

# Parsippany-Troy Hills School District

**LeRoy Seitz, Superintendent**

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To PTHSD Students in Grades 6-12,

The Parsippany-Troy Hills School District recently created *Google Education Edition* e-mail accounts for all students. We are providing this service because we are obligated, through e-rate and federal and local regulations; “to insure that all students use computers, networks, and communications (including e-mail) in schools for school related purposes in an appropriate manner.”

The advantages to these e-mail accounts are many, including:

- Providing an academically appropriate *Google Education Edition* e-mail address to every 6th -12th grader available from any computer in the world.
- Linking to “Turn-it-In” which is required by many H.S. English, Science, Social Studies, and other content area teachers in order for students to submit a report digitally and then receive a digital response to their work. All responses to “Turn-it-In” in the future will be sent to PTHSD student e-mail accounts.
- Automatic subscription to *Naviance* – our college board communications program. As our Juniors and Seniors apply to colleges and universities, they will have access to a common application for College Boards, which will contain transcripts, recommendations, and other data that Colleges and University may use during the application process. All of the communication between the College Boards, PTHSD, and the student will now be taken care of through the PTHSD.net student e-mail account.
- Automatic tie-ins to teachers’ MOODLE web pages. This will enable teachers to send e-mails through a MOODLE distribution list to every student electronically enrolled in a MOODLE class. Benefits may include additional communication between teachers and students and an assurance that every student (because they are standardized pthsd.net address) receives this e-mail.

## Other points about this program.

- There is no cost to the student or the district
- Teachers will still be responding to parent questions through e-mail as they have in the past
- Access by students to other personal web e-mail will be blocked starting on January 1, 2010.
- After January 1, 2010, the PTHSD provided e-mail account will be the students only option for educational communication.
- This new PTHSD e-mail access provides a standardized e-mail address to every student for school related communication. An address that is appropriate for PTHSD to supervise, if need be. If you wish, you may read more about the privacy, domain concerns, and parental controls, as per the Google Academic Agreement, here:

**[http://www.google.com/apps/intl/en/terms/education\\_terms.html](http://www.google.com/apps/intl/en/terms/education_terms.html)**

**Questions and Answers:**

**Q: Is the PTHSD g-mail account different from a traditional g-mail account?**

**A:** Yes, most importantly a traditional G-mail account may or may-not have filters in place to block offending or inappropriate e-mails. Consequently students may receive content and/or unsolicited advertisements that are not appropriate for minors and not CIPA (Children's Internet Protection Act) compliant. The PTHSD.net G-mail accounts are CIPA compliant, filtering (to the best of their ability) inappropriate content.

**Q: Do you monitor student computer use over the network?**

**A:** Yes, according to federal legislation and CIPA (Children's Internet Protection Act) guidelines, student computer use is routinely monitored. However, employees are not dedicated to the sole purpose of monitoring PTHSD student's computer activities. If the legal need arises, we may be called upon to provide student records of computer and network usage. PTHSD is obligated (by CIPA rules) to produce student computer and network usage records.

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As of January 1, 2010 no student will be allowed to use the PTHSD account without parental or guardian approval. Consequently, please ensure that your parent or guardian has read the parent letter, and signed the attached contract for you to turn-in and ensure that you have agreed to a PTHSD.net account prior to January 1, 2010.

# *Parsippany-Troy Hills Township Schools*

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## **PTHSD Student e-mail Account Guidelines**

The Parsippany-Troy Hills School District is in the process of creating e-mail accounts for all students in grades 6-12 using Google Apps for education. These accounts will be used at school for school related projects but may be used outside of school for personal e-mail by students with their parent's permission. The mastery of effective and proper e-mail communications is expected of PTHSD students. E-mail etiquette is embedded in the *New Jersey Core Curriculum Content Standards for Technology* such as standard: 8.1.12.A.3: "Participate in online courses, learning communities, social networks, or virtual worlds and recognize them as resources for lifelong learning." Consequently PTHSD students will be expected to utilize their Google/PTHSD e-mail for district communication including, but not limited to, *Moodle*, *Turn-It-In*, and *Naviance*. By January 1, 2010 students may only communicate with PTHSD staff using their school-provided *pthsd.net* account and should not expect PTHSD staff to receive or respond to a non-PTHSD e-mail. Students must follow all Rules & Responsibilities set forth in the PTHSD Computer Acceptable Use Policy - April 2009.

No student will be assigned an e-mail account without parental or guardian approval. The e-mail naming convention will be usernameYOG(Year of Graduation)@pthsd.net; such as the following for Johnny Jones in the class of 2015: ***jjones15@pthsd.net***

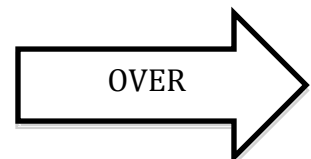
Please fill out and return the permission slip on the back to your child's homeroom teacher by **December 23<sup>rd</sup>, 2009**

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### **Parsippany Troy-Hills School District Student E-mail Acceptable Use Guidelines**

#### **Philosophy**

The PTHSD encourages the use of student e-mail as an effective and efficient way to improve communication between students, faculty members, and administrative staff. The primary purpose of student e-mail is to support teaching and learning. This *pthsd.net* e-mail account is housed on a Google mail server, giving student access to Google Docs (word processor, spreadsheet, and presentation software).



1. **Official E-mail Address** All students in grades 6-12 will be assigned a *pthsd.net* student e-mail account. This account will be considered the student's official PTHSD e-mail address until such time as the student is no longer enrolled in the PTHSD. In using these e-mail accounts, students must follow all Rules & Responsibilities set forth in the PTHSD Computer Acceptable Use Policy - April 2009.

2. **Prohibited Conduct**

In addition to any prohibitions set forth in PTHSD Computer Acceptable Use Policy - April 2009, student e-mail may not be used in the following ways:

- Unlawful activities
- Commercial purposes
- Personal financial gain
- False identity in e-mail communications
- Misrepresentation of PTHSD
- Interference with PTHSD technology operations through
  - a. electronic chain letters
  - b. unsolicited electronic communications
  - c. disruption of electronic communications

3. **Access Restriction**

Access to and use of student e-mail is considered a privilege accorded at the discretion of PTHSD. The District maintains the right to immediately withdraw the access and use of student e-mail when there is reason to believe that a student has engaged in any of the prohibited conduct set forth above or has otherwise violated the law or the Rules & Responsibilities set forth in the PTHSD Computer Acceptable Use Policy - April 2009. In such cases, the alleged violation will be referred to the Building Principal for further investigation and adjudication.

4. **Privacy**

Users of student e-mail are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the *pthsd.net* Google Mail system, including current and archival files of user accounts.

**Parent/guardian:**

\_\_\_ I give permission for my child to be assigned a *pthsd.net* e-mail account.

Student name: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Parent signature: \_\_\_\_\_

**Student :**

I agree to adhere to the guidelines stated above for use of my *pthsd.net* e-mail account.

Student signature: \_\_\_\_\_

If you have any questions or concerns, please feel free to e-mail Barry Haines, Coordinating Supervisor of Educational Technology, at [bhaines@pthsd.k12.nj.us](mailto:bhaines@pthsd.k12.nj.us).

The complete Google Apps Education Edition Agreement and Privacy Policy may be found here: [http://www.google.com/apps/intl/en/terms/education\\_terms.html](http://www.google.com/apps/intl/en/terms/education_terms.html)