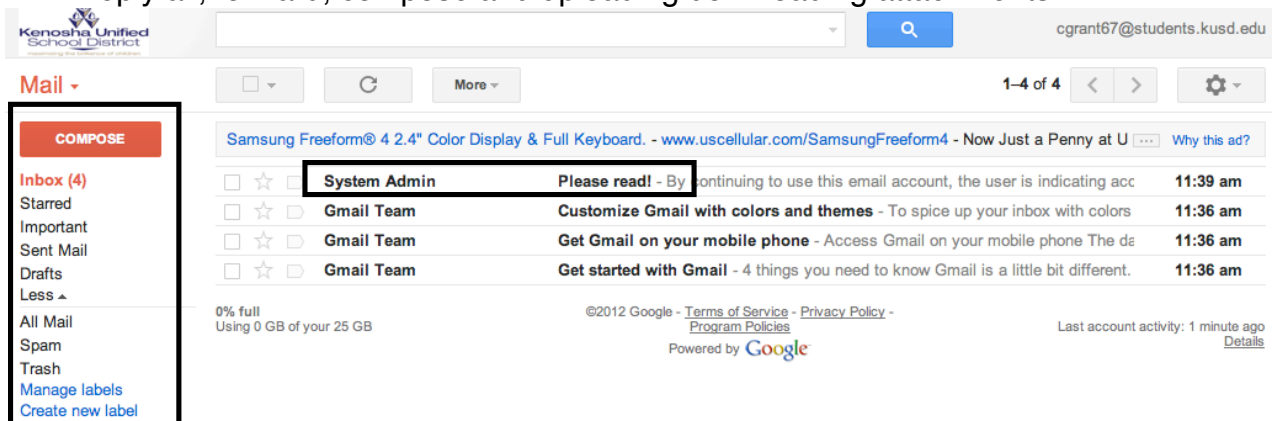


Student Email: Teacher Information and Procedures

- All KUSD students in grades 3 through 12 will have access to their own Gmail and Google Apps account for instructional purposes. This could include such activities as: document exchange between students and teacher, sign up for online educational accounts, teacher-student communication, and project collaboration.
- Use of the email account is intended for instructional purposes only. Students should continue to use their own personal email for social communications. District emails, per the policy, are not private, and students need to understand that through reviewing the policy.

Suggested Implementation with Students:

1. Review [Board Policy 6633](#) with students using the presentation provided.
2. Distribute copies of the Student Guide.
3. Have students login to the computers.
4. Students will use the Student Guide to complete the following steps:
 - a. Open an internet browser (Safari, Firefox or Chrome preferred)
 - b. Click on the “KUSD Gmail and Google Apps” link located on their school’s homepage. Students will be transferred to the single sign on page.
 - c. Login using Active Directory username and password. (Username = ID # and Password = ID # or whatever they have changed it to)
 - d. Accept the Google Mail Acceptable Use Policy (AUP) if prompted.
 - e. Open the email from System Administrator. Students can read it silently, teachers can read it out loud to their class, or students can forward it to the teacher acknowledging they have read and understand the expectations.
5. Review the operations of an email application, including: inbox, trash, spam, reply, reply all, forward, compose and uploading/downloading attachments.



6. Teachers will tell students their actual email address (first initial, first 7 letters of last name, last 2 digits of Student ID@students.kusd.edu)
 - a. Example: John Anderson (ID # 20121234) is janderso34@students.kusd.edu