Dear Fourth Grade Parents,

Berman students begin using Google Docs on a regular basis in the fourth grade. As preparation for "real world" experiences, technology is especially integrated into writing assignments. The most efficient way for students to participate in this new learning objective is for students to come into fourth grade ready to begin typing with both hands, looking up from the keyboard as often as possible.

Before receiving their Google Docs privileges, students are required to complete the prerequisite typing program this summer. The free BBC "Dance Mat Typing" practice site can be accessed via Google search or at http://www.bbc.co.uk/guides/z3c6tfr. Please fill out the included keyboarding log with your child to return the first week of school. Students are welcome to practice in any time increment they wish, and many previous children enjoyed practicing in 20-40 minute sessions. Students are of course encouraged to practice beyond the *minimum four hours* if possible.

The fourth grade Google Docs accounts have become a rite of passage at Berman, and we know that students will enjoy working with technology more often in the years to come. We look forward to seeing the world they will help create with the tools technology provides.

All the best,

Student Name:

Date	Amount of Time	Level	Parent Signature

Total Amount of Time: (4 hours required)	