Setting Up a Free Gmail SCHOOL Address For Your Student

The school would like you to use Gmail for your student's free email account. Gmail has basically unlimited space, plenty of great features, and can be synced to an iPad with almost no hassle. **The gmail address will be a MAJOR asset for communication between your student and their teachers. It will also be used for Google Drive to save and share student work.**

Please follow these steps to set up your free account for your student:

STEP 1: Go to http://www.gmail.com/ or accounts.google.com/signup

STEP 2: Click "CREATE AN ACCOUNT"

(Parents: if you already have a Google account, you get a screen that reads "Add Gmail to your Google Account" and at the bottom of the directions you will see a link: "**If you prefer, you can create a new Google Account with email, and leave this one as-is.**"

VERY IMPORTANT – some of the families last year linked this new email to their family account and because of the "all or none permissions," their students email account was not allowed to sign on. **So it is best to set this up as a stand-alone account.**

STEP 3: Fill in all the information in the form. Some reminders:

▪ FORMAT FOR THE EMAIL: Your child very well might use this email address for years to come and the best format to help us with school communication would be to follow this format: (lastname.firstnamefourdigitnumber@gmail.com) So this is the example: student name is James Smith; email would be smith.james1550@gmail.com

Student email address: _____ . _____ _____ @gmail.com

(last name)   (First Name)   (4 digit number)

Example: Mitchell.Mel4642@gmail.com

▪ PASSWORD:

   ▪ **Make sure** the password contains at least ONE capital letter, ONE number, and is at least 8 characters long or longer. (Ex: "Michael8435551916" ⇓ Capitalized middle name of student plus a parent or home phone number the student has memorized)

   ▪ **TIP:** Make the password is something your child can remember (middle name + house number, initials + parent's cell phone number, etc.). Also, MAKE SURE YOU KNOW THE PASSWORD so you can keep an eye on your child's email. DO NOT LET THEM CHANGE THE PASSWORD AND KEEP THEIR COMMUNICATIONS PRIVATE FROM YOU UNTIL THEY TURN 18!!!

▪ PUT THE PARENT'S BIRTH DATE INTO THE FORM as Gmail will block you from creating an account if you use the birthday of a child under the age of 13.

▪ Once you have completed the process, you are good to go. Make sure both you and your child know the email address and have the password memorized. Complete and return the attached.

▪ **As a parent**: you might want to setup some additional security features: for example, add the email address to your smart phone's email app so your child's emails get forwarded to you, turn off any of Google's tracking or social networking features (under settings), etc. This helps keep an eye on your child and ensure they aren't communicating with anyone they shouldn't be.

▪ Please let your student know that this is a "school account" and not a personal account (in the same way that adults may have an account for business and one for personal)

Once completed online, please complete this form and return it back to THE school BEFORE JUNE 30 - Thanks:

Student Name: _____

Student Grade: _____

PLEASE FOLLOW THE PROPER FORMAT (note the period between last and first name)

Student email address: _____ . _____ _____ @gmail.com

(Last name)   (First Name)   (4-digit number)

Example: Mitchell.Mel4642@gmail.com

The password: _____

(The past year we ran into TOO MANY situations where students forgot or did not know their password and it became a real hindrance at times in the educational and student transition process into middle school)

Parent/Guardian Printed Name:_____

Parent/Guardian Signature: _____

Thank you. This will help our back to school deployment in August!