

## GCS Student Email Accounts Information

Every GCS student has an email address assigned to them, but only 3rd-5th graders at PRES have been taught how to access their account. Every school email for our district ends with @greenvilleschools.us.

This account is very important because it allows access to Google Apps. This is also the account that will be used as the logon for Chromebooks. This account is owned by GCS and can be accessed by tech support if there are problems. *This is not a private account and it should only be used for educational purposes.* DO NOT use this account to sign up for other online accounts unless it is approved by the school. DO NOT use this account for personal email.

So what is Google Apps? Google Apps is the platform that GCS has selected for our technology needs. It includes:

- Drive - the master file manager containing all documents created and shared
- Docs - word processing
- Slides - presentations
- Sheets - spreadsheet data

Students are able to collaborate and share projects online and turn in assignments directly to teachers. Some teachers will even use Google Classroom to organize and assign work. Assignments will be saved to the student's Google Drive, which is connected and accessed by this email address.

While it may seem overwhelming to give elementary students email accounts, it is important to start teaching kids early how to responsibly use this technology. Their world is much different and moving at a faster pace with regards to technology than any generation that has come before them. In schools, textbooks are becoming obsolete and computers and tablets commonplace.

PRES and GCS are constantly working to keep up with changing technology and to educate students how to use it responsibly. Parents can help by monitoring students at home and keeping track of usernames and passwords. While we stress the importance of password safety and secrecy, it has been communicated that parents are the exception and should know this information.

Some basic rules we are teaching about responsible use:

- Only use GCS account for educational purposes.
- Do not post, comment, or send anything you wouldn't want your teacher or parents to see.
- The internet is forever - just because you delete an item doesn't mean it is gone.
- Keep your password a secret.
- GCS can access the account if there is a problem.
- Tell a parent or teacher immediately if you receive communication that is inappropriate or from someone you don't know.

It is extremely important that students, families, teachers, and schools all work together to monitor and guide our students while they navigate this constantly changing technology. Advancements are made at an exhausting pace, but if parents and educators communicate and model safe and responsible use, our students will be better equipped to handle these changes and be responsible digital citizens.