

Dear Parents and Guardians of Students in the Wausau School District

This fall, students in the Wausau School District will be supplied with a new resource, Google Apps for Education.

Google Apps 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:

- Google Docs: a word processing, spreadsheet, presentation and drawing program that allows multi-user access and editing
- Calendar: a customizable calendar and to-do list
- Contacts: an address book
- Gmail: a full functioning e-mail program
- Google continues to add new tools and the district will evaluate each for its educational potential

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.

Our primary reasons for supplying these tools to students are:

- To give our students practice in using current technology applications and tools
- To give students the ability to work on common, no-cost tools on their own documents both at school and outside of school
- To facilitate paperless transfer of work between students and teachers
- To provide adequate long-term storage space for student work
- To help students work collaboratively, engage in peer-editing of documents, and publish for a wider audience
- To provide a digital environment where our students and teachers can work collaboratively

There is also a cost savings to the district since less file storage space will need to be maintained.

Teachers will be reviewing our districts acceptable use policy and Internet safety guidelines when they introduce these tools to students. Using online tools responsibly will be an important part of the learning experience.

I give permission for my student: _____ to use a Google Apps for Education account supplied by the District.

Parent or Guardian

Date

PLEASE RETURN TO HORACE MANN MAIN OFFICE