Cheat	2 Detentions 0 for all work (no credit) 1 month off email (No access at home or school)	2 Detentions 0 for all work (no credit) 2 months off email (No access at home or school)	2 Detentions 0 for all work (no credit) No email for rest of year
Using email to bully others *	No email for rest of year		
Using email to harass others *	No email for rest of year		
<p>Note: alternate assignments/arrangements will be made for students who have lost their email privileges (except where the rubric calls for a loss of credit).</p> <p>* Any instance of bullying or harassment will also result in additional consequences according to <i>Aggressive Behavior Rubric</i></p>			

Email use policy (students)

Introduction

Student email will enhance the learning experience by connecting students with their teachers, email (pen) pals and other resources. This set of guidelines will outline the proper use of student email.

1. Proper use of student email

- Student email is for educational purposes only.
- Students will be told who they are allowed to email.

Example: students in some grades will only be able to email other students and their teachers; older grades may be permitted to email to approved outside addresses (for interviews, e-pen pals, etc.)

- Students will practice "safe emailing" techniques and tips they learn in class.
- Classroom teachers may limit internet/email use in their classrooms at their discretion.

2. Student protection efforts

- St. Regis filters all incoming and outgoing student email for inappropriate content using the most effective filters available. Despite our efforts, it is always possible for students to come across improper material.
- Students should always report to their teacher, parent or adult supervisor any inappropriate emails they receive.
- In keeping with the Archdiocesan *Protecting God's Children* program, students are instructed not to use personal information or pictures of themselves on social websites (myspace.com, facebook.com, etc.) or in email and to never communicate with unknown persons (via email, instant message, etc.) despite the age they claim to be.

3. Access at home

- Student email is available at home and may be used with parent approval.

- Student email isn't guaranteed to be working at all times so students should always make sure they can complete their assignments if problems arise.

Example: save a copy of the assignment on a USB drive in case email is not available.

- Student email does require internet access. Students who do not have access to the internet at home are encouraged to seek alternate means of getting their email if it is necessary to complete an assignment (ie. using the local library, staying in at lunchtime or coming in before school starts, etc.).

4. Improper use of student email

- Student email is for educational purposes only.
- Students are provided with an individual username/password which allows them to access their email and personal files. Students will not share passwords or access other students' email or files.
- Students are not permitted to access personal email (gmail.com, hotmail.com, live.com, etc.) from school. Student may access their school email only.
- Students will not give out personally identifiable (or another student's) information to outside parties. This includes full names, phone number, address, pictures, etc.
- Students will make only respectful and appropriate comments on school blogs, message boards and websites.
- Students will not use language or discuss topics that aren't in keeping with the Christian values taught at St. Regis.

5. Consequences for inappropriate use

- The use of student email is a privilege and may be taken away.
- Students will review what is expected of them and review the *Email Rubric* before they are allowed to access their email accounts.
- Any permanent or long-term loss of privileges will be approved by the Principal. Alternate assignments will be provided in-place of assignments or activities which require the use of student email (except where the rubric calls for a loss of credit).

Student email agreement

Before completing this signature page, please review the *Email use policy* and *Email use rubric* with your children. This policy can be found at <http://stregis.org/techdocs/98>.

This policy is reviewed every summer taking into account any new programs or procedures. The newest copy always appears in the Parent/Student handbook. Any major changes will be summarized and provided to all parents in a school communication. Each student needs to complete this signature page only once during their education at St. Regis.

Parent agreement

I have reviewed and discussed with my child the *Email use policy* and the *Email use rubric*. I also understand that St. Regis is not responsible for any and all claims arising from my child's use or inability to use their student email account. Further, I understand that since student email can be accessed from home, I will supervise my student's computer/email use away from school.

Parent(s) / guardian(s) signature

Date

Student agreement

I have reviewed and discussed with my parent(s) the *Email use policy* and the *Email use rubric*. I understand what is expected of me and will ask my teacher or parent if I have any questions.

Student signature

Student printed name

Date