

Fall 2015

Dear Bloomfield Schools Student:

Students in grades 4-12 will be supplied with a new Google Apps for Education (GAFE) account. Your Parent and/or Guardian must fill out a permission/request form located at www.bsin.k12.nm.us/technology for you to be granted access to your account.

Tools in your account will include:

- an individual Bloomfield Schools email account
- a personal calendar
- a contacts list where you can store names, addresses and telephone numbers
- a word processing, spreadsheet, and presentation application
- a storage space for your documents and files

All of these tools will be available through a web browser (like Google Chrome, Firefox, or Internet Explorer) from any computer, anywhere, that is connected to the Internet. 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.

Bloomfield School staff will be working with you to learn how to use these tools, along with reviewing the district's policies and guidelines related to the tools, and will give you your username and password (and help you if you forget them).

Once your Parent and/or Guardian grants permission, you will have access to your GAFE account as long as you are enrolled in the Bloomfield School District, grades 4th-12th. Once you graduate your account will no longer exist.

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

- using Google Apps for school purposes
- 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

You will find GAFE 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!

Please visit us at www.bsin.k12.nm.us/technology if you have questions about GAFE.

Technology @ Bloomfield Schools