

Dear Students, Parents and Guardians,

The purpose of this letter is to inform you that we will be using a variety of Web 2.0 tools throughout our course. Web 2.0 tools will provide our class with many opportunities to collaborate, learn new skills, utilize the benefits of the Internet in learning and encourage the process of lifelong learning and discovery.

List of Web 2.0 tools that we will be using include, but are not limited to:

- Weebly: Web site creation tool for class or student based web sites and blogs
- Google:
 - Drive: for collaboration and content sharing
 - Gmail: for creating online accounts to Web 2.0 tools
 - Forms: for collecting and assessing student feedback
- Voki: Avatar creation tool
- Remind 101: Email and text message tool for group notifications
- Prezi: Presentation tool
- Animoto: Presentation tool
- Twitter: Class updates & course related content sharing
- Monkey Jam: Stop-motion animation tool
- GoAnimate: Animation tool
- YouTube: Viewing and posting videos

In regards to privacy, personal information will not be used in public forums and students will be identified by first name and first initial of last name. Age, phone number, email or home address will not be posted online. Password protected pages will be used when a tool has that capability to offer.

We will start the beginning of our course with an exploration and discussion of appropriate Internet usage and behaviour, the importance and meaning of digital citizenship and the impact of leaving a digital footprint.

Terms and Conditions for the Use of Web 2.0 Tools

Personal & Class Site Purpose

- to communicate & comment on class forums and peer sites
- provide constructive feedback on classmates work
- class units & assignments outlined, class resources
- provide feedback on personal interests, projects and activities

Student Web 2.0 Tools Guidelines

*By using Web 2.0 tools, you agree to the following terms:

- I will not display detailed personal information: location, contact information (phone number, email, address, cell number), full name
- I will use first names only, for myself and classmates
- I will not identify myself or classmates by name in pictures or videos that I post

- I will not use curse words or inappropriate language, video's or images
- I will not plagiarize
- I will use open-source content or my own content OR will credit the source
- I will provide constructive feedback and be positive and encouraging in my comments and posts
- I will try to spell correctly and use full sentences, I will not use chat or text lingo

If the Guidelines are not followed, the following steps will be taken:

- sections of your site or post will be removed
- temporary loss of Internet access
- permanent loss of Internet access
- contact your parents/guardians
- referral to school administration

I have read and understood the policies regarding these Web 2.0 Tools.

Student signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____