

Dear NKCPS Student:

You are issued a New Kent County Public Schools Google Apps for Education account that will give you access to some exciting and useful online tools. These tools include:

- Gmail - an individual e-mail account for use within New Kent County Public Schools
- Google Calendar - a personal, web-based calendar
- Google Contacts - a contacts list where you can store names, addresses and telephone numbers
- Google Documents - a word processor and a collection of helpful templates
- Google Spreadsheets - a spreadsheet and chart maker
- Google Presentations - a presentation program similar to Powerpoint
- Google Drawing - a drawing and design tool
- Google Drive - a storage space for your documents
- Google Sites - a website creation and editing tools

All of these tools are available through any web browser 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.

Your classroom teachers will be working with you to learn how to use these tools, will be reviewing the district's policies related to the tools, and will give you your username and password (and help you if you forget them).

Please keep in mind that everyone must use these tools responsibly. Such responsible use includes adhering to the NKCPS Acceptable Use Policy that you and your parent signed at the beginning of the year. Your Google Apps account will be managed locally and all data and communications within your account are accessible by school administration at any time. Here are a few reminders of important rules to follow:

- using Google Apps for school purposes only
- 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
- sign into and use only your Google Apps account

You will find Google Apps to be very helpful in your daily work and that you will be able to develop skills that will last a lifetime. Use this technology wisely and have fun!