



# *Sachem Central School District*

Samoset Administrative Office • 51 School Street • Lake Ronkonkoma, New York 11779

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Patricia Trombetta  
*Superintendent of Schools*

Dear Parent/Guardian:

During the 2024-2025 school year, Sachem will be enabling Gmail for students in Grades 5-12, to further communication with classroom teachers. The accounts will work as an extension of your student's existing GSuite account and will only function for correspondence with classroom teachers, students and curricular services within the Sachem domain.

G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, Meet and more, that the district has been utilizing for remote and distance learning to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

This addition will allow greater levels of real time communication between students and teachers and enhance the work being done in the classroom. Please note that emails to or from outside the Sachem Google domain will not be sent or received to these accounts to maintain the security and integrity of our student data.

Additionally, all students receiving these mailboxes will be required to update their logon information to include a strong password. Strong passwords work to protect student accounts to keep personal information safe, protect emails and files, and prevent others from trying to access student's accounts.

In generating a strong password, students are encouraged to utilize the following information:

- Make your password unique
- Longer passwords are stronger
- Use parts of song lyrics, book or movie lines, memorable quotes or abbreviations of long phrases (first letter from each word in a sentence)
- Insert characters or numbers in place of letters
- Avoid using passwords that are easily guessed or are used on other platforms such as social media
- Keep your passwords somewhere safe to be sure it is not easily seen by others or lost

In the event that your child loses their password and needs their account reset, Google Education accounts can only be reset by the district. Other automatic recovery options are not available to Google Education. Please contact your child's teacher or school to have their account reset if needed.