January 9, 2013  
  
  
Dear ⅘ Families,   
  
We are very excited to have introduced fourth and fifth grade students to Google documents this week. This new technology will provide dynamic opportunities for collaborative work in our classrooms and will allow work to be accessed at home. We look forward to using Google documents, presentations and more to facilitate learning in all curricular areas. Ask your student to show you what they know about Google docs!  
  
At the beginning of the school year, the IT release that you signed allowed you to choose whether or not your child would have access to email through BVSD. Based upon each family’s decision, some children have email access associated with their Google applications. We will not be using email at school and trust that families will monitor any access at home as you do other uses of technology in your home.   
  
When students need to access Google applications for school work at home, they need to follow these steps:

1. From your search engine, type in BVSD to access the district website
2. Select Quick Links from the toolbar at the top of the website, and select Google K-5 Sign in from the drop-down menu.
3. Sign in to Google accounts using the Email prompt. The Email sign in for students is the same user name they use to sign into computers at school followed by @bvsd.org. This is first initial of first name and full last name followed by the last four digits of their student ID number.  For example:  [jsmith1234@bvsd.org](mailto:jsmith1234@bvsd.org). The password is bvsd.xxxxxxa. Students use their six digit student number in place of the x’s. Students are generally proficient in this process, but feel free to contact me if there are sign in problems.
4. Once students are signed in, they will access google DRIVE for homework or projects from the black toolbar at the top of the google page.  You will notice other tools on this toolbar, including mail.  We are asking families to be aware of the other tool functions and monitor student use.

Please contact me if you have any questions regarding this new technology. Thanks for supporting our students as they access innovative new strategies for working together and demonstrating their knowledge.   
  
Sincerely,  
4/5 Team