

St. Bonaventure Catholic School
16377 Bradbury Lane
Huntington Beach, CA 92647

Dear Parents/Guardians,

St. Bonaventure Catholic School provides email accounts to the 6th, 7th, and 8th grade students. This service is part of the tools in our *Google Apps for Education* site. Gmail can be accessed on most browsers by going to Google.com.

Providing an email account to the students is part of our efforts to foster a 21st century learning environment. Email is a valuable communication tool in today's world. We believe that learning how to use and maintain a professional email account is important. By providing an email to the students we are not only opening the opportunity for our students to practice the appropriate use of professional email, but we are giving them a tool with immediate use in their academic life. Some immediate uses of the issued email account include:

- Communicating with teachers (e.g. for questions, extra help, or homework)
- Communicating with other students (e.g. to coordinate group projects)

With this new educational opportunity also comes responsibility. It is important that you and your child read the "Guidelines for Your School Email" document on our website and together discuss the rules for appropriate email use.

For regulatory purposes, all student emails are archived and accessible by school administrators. As such, student email will be monitored for inappropriate use. Inappropriate system use can result in the loss of the privilege to use this educational tool, as well as result in a disciplinary action.

Finally, we believe the full benefit of this educational opportunity is achieved by using the fully featured email account we are providing to our students.

If you have any questions, please contact our IT department.

Blessings,

Janice Callender
Principal