

September 27, 2016

Dear 5th Grade Families,

Thanks to the generous gift from families of the Class of 2015, we have a set of Chromebook laptops to share among our 5th grade classes. Our computers allow students to research on the internet, blog on class websites, create documents for writing projects, and communicate with their teachers. In order to use the laptops for their work, students will need to create a P.S. 261 Gmail account. Families and teachers will have access to students' accounts to monitor their work. Students are not to use the accounts for anything other than school work and they are not to share their passwords. Having a unique Gmail account will allow for each student to have their work automatically saved for them to continue their work at home. Your child's account will be his/her first name, then last initial. For example, Liz Dehner would have the account lizd@ps261brooklyn.org. Please return the permission form below and let us know if you have any questions.

**** Please note, all student accounts will be deleted, January 1, 2018, six months after the Class of 2017 graduates. Upon graduating from P.S. 261, students will be expected to transfer all files to another email account or to download all content onto an external drive.**

Sincerely,
The 5th Grade Team

Permission Form for School Gmail Account

- Yes, I give permission for my child, _____, to have a school Gmail account to use only for school purposes.
- No, I do not give permission for my child, _____, to have a school Gmail account to use only for school purposes.
- I am aware that my child's account will be **deleted by, January 1, 2018**, and that all files must be transferred to another account or downloaded before this date.

Family Signature X _____ Date _____