

# Google Apps for Education (GAFE)

Dear Baldwin Parent,

All 3<sup>rd</sup>-5<sup>th</sup> grade students have access to Google Apps for Education (GAFE) and a Gmail account through Rochester Community Schools. During elementary school, student email accounts are restricted to communications within the RCS network (students and staff with a RCS Gmail). These accounts can neither send nor receive outside emails until students enter middle school.

Using GAFE, students will learn the following during library and in the classroom:

- Email etiquette and other communication opportunities in a safe and structured manner
- How to use a variety of tools for creating, organizing, and saving work such as Google Drive, Slides, Docs, and Sheets
- How to use Google Classroom and group projects to work effectively with teachers and peers in a digital environment



I look forward to getting started on GAFE lessons during library this year. Please let me know if you have any questions.

Mrs. Carolyn Houston

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