

**Fall 2015**

**Dear Parents and/or Guardians of Bloomfield Schools:**

Students in grades 4-12 will be supplied with a new Google Apps for Education (GAFE) account. You must fill out a permission/request form located at [www.bsin.k12.nm.us/technology](http://www.bsin.k12.nm.us/technology) for your child to be granted access to their account.

GAFE is a set of online tools for communication, collaboration, time-management, and document storage. Provided by Google to the district at no cost, these tools include:

- Gmail: a full functioning e-mail program
- Calendar: a customizable calendar and to-do list
- Contacts: an address book
- Docs, Sheets, and Slides: a word processing, spreadsheet and presentation program

All of these tools are housed on the Internet and can be accessed from any Internet-connected computer or device with a web browser. No special software is required. Our primary reasons for supplying these tools to students are:

- To give our students practice in using current technology applications and tools
- To give students the ability to work on common, no-cost tools both at school and outside of school
- To facilitate "paperless" transfer of work between students and teachers
- To provide unlimited storage space for student work

There is also a cost savings to the district since fewer licenses for commercial copies of programs will need to be purchased and less file storage space will need to be maintained.

Students will have access to their GAFE account as long as they are enrolled in the Bloomfield School District, grades 4th-12th, and have been granted access once you submit the permission/request form.

To ensure the safety of our students, GAFE student domains are "closed." This means that students can only email and share documents with their teachers and other students within the district. GAFE will have both web filtering and spam filtering technologies enabled.

Using these new online tools requires student responsibly as an important part of the learning experience. We will still be following our District Technology Usage Guidelines and User Agreement, signed by all Parents/Guardians at the beginning of the school year.

Please ask your student about this new resource and have him/her demonstrate how it works to you. And please visit us at [www.bsin.k12.nm.us/technology](http://www.bsin.k12.nm.us/technology) if you have questions about GAFE.

Sincerely,

Technology @ Bloomfield Schools