

Every student learning, growing... succeeding.



Dear Parents and Guardians:

This fall, all Muskego-Norway students in grades K-12 were supplied with a new resource, Google Apps for Education (GAFE). GAFE tools are Internet based, and can be accessed from any Internet-connected device with a web-browser. There is no longer a need to save documents on thumb drives. All documents are saved in "the cloud". Google continues to add new tools and the district will evaluate each for its educational potential.

What is Google Apps for Education?

GAFE is a suite of online tools provided by Google to the district at no cost for staff and students. These tools include applications for productivity, communication, collaboration, time-management, and document storage including:

- Google Docs: a word processing, spreadsheet, presentation and drawing program that allows multi-user collaboration and editing
- Calendar: a customizable calendar and to-do list
- Sites: websites
- Gmail: a full functioning e-mail program

Why are these tools important for students?

GAFE will provide Muskego-Norway students:

- Practice in using cloud based applications
- Universal access to their documents both at school and outside of school
- 30 gigabytes of long-term storage space for student work
- Opportunities to work collaboratively, engage in peer-editing of documents, and publish for a wider audience

What are the expectations for e-mail use?

As we begin using GAFE, all Gmail accounts K-4 will have limited access. This means that students can only e-mail and share documents with their teachers and other students within the district. In the event that this is to change, your child's teacher will notify you. Teachers will review Internet safety guidelines and our district's Acceptable Use Policy with students, as they introduce GAFE tools in class. Using online tools respectfully, responsibly and ethically will be an important part of the learning experience. We will be working with students to educate them around using GAFE in a productive and responsible manner. We also feel it necessary for parents to be aware of new technologies such as GAFE and encourage you to be proactive discussing and exploring it with your child. If a student receives any inappropriate emails, they should be reported to their classroom teacher.

As we prepare our students to be citizens in the 21st Century global community, we are pleased to provide our students with these powerful tools that foster communication, collaboration, critical thinking, and creativity. If you have any questions about Google Apps for Education or our plans for students, please do not hesitate to contact me or your child's teacher.

Sincerely,
Tony Spence
Chief Information Officer
Muskego Norway Schools