Dear Parents and Students,

Welcome to a new semester! I hope you enjoyed your first semester of the 2009-2010 school year at Natick High School. I would like to take a few moments to introduce myself. My name is Ms. Coburn and I will be your child's teacher for Intro to Web Design and/or Internet Management. This is my third year teaching, my first year at Natick High School. I recently graduated from Cambridge College with a Master of Education degree in Instructional Technology. I graduated from Bridgewater State College in 2005 with a Bachelor of Science degree in Physical Education and Movement Arts. As an educator, I value my job and the opportunity that I will have to teach your child the requirements he/she will need to complete by the end of this semester successfully. Your child's success in my classroom is my number one priority.

High School years are challenging and asks students to not only increase his/her skills and knowledge, but to also deal with the every day struggles that most likely did not exist when you or I were in High School. One of those issues is the rapid growth of technology in our activities of daily living. It is my desire and I feel that it is my responsibility, to help students understand how technology can be used as a tool to enhance learning. Your child will be assigned a couple of major projects that he/she will be expected to complete in the classroom.

Please visit my teacher website for the class handbook and outline, www.misscoburn.com . The following items will provide you with general information about our classroom; how I plan to teach your student and expectations I have for your student. **In addition to reviewing the files online please review the attached letter, which addresses student e-mail accounts, publishing student work on the World Wide Web and the recommendation to purchase a flash drive. Please have your student return the attached form to me no later than Thursday, January 28th.**

If you have any questions or concerns, please contact me at LCoburn@natickps.org

Sincerely,
Ms. Lori Coburn
Natick High School
Internet Management & Intro to Web Design

Dear Parents,

In my classroom your child will be working with several programs on and offline. In order to properly gain access to many of the online programs, which we will be using, your student will need to set up a G-mail account. Your student's G-mail account will also act as an effective and efficient way to improve communication between students and myself. The primary purpose of this e-mail is to support teaching and learning.

These accounts will be used in my classroom for curriculum related projects but may be used outside of school for personal e-mail by students with their parent's permission. I would like all students to create a g-mail account to build uniformity, access and consistency in the classroom. Before creating a G-mail account I will review with your student e-mail etiquette, prohibited conduct, how to properly maintain their g-mail account and the best practices when utilizing their account.

In addition to granting your child permission to create a G-mail account I would also like your permission to be able to post your student's work on www.misscoburn.com and various web-hosting sites. Lastly, I highly recommend your student purchase a 2 gb flash drive (approximately, $5.00.) This device will provide your student a safe and secure way to back up work in the class.

No student will create a G-mail account without parental or guardian approval. Please fill out and return the permission slip below before Thursday, January 28th. To review the list of programs which your child we be using in my classroom please visit: www.misscoburn.com

Sincerely,
Ms. Lori Coburn
_____

Parent/Guardian:

_____ I give permission for my child to create a g-mail account.

_____ I **do not** give permission for my child to create a g-mail account.

_____ I give permission for my child's work to be posted on the Web

_____ I **do not** give permission for my child's work to be posted on the Web

Student Name:_____

Parent Signature:_____