2013 - 2014

Dear Warwick Valley Middle/High School Student,

The Warwick valley Central School district has issued all students in grades 5 – 12 a Google Apps for Education account that will give you access to some exciting and useful online tools. These tools will include:

* an individual e-mail account (limited to the Warwick Valley Central School District)
* a personal calendar
* a contacts list where you can store names, addresses and telephone numbers
* a word processor and a collection of helpful templates (Google Drive)
* a spreadsheet and chart maker
* a presentation program
* a drawing tool
* online storage space for your documents (30 GB)

WVCSD Google Apps for Education is available through a web browser, like Firefox, Internet Explorer 9, Chrome, or Safari. Using Google Apps your work is saved automatically which you can access from anywhere on any device that has an internet connection. You will also be able to share your documents with your teachers and other students within the district. You will be able, with permission, to view and edit others’ work and have others view and edit your work. All tools and files you create will be stored on the Internet rather than on any specific computer or server. No more flash drives needed!

Please keep in mind that everyone must use these tools responsibly. This responsible use includes:

* Using Google APPS for school purposes only
* Using Google APPS in ways that do not bully, harass or make others feel uncomfortable
* using “school appropriate” language and images in all your communications and creations
* respecting the work and privacy of others using the tools

On the reverse side of this letter you will find instructions for activating your account. If you have difficulty activating the account please let one of your teachers know and the account will be reset.

You will find Google APPS to be very helpful in your daily work and give you practice using skills that will last a lifetime. Use it wisely and have fun!

Sincerely,

Yvonne Koulikov

Instructional Technology Staff Developer

Warwick Valley Central School District