Dear Parent/Guardian:

Students at Ellsworth High School have access to Google Apps, provided by our email that will allow them greater connectivity to their school, academic resources, and class information. Mrs. Mack also has a webpage, like many other teachers and will use it for posting handouts and assignments. Additionally, students have the ability to have their own Weebly page. Your student’s wiki page will be used to publish pieces to form a digital portfolio of best work. This portfolio is intended to act as a record of their learning using authentic audiences.

In order to create a comprehensive user-friendly portfolio for students, we will be accessing a variety of web-based programs, displaying pictures, audio, and video digitally. Google Apps is a free internet site that allows users to have access to programs very similar to Microsoft Word, Excel, and PowerPoint. Students can save these documents on the internet and access them anywhere there is a computer and an internet connection. In addition, once someone creates a document he or she can share this with other people logged into Google Docs. Multiple people can view and revise a piece of writing. This not only allows collaboration but also gives the students access to their work wherever there is the internet.

This class will be using this program, creating pieces of writing, inviting friends and myself to view and help with revision of their documents. To create a space that truly belongs to the student, I plan to have students post digital images of themselves, which include pictures, video, and audio that will enhance the academic endeavors of the course. To protect student identities, only the first name of the student will be used to identify them on the Weebly.

Other web-based programs may also be used to provide flexibility for our students. Programs such as Audacity, Voicethread, Blogs, YouTube, Twitter, Podcasts, Glogster, Xtranormal, and ToonDoo will be used in class to help provide the tools necessary to connect to an authentic online audience. Please let me know if you have any concerns in this endeavor.

It will be an educational experience in learning about new technology, social networking, and revision in writing as a process that will be met with much success.

Thank you for your consideration and if you have any questions, please contact me [smack@ellsworth.k12.mi.us](mailto:smack@ellsworth.k12.mi.us) or 231-588-2544 ext. 20,

Sonja Mack

English/Spanish Teacher

Ellsworth Community School

To fully protect you, I ask that you agree or disagree with each of the following statements:

I agree to allow my student to use Google Docs Yes No

I agree to allow my student to be audio/digitally recorded for the Weebly Yes No

I agree to allow my student to access programs such as Audacity,

Voicethread, Blogs, YouTube, Twitter, Podcasts, Glogster, Xtranormal

and ToonDoo for academic purposes Yes No

I agree to allow my student’s work to be used as a positive example

of published work for demonstration or promotion purposes. Yes No

For the student – My signature below indicates that all my questions have been answered. I agree to participate in the course as described above.

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Signature of Student Date

For the parent/guardian – My signature below indicates that all my questions have been answered. I agree to allow my student to participate in the course as described above.

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Signature of Parent/Guardian Date