

## Accessing Student E-mail

Each student will access email at [mail.madeiracityschools.org](mailto:mail.madeiracityschools.org). A link on our website is provided for easy access.

The student's username is (all lowercase) [firstname.lastname.student@madeiracityschools.org](mailto:firstname.lastname.student@madeiracityschools.org)

The password will be the word "student" and the student ID number.

An example of both would be:

[jane.doc.student@madeiracityschools.org](mailto:jane.doc.student@madeiracityschools.org)

Password: student1234

If you do not have your child's password, it can be provided by the Technology Department at 513-272-4141 or [breisert@madeiracityschools.org](mailto:breisert@madeiracityschools.org)

Students will only have access to send and receive emails to the computer teacher. This will change during the 3rd and 4th quarter. They will be able to send and receive email within our Madeira network, that is e-mail addresses that end in [madeiracityschools.org](mailto:madeiracityschools.org).



## Consequences of misuse of E-Mail/Internet

- Use of the Internet is a privilege, not a right. The Board of Education's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege. More information can also be found in the Acceptable Use Policy which can be found online in our MES Student/Parent Handbook on our main elementary school webpage at [www.madeiracityschools.org](http://www.madeiracityschools.org).
- The Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Teachers and building principals are responsible for determining what is unauthorized or inappropriate use.
- The principal may deny, revoke, or suspend access to the Network/Internet for individuals who violate the Board's Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

# Google Apps

for

## Education

at

## MES



### Safe and Secure:

- Gmail
- Google Docs
- Google Calendar

### Promoting 21st Century Learning:

Responsible use of technology

Collaboration

Communication

Creativity

Critical Thinking



## Uses for Student E-mail

- Teachers may email students to communicate reminders, post questions, provide individual feedback, give additional content and other messages to support learning.
- Students may email teachers to ask questions, request clarification regarding lessons, or make other comments about their learning.
- Students may email other students when collaborating on group projects and to ask and answer other clarifying questions.

## Monitored E-mail



**Emails are monitored and filtered based upon content.**

- Students will only have access to send and receive email within our Madeira network, that is e-mail addresses that end in @madeiracityschools.org.
- All student e-mails will pass through a Technology Protection Measure (filter).
- Rules/filters are set up to monitor student e-mail for profanity, harassment, and other inappropriate content.
- Student e-mail that is identified as inappropriate will be blocked from delivery, and instead will be sent to school administration.

## Google Docs

Google Docs is an easy-to-use online word processor, spreadsheet, and presentation editor that enables students to create, store, and share instantly, and collaborate online in real time. Students can create new documents from scratch or upload existing documents, spreadsheets, and presentations. There's no software to download, and all their work is stored safely online and can be accessed from any computer including home computers.

Students are asked to use Google Docs only in the classroom for projects assigned by a teacher.

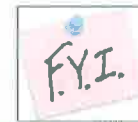
## Google Calendar

Google Calendar is another tool provided by Google. It is an online calendar that allows students to plan their days and become organized for school. Google Calendar can be set up to send reminders to students when homework or projects are due. This is also accessible from a home computer.



## Tips for Keeping your Child Safe Online

- Always place the computer in a 'high traffic' area. Computers should never be in a bedroom.
- Monitor your child's e-mail account for inappropriate content.
- Monitor your computer for instant message accounts and make sure that if your child uses instant message, you know who is on their chat list.
- Check the history of your Internet browser and the history of any instant message programs
- Have frequent conversations with your child about appropriate use of the Internet, e-mail, and other communication tools.



These applications were presented to the students by Mrs. Fleming, the computer teacher, and the skills will be reinforced by the classroom teachers.

If you have additional questions please contact Chris Flanagan  
[cflanagan@madeiracityschools.org](mailto:cflanagan@madeiracityschools.org)  
or Melissa Fleming  
[mfleming@madeiracityschools.org](mailto:mfleming@madeiracityschools.org)