Millstone Township Elementary School
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March 13, 2020

Good Afternoon Elementary School Families and Friends,

As you are aware, the Millstone Township School District will be closed from March 16th through March 27th.   The teachers at the Elementary School have worked hard over the last two mornings to design engaging, fun, and purposeful learning experiences for our children. While we know that virtual learning can never replace the classroom experience, we will continue to provide rich opportunities for students to learn and grow.

Here's what to expect:

- All 5th grade students will bring home their district-issued Chromebook, charger, and case this afternoon. Please review the district's Acceptable Use of Technology Policy which is attached below.

- Any 3rd or 4th grader in need of a Chromebook and charger may pick-up a district-issued device next week at the Elementary School. Times and dates to be determined. Please review the district's Acceptable Use of Technology Policy which is attached below.

- Classroom, intervention, and special education teachers will communicate daily assignments and available "Office Hours" via the usual classroom communication tool (ie. email, Bloomz, Remind, etc.).

- Assignments for related arts will be posted on the Elementary School website.

- Many teachers will "distribute" and "collect" assignments via Google Classroom. Please refer to your teacher's communication for details. The students are familiar with Google classroom.

- Students must sign into their **Millstone Google Account** to have access to daily assignments.

- At this time, the most efficient way to communicate with the school will be through email.

We remain positive in being able to provide quality instruction to your children. We look forward to working together during this unusual time. Be well, stay healthy, and see you soon!

Thank you,

Suzanne Guidry   *Scott Hobson*

Dear Elementary School Families,

As we move ahead with virtual learning, please familiarize yourself and your student with our Acceptable Use of Technology policy.This policy applies to any student using a district issued device.   Please review this policy with your child(ren) and encourage good digital citizenship!

Thank you,

Suzanne Guidry

Acceptable Use of Technology

Any student seeking to use the technological resources of Millstone Township School District must sign an Acceptable Use of Technology form to ensure that he or she will not attempt to acquire data for purposes not related to the educational goals of the District. This form must be signed by the student and student's parent or guardian using the facilities. These terms and conditions supersede all prior oral or written agreements and understandings. Any student and parent or guardian who does not submit a signed Acceptable Use of Technology form will not have access to the computers or related technologies available in the schools. The following is in direct alignment with **Policy 2361: Acceptable Use of Computer Network/Computers and Resources** and **Policy 2360: Use of Technology**. All users are prohibited from the following actions:

- Using the district system to engage in illegal activities.

- Disrupting, vandalizing or gaining unauthorized access to equipment, software, files or the operation of any system and/or violating copyrights or otherwise using the intellectual property of another individual or organization without permission or citation.

- Obtaining or creating pornographic text, graphics, or photographs.

- Using abusive or obscene language to send hate mail, harass another individual, violate the law or school policy.

- Using technology for personal, financial, or business gain.

- Logging onto the network or sending e-mail using another's identity.

- Developing bulletin boards, chat groups, or e-mail broadcasting.

- Altering the configuration of any Chromebook.

- Disabling or otherwise modifying any technology protection or measures on school issued devices.

- Accessing messaging services or social media sites.

Students are given digital storage space to save their school related work. This storage space belongs to the Millstone Township School District and is not guaranteed to be private. Using the space to store non-school related files is a violation of the Acceptable Use of Technology agreement. Messages related to, or in support of, illegal activities may be reported to the authorities. In the event that there is a violation, the consequences will follow the existing student conduct code. If a student uses the Internet, computer, email, or any other means to copy another user's material, the student will be disciplined. It is important that each user safeguard his or her work.