

September 16, 2013

Dear Parents,

This year we're continuing our use of **Google Apps for Education** at Goochland High School. This service allows us to provide accounts for your child to write papers, create spreadsheets, and to collaborate on assignments using free web-based tools. We create the accounts for your child, and they can use this account both on and off campus. What's different this year is our ability to offer your child an **e-mail account**.

Your child's Goochland e-mail account will be able to receive and send email from sources outside of Goochland County Public Schools. Your child can use this email account to contact teachers, peers or communicate with a mentor for a school project. Use of this account will be covered by our Acceptable Use Policy (Board policy IIBEA and IIBEA-R). Having this email account is not required and we're letting families opt out of giving your child a Google Email (Gmail) account.

We need students and their families to know that the Google account (including email) is only to be used for school business and is not private. We reserve the right to look at messages or content created with the account as part of our compliance with acceptable use.

If you would like your student to have access to the Google Account with email, you do not need to do anything at this time. If you would like your child to not have access to the Gmail portion of the Google Account, you may contact us by sending a written note to the school or signing in the space below and returning this form.

Thank you for your time. You may contact me or Mr. Tom DeWeerd, Director of Technology & School Administration (804-556-5627, tdeweerd@glnd.k12.va.us) if you have any questions.

Sincerely,

C. Michael Newman
Principal

Return the form below to school.

To: Goochland High School

My child's name is _____. I choose for my child not to have access to a Google Account with e-mail issued by the school. I choose to opt out of this program.

Parent Signature