



DATE

Dear Parents and Caregivers,

Welcome back to the new school year, and welcome to Room ?. This term, Room ? are moving onto Google Classroom. This means that I will be able to assign children their work digitally, trying to cut down on the amount of paper we are using and also keeping up with the technology other schools and colleges are using. Each child has their own Tokomaru email address and password, which they have been practising using in class, logging on and off the system. The email is not to be used for signing up to any apps or games and is only to be used for learning. The students have been briefed on the conditions of use, signed a contract about being a responsible digital citizen, and understand the consequences of misuse are that they will lose ALL digital privilege for an entire Term. ***This contract is in addition to the 'Student ICT User Agreement' that was signed at enrolment.***

***I have attached a copy of this contract to the back of this letter so you can ask your child to sign it in front of you and have a copy at home. May I also suggest that you ask your child to write down their email and password so that you can monitor it and check their account whenever you wish (alternatively this can be obtained by contacting me).***

Your child can access Google Classroom from home; you can download Google Classroom from the App Store or from the Chrome Web Store. It is a free app. I hope to put homework onto your child's personal account and also give a day that their work is due in. There will still be times when they have homework set in their homework books as normal. They will also have the opportunity to do class work during the week, which they will be able to show you.

If your child does not have access to a device, or you would prefer that they did not use this system, please let me know so that I can arrange for their homework and assignments to be printed each week. If you have any questions about using Google Classroom with your child, please do not hesitate to contact me.

Yours sincerely,

TEACHER'S NAME

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I give/do not give permission for my child \_\_\_\_\_ to use Google Classroom and have a school email account.

Signed \_\_\_\_\_ Date \_\_\_\_\_