



Dear Secondary Student Parents/Guardians,

Millard Public Schools (MPS) utilizes Google G Suite for Education (G Suite) with our secondary students. MPS middle and high school students have been given a Google account that enables students and teachers to communicate and work collaboratively on documents, presentations, and projects via the web. G Suite allows students and teachers to access online files from school or home.

Students and teachers receive basic training on how to effectively use G Suite in accordance with our Student Code of Conduct. Students need to consider G Suite as an extension of the classroom, subject to the same rules and expectations of appropriate behaviors. **Parents are encouraged to talk to their children about their online activity to help ensure safety.** Please note that G Suite email and documents are archived by MPS.

G Suite for Education is not the same as a personal Gmail account. G Suite provides middle and high school students access to a suite of applications including Mail, Drive, Classroom, Calendar, and Sites. G Suite allows the Millard Public School District to limit or control access to applications and some content. For example, MPS students will not have access to Google+ or Google Hangouts. Millard Public Schools will make every effort to limit inappropriate content/communication and will respond accordingly.

Descriptions of several Google Apps are listed below:

Google Drive - Google Drive allows students and teachers to store and access their files anywhere - on the web, on their hard drive, or on the go.

Google Docs, Forms, Sheets, and Slides - Google Docs, Forms, Sheets, and Slides are productivity apps that let students and teachers create different kinds of online documents, work on them in real time with others, and store them in Google Drive online — all for free. Students and teachers can access the documents, spreadsheets, and presentations created from any computer, anywhere in the world. (There's even some work you can do without an Internet connection!)

- Google Docs is an online word processor that lets you create and format text documents and collaborate with other people in real time.
- Google Forms is an online form app that lets you create and format forms/questions to collect, organize, assess, and analyze information/responses.
- Google Sheets is an online spreadsheet that lets you create and format spreadsheets and simultaneously work with other people.
- Google Slides is an online presentation tool that allows you to show off your work in a visual way.

Google Classroom - Classroom is designed to help teachers create and collect assignments paperlessly, including time-saving features like the ability to automatically make a copy of a Google document for each student. It also creates Drive folders for each assignment and for each student to help keep everyone organized. Students can keep track of what's due on the Assignments page and begin

working with just a click. Teachers can quickly see who has or hasn't completed the work, and provide direct, real-time feedback and grades right in Classroom.

Google Sites - Google Sites makes it easy to create a custom website for a school project that allows students and teachers to upload and share content (photos, portfolios, videos, calendars, slideshows, links to documents) and managing permissions to control who can see your site.

Additional information and online resources for Millard Public School's G Suite for Education can be found at <http://www.mpsomaha.org/GSuite>. The G Suite resource information can also be found on your child's school home page by clicking the "G Suite" tab at the top of the screen. If you have any questions or concerns, please contact your school's administrator.

Sincerely,



Kent J. Kingston, Ed.D
Executive Director of Technology
Millard Public Schools
(402) 715-6290



Curtis R. Case, Ed.D.
Director of Digital Learning
Millard Public Schools
(402) 715-6290