



BAY RIDGE PREPARATORY SCHOOL

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LOWER & MIDDLE SCHOOLS
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October 9, 2009

Dear Parent/Guardian(s),

As we continue to improve our school's technology and efforts to be environmentally conscious, we will be assigning each student in grades 6-12 a school e-mail account. These e-mail accounts will help Middle and High School students become more independent by allowing them to directly contact teachers about assignments and will also allow the school and teachers to communicate directly with students. Students will also need access to their school e-mail account in order to access RenWeb, our new web-based school management system. Once logged in to RenWeb, students will be able to view their homework and other important academic information posted by their teachers.

The student e-mail accounts, which are powered by Google, also offer access to Google Docs, Spreadsheets and Presentations, which are all similar in functionality to Microsoft Word, Excel and PowerPoint. With Google Docs, Spreadsheets and Presentations, however, students will have the ability to work on assignments online and share the work with teachers via the Internet. To learn more about Google's services, visit our website at www.bayridgeprep.org.

There will be workshops on these services available to students. We do, however, want to make sure that you review a sample of the terms of use that were distributed to students. We encourage you to review these terms as a family and discuss and/or re-visit with your child appropriate use of e-mail.

For those who have not yet accessed RenWeb and need to access it for the first time:

- Go to www.bayridgeprep.org
- Click on the [RenWeb Community Log-In logo](#)
- Click "First Time User" in the top tab
- Enter the e-mail address you have provided to the school and click "New Parent Log In". You will be e-mailed a temporary password and instructions for access.

For future attempts:

- Go to www.bayridgeprep.org
- Click "RenWeb Community Log-In" link
- Select the top tab that best describes you (either "Parents", "Students"; or "Faculty")
- Enter your e-mail address and password to log-in.

If you are having trouble logging in to RenWeb or have questions regarding student e-mail accounts, please feel free to e-mail me at ahazell@bayridgeprep.org or contact me via telephone at 718-833-9090 and I would be happy to assist you.

Sincerely,

Anthony Hazell
Assistant to the Head of School and
Marketing & Media Relations Coordinator

BAY RIDGE PREPARATORY SCHOOL
Student E-Mail Account Terms of Use Agreement

Welcome to your new e-mail account @bayridgeprep.org! With this new Google-powered email account, you have the ability to share documents with your teachers for review, work on group presentations via the internet, and stay in constant communication with the school.

We advise you to check your @bayridgeprep.org email account as often as possible. This will be the primary email account that the school and your teachers use to contact you. It will also be the email account that you'll need to use to access online homework assignments and other important academic information.

Before you are granted access to your email account, there are some important notes that we ask you to keep in mind so that everyone is able to use their Bay Ridge Prep email account in the most productive way possible.

- Try to limit your email account to use that is solely for school-related purposes. This will help you stay focused on the assignments and projects that you are working on that involve using your Bay Ridge Prep email account and the other services, such as Google Docs, that are provided with your account. Using your Bay Ridge Prep email account to contact only faculty members, students and other school-related contacts also helps keep unwanted spam and junk mail out of your inbox and off of our computer servers.
- Send emails that are written using the same appropriate language that you use when speaking to peers and teachers in school. Just as you should do with your personal email account, avoid putting anything in writing that can be used to portray you, the school or your peers in a negative way.
- Remember that you are a representative of the school when you send email from your @bayridgeprep.org account. You should be aware that anytime you send an email using your @bayridgeprep.org email address, an automatic notice will be attached to bottom of your email that lets the recipient know that the email was sent from a student of Bay Ridge Preparatory School. Additionally, all emails you send can be retrieved by Google for review by the school.
- If a student is unable to use his/her @bayridgeprep.org email account in a productive way, access to the account will be denied until a solution is reached.
- Bay Ridge Prep will use your new @bayridgeprep.org email account to communicate with you solely for school-related purposes. The school and its employees will never use your email account information to promote private businesses and we will never give your email account information to any person(s) or organization(s) outside of the school without notifying and receiving permission from you first.

Now that you've been briefed on how to use your email account, let us know that you've read the statements above and that you agree to them. Sign your name below to indicate to the school that you're ready to access your new email account @bayridgeprep.org and that you agree to the terms of use for student e-mail accounts. The signature of the school official below means that we also promise to uphold our end of this agreement and continue to provide you with access to your email account as long as it is being used appropriately.

XThis is a sample - real signature would go here
STUDENT'S NAME

XThis is a sample - real signature would go here
SCHOOL OFFICIAL

