Dear Parents/Guardians,

The Whitehall-Coplay School District utilizes Google Apps for Education for students, teachers, and staff. As with any educational endeavor, a strong partnership with families is essential to a successful experience. With this letter we are sharing information regarding the use of Google Apps for Education in the Whitehall-Coplay School District for your K-12 student.

The following services are available to each student and hosted by Google as part of Whitehall-Coplay School District's online presence in Google Apps for Education:

- **Docs** - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office
- **Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- **Sites** - an individual and collaborative website creation tool
- **Mail** - an individual email account for school use managed by the Whitehall-Coplay School District and is restricted to preapproved domains.
- **YouTube for Education** - Access thousands of free high quality educational videos.
- **Apps Marketplace** - Discover student tools and web apps that integrate with Google Apps for Education.

Using these tools, students collaboratively create, edit, and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.
In order to comply with federal and local laws, internet access within the district is restricted based on content and category. Please note, this internet content filtering is specific to the district’s network and will not override any parental restrictions you may have at home.

The use of Google Apps for Education in the Whitehall-Coplay School District abides by the district Acceptable Use Policy. Each year internet safety is discussed in all buildings and grade levels through computer classes.

Lisa Saylor
Supervisor of Technology