North Hunterdon-Voorhees Regional High School District

"Providing Success for All Students"

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Dear Parents/Guardians,

The North Hunterdon-Voorhees Regional High School District is now providing district-issued email accounts to all of its students. This new service is part of a set of tools called "Google Apps for Education" that we are making available to all active students. A permanent link that allows access to this service has been added to both school websites.

Providing a district-issued email account to each student 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 necessary for succeeding in college and in the workforce. By providing a district-issued email account to each student, 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 a district-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)
- Communicating with outside professionals (e.g. with a college professor or book author as part of a research project)
- Communicating with colleges (e.g. for college application or to request information)

With this new educational opportunity also comes responsibility. It is important that you and your child read the attached supplemental material and together discuss the rules for appropriate email use. This material also provides information that your child will need in order to access this new service.

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 possible disciplinary or legal actions.

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. However, if you do not feel comfortable with your child using an email account that can communicate outside the school district, we do offer the option to request a limited email account designed to communicate only within the school district. Students with a limited district email account won't be able to communicate with colleges

Serving the Boroughs of Califon, Glen Gardner, Hampton, High Bridge, and Lebanon;
the Town of Clinton and the Townships of Bethlehem, Clinton, Franklin, Lebanon, Tewksbury and Union.
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nor with outside professionals. If you would like to request a limited email account for your child, fill out the "Request for Restricted Email Account" that is attached. You do not need to fill out this form unless you are specifically requesting a limited email account.

If you have any questions, please feel free to contact your child's building administration or myself.

Sincerely,

Guillermo Vargas-Dellacasa
Coordinator of Technology
North Hunterdon-Voorhees Regional High School District
(908) 735-2846 ext 5128
gvargas-dellacasa@nhvweb.net

Student Email Accounts - FAQ

Why would I use my school email account?

Your school email account is an excellent tool for *professional* communication. Here are some examples on how you can use your school email account:

- *Communicate with your teachers*: You can use your school email to ask your teachers for help with homework or to provide feedback.
- *Communicate with classmates*: You can use your school email to share information when working together on an assigned project with other classmates. You can also use your school email account to coordinate class and club activities.
- *Communicate with outside professionals*: You can use your school email to request information for school projects. Just remember that by emailing someone from your school account, you become an ambassador of our school district to the outside world. If your email looks poorly written or is impolite, this reflects negatively on you as a person as well as on your school.
- *College Application/College Information*: Many schools provide links to their admissions department that you can use to ask questions, set up tours, or to ask for financial aid information. If you use your school email account to request such information, there is a good chance that the receivers of your email will treat you with more respect than if you use a personal email account. This could help you receive that all-important scholarship later on!

What is my school email address?

Your school email address is in the form: *lastnameID@student.nhvweb.net*

For example, if your name is *John Smith* and your student ID # is 20123435, then your school email address is *Smith20123435@student.nhvweb.net.*

How do I access my school email account?

Your school email account is provided via Google Apps for Education and it works very similar to "Gmail". You will find a link on your school's home page to access your email. You will login with your school username (e.g. *Smith20123435*). For the password, you will use your school password like this:

- If your password is six characters long: use your password + "12" (e.g. if your password is *BNH999*, your email password is *BNH999**12***)
- If your password is eight character long: use your password as it is.

What is the difference between your School Email and other email accounts you might have?

Your school email is a professional email account. You should use a **professional tone** in your email communications and use your school email **ONLY for school-related communication**.

Student Email Accounts - FAQ

What is the difference between your school email and other forms of communications, such as IM?

A professional email account is different than instant messenger, chat rooms, and text messaging. The abbreviations and shorthand commonly used in those forms of communication should not be used in a professional setting like a school.

Can I use other emails accounts?

We will not block other email accounts. However, teachers will only use your school email address to communicate with you. Under normal circumstances, teachers will NOT contact you at your personal email accounts (Yahoo, Hotmail, Comcast, etc). In addition the Technology Department might not support some of those third-party email accounts.

How much information can I store on my school email?

Your school email has a storage capacity of 25GB. We expect this will be enough for the duration of your student life in the district. However, we encourage you to maintain an organized email Inbox and delete what is not needed.

Will I have access to email during school breaks?

Yes. Your student email account will remain active until you are no longer an active student (e.g. you graduate, or move to another school).

Is my school email private?

We do NOT share your information outside the school. However, student email is reviewed by school personnel. School administrators can read all the emails you send or receive with your school email to ensure appropriate use. For regulatory purposes, student email is automatically archived, so there is a copy of every email you send or receive for administrators to review, even if you deleted them from your email.

What is appropriate use of school email?

The use of school provided email, as any other computer service provided by the school, is subject to the guidelines in BOE policy 2361. Also, please review the "Guidelines for Proper Email Use" document to understand what is ok and what is not when using your school email.

Are there consequences for inappropriate use of email?

Consequences of inappropriate use of student email may include, but are not limited to: loss of computer privileges, alternative assignments, detention, in school suspension, and out of school suspension.
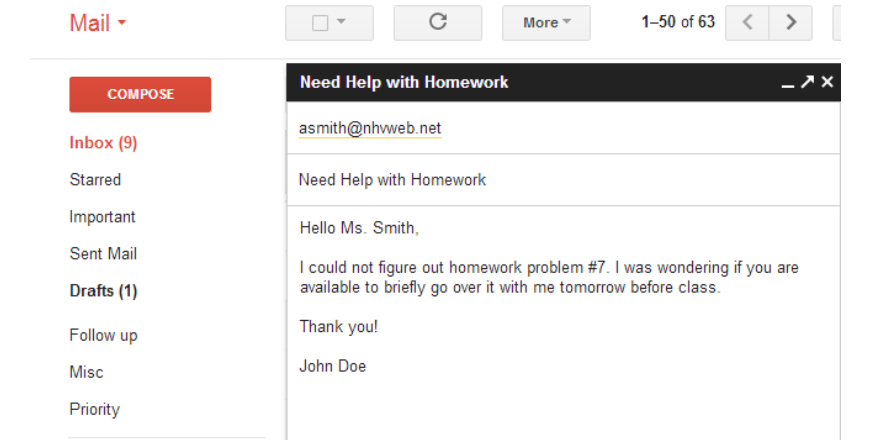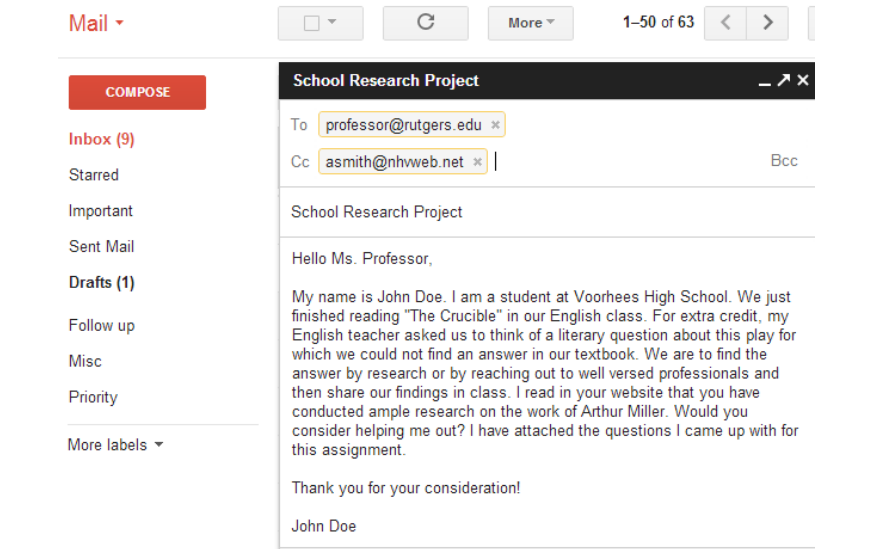
Usage Guidelines for your School Email

It is strongly encouraged that students get used to practicing good email writing, because breaking the rules of email "etiquette" could cost you a job or scholarship later on. In addition, improper use of your email account is considered a disciplinary issue. Please review the following guidelines for proper use of email:

When using your email account **DO**:	When using your email account **DO NOT**:
- Use rules of proper written English. - Spell-check your emails before sending them. - Use a polite tone in your emails. - Use email for contacting your teacher when face-to-face communication is not possible. - Use your email for school-related purposes. - When emailing outside professionals, always copy your teacher or club advisor.	- Do not type the emails like a text message. For example, do not use abbreviations common on IM or SMS. - DO NOT SHOUT (typing in All Caps is considered shouting) - Do not email your teacher from across the room, or use email to avoid face-to-face communication. - Do not send forwards/chains to your teachers. - Do not use your school email to register at websites (e.g. do not use it register it on Facebook or other social media sites). - Do not email your teachers for casual conversation.

Usage Guidelines for your School Email

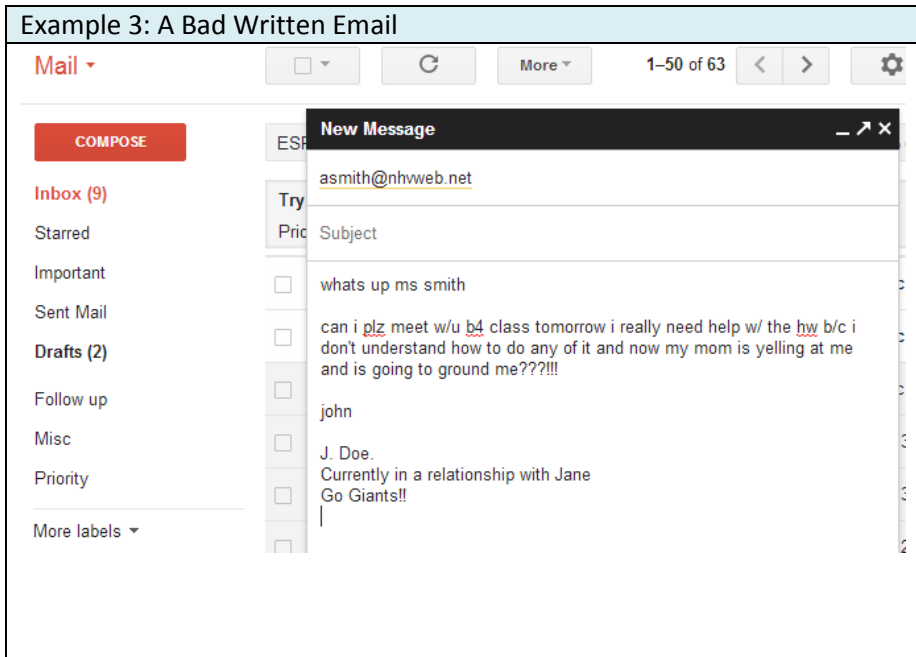Here are two examples of properly written emails (i.e. this is how your emails should look):

Example 1: Communication with a Teacher	
Mail ▾ **COMPOSE** Inbox (9) Starred Important Sent Mail **Drafts (1)** Follow up Misc Priority **Need Help with Homework** asmith@nhvweb.net Need Help with Homework Hello Ms. Smith, I could not figure out homework problem #7. I was wondering if you are available to briefly go over it with me tomorrow before class. Thank you! John Doe	In this example, a student emails a teacher about a difficult homework problem. Take a quick look at the subject line; you will notice that information is provided as to the reason for the email. Now quickly scan the email. We want you to notice that the entire email is written in proper English. The last thing we want you to notice is the *tone* of the email. This email is a politely written request to meet in person for help with a homework problem.

Example 2: Communication with an Outside Professional	
Mail ▾ **COMPOSE** Inbox (9) Starred Important Sent Mail **Drafts (1)** Follow up Misc Priority More labels ▾ **School Research Project** To professor@rutgers.edu ✕ Cc asmith@nhvweb.net ✕ Bcc School Research Project Hello Ms. Professor, My name is John Doe. I am a student at Voorhees High School. We just finished reading "The Crucible" in our English class. For extra credit, my English teacher asked us to think of a literary question about this play for which we could not find an answer in our textbook. We are to find the answer by research or by reaching out to well versed professionals and then share our findings in class. I read in your website that you have conducted ample research on the work of Arthur Miller. Would you consider helping me out? I have attached the questions I came up with for this assignment. Thank you for your consideration! John Doe	Remember to use proper English and to use a polite tone when writing anyone outside the school district. By emailing someone from your school account, you become an ambassador of our school district to the outside world. If your email looks poorly written or is impolite, this reflects negatively on you as a person as well as on your school. *Note*: When emailing outside professionals, always copy your teacher or club advisor.

Usage Guidelines for your School Email

And here is an example of a not so well written email (i.e. please, spare your teachers from something like this):

Example 3: A Bad Written Email	
	Here are some things that are wrong with this email: • There is no subject line. • There is no punctuation or strange punctuation (e.g. "???!!!"). • There are many things missing including apostrophes and periods. • The body of this email should definitely be more than one sentence long! • Plenty of text messaging or instant messaging abbreviations. You should just take the extra few seconds necessary to type out the words using their proper spelling! It makes you look much more intelligent! • You should avoid signatures that are not school-related. For example, for sure Jane is very lucky to have John, but it should not be included within a school-related email.

Keep in mind that we did not put these guidelines in place to make your life more difficult or to force you to spend more time writing an email. These suggestions are coming from professionals that are trying to help you out…these tips could help land you a job or scholarship later on!

Enjoy your school email!

Google Apps for Education – Quick Start Guide for Students

What is *Google Apps for Education*?

Student Email is provided as part of a wider set of tools called *Google Apps for Education* that the District is providing to all staff members and to all students. Some of the tools under *Google Apps for Education* are: an online space for storage and document editing (Google Drive & Docs), an online calendar (Google Calendar), and an online website creation tool (Google Sites). And of course, *Google Apps for Education* also includes your web email service (Google Mail, also known as Gmail).

Do I need to have software installed in my home laptop to use Google Apps for Education at home?

No. Google Apps for Education is a cloud-based solution. The only thing you need to access any of the services in Google Apps for Education (Drive & Docs, Calendar, Sites) is your browser (Internet Explorer, Chrome, Firefox, or Safari).

How Do I Login to *Google Apps for Education*?

We are fully integrated with Google, so your NHV credentials work on any Google page, including www.google.com which you can use as your login page for your NHV Google Apps for Education account (via the sign in button on the top right). Alternatively, you can login at the login page of each service (e.g. drive.google.com to access Google drive, or gmail.google.com to access your email). If you are not sure where to log in, or if you miss seeing the District logo on the login page, you can start at the dashboard or at each service "NHV" login page (e.g. drive.google.com/a/student.nhvweb.net/). These "NHV" login pages are available on the District's Technology Department website.

What is my *Google Apps for Education* username and password?

You will use your school email address as the username and your school password as the password. You might need a little twist in your school password if your password is six characters long:

If your password if less than eight character long, you need to add "12" to your password to make it long enough for *Google Apps for Education* to accept it (e.g. if your school password is "CHX999" you will need to enter "CHX999**12**" to access any of the services under *Google Apps for Education*).

How can I use *Google Apps for Education* as a student?

Some examples include:

- Because it provides you with an official school email account, you can email your teachers using this email account (for example, if you have homework questions). Note: This is a professional email account, so only use it for school related communication.
- If you type your homework in *Google Drive & Docs*, you can "turn in" your homework online by "sharing" your homework with your teacher (asks your teacher if this is acceptable before submitting like this). Teachers might add comments online to your work that you can later review if you submit this way.
- You can work online together on a document with other students using *Google Drive & Docs*. Each member on a project group can edit a common document at the same time (e.g. a report that you are writing together). You and your teachers will

be able to see who wrote what on the document by reviewing the "revision history" of the document.

- You can create online calendars to manage your time (for class work for example).
- You have 5GB of file storage in *Google Drive*. You can use that to store your school related files and access them from any computer or smartphone with an Internet connection (similar to *DropBox*).

Links to the Core Google Apps for Education Services:

Google Apps Dashboard
http://www.google.com/a/student.nhvweb.net/

Google Drive
http://drive.google.com/a/student.nhvweb.net/

Google Email
http://gmail.google.com/a/student.nhvweb.net/

Google Calendar
http://calendar.google.com/a/student.nhvweb.net/

North Hunterdon-Voorhees Regional High School District
Request for a Restricted Student Email Account

Name of Parent/Guardian Making the Request: _____

Relation to Student: _____

Student Name: _____

Student ID: _____

District-Issued Student Email: _____

Date of the Request: _____

As the parent or guardian of the student identified above, I am requesting that the E-Mail account identified above, which has been assigned by the District for school purposes, be restricted as to prevent email from being sent to or received from accounts outside the North Hunterdon-Voorhees Regional High School District E-Mail domains.

_____
     Name of Parent/Guardian Making the Request (please print)

_____   _____
     Signature of Parent/Guardian Making the Request   Date

Please sign and return to your Guidance Office.