FAIRFIELD PUBLIC SCHOOLS

Dear Parent or Guardian,

The goal of the Fairfield Public Schools is to ensure that every child achieve the best of his or her personal and academic ability. The Fairfield Public Schools value academic integrity as the cornerstone of promoting the academic, social, and ethical development of our students. To that end, all Fairfield Public School students must practice honesty and integrity by not participating in or encouraging plagiarism or misrepresentation of original work.

To ensure that students abide by these requirements, and to educate our students about the importance of academic integrity, many of the academic departments at our high schools utilize the services of Turnitin. Turnitin.com is a secure, web-based service that, according to the Turnitin website, "allows educators to check students' work for improper citation or potential plagiarism by comparing it against a continuously updated databases." The service identifies similarities among existing sources and/or other student work. In turn, Turnitin also protects the academic integrity of all students.

Students who submit their work to Turnitin.com retain the copyright to the work they created.

Turnitin offers additional services that our teachers use for teaching and learning. Teachers can provide online, timely feedback on student writing, align student writing to rubrics, organize writing into an online folder, allow for on-line discussion about student writing all within a safe and secure browser.

More than 3500 higher education institutions use Turnitin services. By using Turnitin during high school, Fairfield Public School students will be prepared for the experiences and expectations of college.

Turnitin.com's user agreement requires parental permission for students from the ages of 14 to 17 to use their services. Therefore, we are asking all parents and guardians to review this agreement regardless of whether their child currently has a Turnitin account, or is creating an account for the first time.

If your child is creating a Turnitin account for the first time, follow the directions below for creating a Turnitin account.

If your child already has an existing account, review the account information and the user agreement, and then fill out the form below.

All students must return this form to their English teacher by Monday, October 6th, 2014.

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Student Name: _____ **Grade:** _____

__Yes, I have reviewed my child's account, or I have created a new Turnitin account for my child, and by doing so, I provide permission for my child to use Turnitin services.

__ No, I do not provide permission for my child to use Turnitin services.

Parent Name: _____

Parent Signature: _____ **Date:** _____

Once signed, this agreement will apply to all subsequent years unless the agreement is withdrawn in writing by the parent/guardian.

<div align="center">**Instructions for New Users to TurnItin.com**</div>

1) Go to **Turnitin.com**
2) In the upper right corner (next to the button that requests Log In) there is a link **Create Account**, click it
3) Scroll down to the area of the page labeled, "Create New Account"

   Select **student**

4) All students must be enrolled in an active class. **You will be enrolling in a school-wide class**

   Class ID: 8770882

   FWHS Password: fairfield

5) User Information that needs to be entered.

   - **First Name**
   - **Last Name**
   - **Valid Email Address**

6) Password and Security – this password is your **personal password.** It is **CASE SENSITIVE** and **MUST** have at **least 1 number.**
   a) Enter and confirm personal password – **do not lose this, teachers will not know personal password and recovery is difficult**

7) Secret Question - Please select a question from the options listed (this is an added security measure if you forget your password)
   Enter answer to security question – This is also **CASE SENSITIVE**

8) **User Agreement**

   Please read this carefully and review with student what it means. Click agree button (lower left) to accept user agreement and create profile

By clicking agree, the homepage for the user will appear with school wide class. This is the final step in the initial enrollment process and nothing further needs to be done at this time.