

Dear Parents,

As a part of our Internet unit, the 5th and 6th grade students will learn to use EMAIL. Students will discover how email travels, how to properly structure and respond to communication, as well as safety issues when using email.

In an effort to provide real-world experience and genuine teaching, the Information Technology Department has established monitored email accounts for each 5th and 6th grade student. In previous years, students were provided with an email account from a free service called Gaggle.net. IT has assessed that this solution no longer provides the tools and experience the students require. Over the summer, IT has adopted a new solution called Microsoft Live@Edu. This online communication suite is completely web-based and provides business-class email (Microsoft Outlook Web App), 25GB of free online storage on Windows Live SkyDrive, access to Office Web Applications built with the same Office interface used by more than 500 million users worldwide, and allows communication with peers for writing reports, analyzing data, and preparing presentations so that they are mastering the tools that will give them a competitive edge as they move on to high school, higher education, and/or the job market.

It is important that you and your student access their Live@Edu account so that you are familiar with the available features. There are some features that you may wish to talk to your student about such as connecting cell phones to the Live@Edu account (Direct Push), text message notifications, setting up a profile, etc. Please be aware that some features, such as blogging and cell phone text message notifications cannot be blocked. The only way students cannot use these features are by parents or teachers telling them not to use them. IT does have more controls over email content. The Live@Edu application provides IT with the ability to build a controlled digital environment including a closed campus supervision policy, a "bad word" supervision policy that helps filter emails containing objectionable material, implement an anti-cyber-bullying policy to protect students from harassment email messages, and the ability to review and monitor student online activity with a robust cross-mailbox search. We highly recommend that you speak with your student and set your own rules as to what your student may use. The Technology Class' purpose will be strictly email.



Each child has a login (screen name) and a password. We really need you to help reinforce the 'never share passwords' and "do not share personal information" concepts. We will be teaching these concepts but additional reinforcement is critical. We ask that parents review the SJY IT Acceptable Use Policy at <http://www.sjy.org/it/aup>, especially Section VII: Electronic Messaging. Also, according to the Acceptable Use Policy that is signed by all parents/legal guardians and your student, any student that is found misusing/abusing his or her account (such as using it to register for NON ACADEMIC accounts such as Face Book, My Space or other social networking websites) will lose both network and Live@Edu account privileges and face other disciplinary actions such as detention and in/out of school suspension. These consequences will be explained to the students during their class time.

If you have any questions or concerns, you are encouraged to contact Mrs. Harshall or Mrs. Nichols either by phone (755-1797 x334) or email ([Harshall@sjy.org](mailto:Harshall@sjy.org) or [Nichols@sjy.org](mailto:Nichols@sjy.org)).

Sincerely,



Mrs. Mary Harshall  
Technology Teacher



Mrs. Denise Nichols  
Technology Teacher



Mr. Tom Steele  
Parish IT Director

<http://www.sjy.org/it>