



Library Media Center



Dear Parents/Guardian:

This year in library we will be using our school Google Accounts and Google Classroom. Classroom is a free and secure learning network for students and teachers. It provides a safe way to access and share work with the teacher, receive library class information, work collaboratively and participate in discussions. As a parent/guardian, you can see your child's assignments and whether or not they have been completed.

Classroom is accessible online with any device with internet access. Classroom will be used strictly for educational purposes and any student who does not adhere to our Digital Citizenship Procedures will be removed from the Google Classroom with all privileges revoked. If your child's privileges are revoked, all assigned work will be done on paper.

Listed below are our Digital Citizenship Procedures:

- Protect Privacy
- Respect Others
- Follow the Rules
- Use appropriate grammar rather than texting language
- Discuss school-related content only

In order to begin using Classroom, we require all parents/guardians and students to fill out our Google Classroom Contract form which is located in your child's Google Library Classroom. I have reviewed all of the above with students including how to access the contract and trust this year will be an exciting learning experience for all.

If you have any questions or concerns, please email me at lcapozzi@sachem.edu or call me and I will get back to you as soon as possible.

Thank you.

Sincerely,

Mrs. Capozzi