



### Sample: Parent Notification Letter

*Note: Principals, you can customize this language and may incorporate it into your school's back to school letter to families or other similar communication.*

Dear Parents,

We are excited to begin the new school year and to inform you about some of the ways we continue to enhance education, communication and learning.

Our school will be using social media and online web based interactive technology (e.g., twitter, Facebook, blogs) in our classrooms in connection with lessons and assignments and to facilitate communication with teachers and other students about school matters. Teachers will continue to educate your children about the importance of safe, responsible, and appropriate online behavior.

We ask you to work with us in reinforcing this at home. Please refer to the DOE's Internet Acceptable Use and Safety Policy which can be found on the DOE's web site at <http://schools.nyc.gov/Offices/EnterpriseOperations/DIIT/WebServices/iaup/default.htm#preamble> and the DOE's Social Media Guidelines <http://schools.nyc.gov/RulesPolicies/SocialMedia.htm> for additional information.

If you do not want your child to participate in such activities, please complete the information below.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Email: \_\_\_\_\_ Child's Name: \_\_\_\_\_  
Reason: \_\_\_\_\_

SAMPLE