



TOLLAND HIGH SCHOOL

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September 15, 2014

Dear Parents and Students,

We are proud to announce that we are ready to roll out email accounts for students! These accounts will be hosted by Google and can be accessed from anywhere in the world by going to <http://mail.tolland.k12.ct.us>. Each student's email address will appear as follows: FirstNameLastNameStudentID@tolland.k12.ct.us. Jane Smith, whose student ID is 11111, would login using an email address of JaneSmith11111@tolland.k12.ct.us. Please note that the email address is not case sensitive. The temporary password for this account is: 2014!!!! Once logged in, the password will need to be changed.

We are implementing student email accounts because there is a wealth of educational resources available online, much of which require students to use an email account that is associated with their school district. Some of these include *Office365*, *Google Docs*, *Prezi*, *Diigo*, and more. We are also hoping that these accounts will allow us to facilitate additional communication in and outside the classroom setting. All student email accounts will be archived and students are expected to adhere to the Acceptable Use Policy.

All student email accounts are disabled at this time. If, after consideration, you do not want your son/daughter to have a student email account, please complete and return the attached opt-out form to the Tolland High School main office. Student email accounts will be enabled for all students on Monday, September 24, 2014 unless an opt-out form has been submitted to the main office. Please do not attempt to sign into your student email account for the first time until September 24.

We recognize that questions may arise pertaining to student email accounts. If you do have a question, please feel free to contact me at your convenience. We are looking forward to the fantastic educational opportunities these accounts will afford our students.

Thank you,

Dominique Fox

Student Email Account Opt-Out Form

Please complete, sign, and date this form if you wish to opt your student out of having a student email account. By opting out, you understand that this may limit what types of technologies your student will have access to. The district will provide alternative technologies whenever possible.

Name of Student: _____

Grade: _____

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____