

**West Orange Public Schools**  
Google Apps for Education (GAFE)  
Student E-mail Accounts (Grades 3-8)

Dear Parents/Guardians:

The West Orange Public Schools recently created email accounts for all students in grades 3-8 that is part of a service called *Google Apps for Education (GAFE)*. Google Apps for Education is a free service that is designed to:

- provide students with access to current technology applications and free tools designed to promote collaboration between students and teachers;
- give students the ability to work on their documents in school, home, or any location that is connected to the Internet via a laptop, desktop, or mobile device such as an iPad or Smartphone;
- provide students with the ability to work collaboratively, engage in peer-editing of documents, and publish their work to be viewed by teachers and other students in the classroom.

**Student E-mail Accounts**

All students in grades 3-8 will be assigned a westorangeschools.org Google Education account: example—**joesmith21@westorangeschools.org**. This account will be considered the student's official WOBOE e-mail address until such time as the student is no longer enrolled in the West Orange Public Schools. **All email accounts for students in grades 3-8 will be restricted/controlled: students will only be able to communicate internally with teachers and students within the westorangeschools.org domain.**

In using these email and Google technology services, students must follow all rules and responsibilities set forth in the district's policies, including, but not limited to the following: Internet and Safety Policy (6142.10); Individual Internet User Agreement; and Student Handbook.

Access to and use of Google Docs and Apps student e-mail is considered a privilege afforded at the discretion of the West Orange Board of Education. 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 in its policies or has otherwise violated the law or the Rules & Responsibilities set forth in the West Orange Public Schools' Computer Acceptable Use Policy. In such cases, the alleged violation will be referred to the Building Principal for further investigation and adjudication. The district reserves the right to access the westorangeschools.org Google Mail system, including current and archival files of user accounts.

Other points about this program:

- There is no cost to the student or the district for using Google Apps for Education and email.
- Teachers will still be responding to parent questions through e-mail as they have in the past.

This new *@westorangeschools.org* e-mail access provides a standardized e-mail address to every student for school-related communications. 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)**

If you have any questions or concerns, please feel free to contact Fil Santiago, Director of Technology: [fsantiago@woboe.org](mailto:fsantiago@woboe.org).

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## **West Orange Public Schools**

Google Apps, E-Mail Agreement Form (Grades 3-8)

Once signed and dated, this form shall remain in effect for the entire time of your child's enrollment in the West Orange Public Schools. However, you may rescind this permission form at any time by submitting a written and signed letter or updated form to the principal of your child's school, and such rescission will take effect upon receipt.

**Please have your child return this form to their first period teacher.**

Student : I agree to adhere to the guidelines stated above for use of my  
@westorangeschools.org e-mail account:

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

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date