

SPRING 2020

## ALLENTOWN SCHOOL DISTRICT SECONDARY STUDENT EMAIL ACCESS

As a means of allowing ASD secondary students and staff members to more effectively communicate as a part of the facilitation of the Distance Learning component of the District's Continuity of Education Plan, student use of GMAIL is active.

Objectionable content is filtered, quarantined, and not transmitted. Quarantined messages will issue an alert to the Teacher and the school building Principal.

### **Students Accessing Email**

- Single sign on Chromebooks
  - Student opens web browser and goes to [www.gmail.com](http://www.gmail.com) and gets is automatically signed in.
- On other devices (Windows, iPad, etc.) student opens web browser and goes to [www.gmail.com](http://www.gmail.com)
  - Sign in using student email account (student id@allentownsd.org) and password.