



Email and GoogleApps for Students and
Teachers
Alamo Heights ISD



Alamo Heights ISD has the ability to create accounts for all students to allow for collaborative sharing using Google Apps for Education within our own k12ahisd.net domain. These accounts will be used for **educational purposes**. All students will be assigned an email account unless parents specifically notify the school or teacher that they do not want their child to participate. As we continue to create a 21st Century Teaching and Learning Environment in our schools, student email is a valuable resource. Since the district is using several tools to promote collaboration among students and staff, student email allows for these resources to be used more efficiently and effectively. All of these tools are housed on the Internet and can be accessed from any Internet-connected computer with a web-browser. No special software is required.

Google Apps for Education is a set of online tools for communication, collaboration, time-management, and document storage. Provided by Google to the district at no cost, these tools include:

- AH-mail: a full functioning e-mail program within the 12ahisd.net domain
- Calendar: a customizable calendar and to-do list
- Contacts: an address book
- GoogleDocs: a word-processing, spreadsheet, presentation, form and drawing program that allows multi-user access and editing
- GoogleSites: a website application allowing the gathering of a variety of information in one place - including videos, calendars, presentations, attachments, and text - and easily shared for viewing or editing with a small group, an entire organization, or the world
- Google continues to add new tools and the district will evaluate each for its educational potential

Our primary reasons for supplying these tools to students are;

- To give our students practice and guidance in using current technology applications and tools for productivity
- To increase communication between students and teachers
- To facilitate “paperless” transfer of work between students and teachers
- To give students the ability to work on common, no-cost tools on their own documents both at school and outside of school
- To help students work collaboratively, engage in peer-editing of documents, and publish for a wider audience
- To provide adequate (seven gigabyte) long-term storage space for student work

Official Email Address: Students will be assigned a **k12ahisd.net** student email account. This account will be considered the student's official Alamo Heights ISD email address until such time as the student is no longer

enrolled in Alamo Heights ISD. The naming convention will be the same as their login to the network, ending with @k12ahisd.net. For example: Mary Ann Smith could be smithma4113@k12ahisd.net.

Conduct: Students are responsible for good behavior just as they are in a traditional school building. It is inappropriate and possibly illegal to use obscene, profane, threatening, or disrespectful language. Communication with others should always be course-related. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated, and the privacy of others should be respected at all times. The rules governing proper electronic communications by students are included in the Student Agreement for Acceptable Use of the Electronic Communications System, which is found in the Student Handbook.

Access Restriction: Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of Alamo Heights ISD. The District maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or School Board policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and application of necessary consequences as indicated in the Student Code of Conduct.

Security: Alamo Heights ISD cannot and does not guarantee that the security and confidentiality of Google's system will never be breached and that as a result personal identifiable information will be obtained or accessed by unauthorized persons. This is a situational risk that is common to anyone who uses the Internet. Although Google does have a powerful content filter in place, the District cannot assure that users will not be exposed to non-educational material.

Privacy: The District reserves the right to access, monitor and review content in the Google Apps for Education system at any time. The District complies with all state and federal privacy laws.

Curriculum: Students who do not have permission for a Google Apps for Education account will continue to use the Alamo Heights ISD internal network. This will allow your student to have access to the internet, Office products, file storage and other applications. However, they will not be able to collaborate with teachers and classmates on projects or communicate with others inside and/or outside of the district for educational purposes. Alternate assignments will be available for your student and his/her grade will not be adversely affected by not having access to Google Apps for Education.

Partnership: As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience. Therefore, we are asking your permission to provide a Google Apps for Education account to your child. Please fill out and return this permission slip to your child's school.