

Dear Parents,

Students in the Gretna Elementary schools have a wonderful opportunity to learn about cloud-based computing. Gretna Public Schools has become a Google Apps for Education school. All 3-5 grade students have been given access to a Google Apps account. This gives the student the ability to create text documents, presentation slideshows, spreadsheets, maps and forms, much like Microsoft Office. At this time 3-5 grade students only have access to the Office-like apps at the elementary schools. **They do not have email accounts or the ability to send emails in elementary school.**

As a result, students will be mobile in their ability to work on school assignments and projects. They will be able to create a document in a lab or classroom at school and later work on it from a laptop that they check out or even work on the document from home. In addition, students can share the work they create with their teachers.

Since the Google Apps are account-based, each student must have his or her own username and password. Internet safety and etiquette are a major concern and focus for our students. These topics have been covered immediately when introducing Google Apps. This includes password management and security, how to share a document and how to conduct one's self when writing for the Internet and using the internet. We have focused on internet safety and what is NOT acceptable to share online and to immediately tell an adult if they feel uncomfortable online.

Student usernames generally follow this format: <last two digits of graduation year><first two letters of first name><entire last name>@gpsne.org

example for Sally Sample: 27sasample@gpsne.org (3rd grade only)

example for Sally Sample: 26sasample@gpsne.org (4th grade only)

example for Sally Sample: 25sasample@gpsne.org (5th grade only)

Student passwords are generally: <dragon><lunch number>

example: dragon1234

We have stressed to kids that internet safety is a priority at GES. If you have any questions or concerns, please don't hesitate to contact me!

Sincerely,

Jon Trede, Technology Specialist

Gretna Elementary School

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