Google Apps for Education

As part of our Computing Curriculum, the school uses Google Apps for Education. This service is powered by Google with over 8 million other students and teachers around the world using it. The service gives our students and staff access to a set of tools which will support the high levels of collaboration that are required in today's classroom to prepare students with communication and collaboration skills for life. Apps for Education also enhances the delivery of not only our Computing curriculum, but lessons cross curricular. In order to keep you informed and also to comply with data protection legislation and Google's Terms of Service (http://goo.gl/D9GNB6), we are required to get parental permission.

What's included in Google Apps?

- Gmail provides email storage with extra security including restricted incoming and outgoing email access. Emails by students are restricted to within school ONLY. These email communications are monitored and recorded. Students will NOT be able to send and receive emails outside of our school community.
- Google Calendar enables us to create and share school or class calendars with events which can be subscribed to by parents/ carers to receive automatic updates.
- Google Docs lets students create and share documents, spreadsheets, presentations, drawings and forms. This also allows students to work collaboratively on projects simultaneously in real time. Students will be able to work on the same document from their own homes.
- What are the benefits of Google Apps and what's included?
- Ease of access: Students can access Google Apps at anytime, anywhere. It is designed to work in any browser (Google Chrome, IE, Firefox etc.) and on any computer or tablet. This enables access to your email, calendars and documents (Word, Excel, PowerPoint and Publisher alternatives) from school or at home.
- Online storage means that no flash drives (memory sticks etc.) are required.
- Collaboration between students from other classes, working together on group projects. During collaborative work teachers can monitor progress of each child and provide instant written feedback visible to the group or to the individual. This enhances teaching and learning and provides instant and accurate assessment.
- Online portfolios of work can be developed by students.

Within the Maiden Erlegh School Google Apps service:

- There will be no advertisements.
- No external email addresses can contact student accounts and vice-versa (unless agreed by the school eg: pen pals with other schools or password reset emails from carefully selected educational websites).
- All email communication and comments within collaborative work are monitored and stored. This information will be used in conjunction with the behaviour policy.
- Work uploaded to Google Drive remains the property of the creator; it is not copied or kept by Google if it is removed by the creator.

Student Access

Students will be shown how to use Google Apps within the Computing Curriculum. Students will be provided with unique usernames and passwords. Parents/Carers are encouraged to explore Google Apps with their children by logging in together and accessing their school work stored in Google Apps. (Students will follow school policies for appropriate use when using Google Apps. The service is an extension of the school's own network). The school has the right and ability to monitor user accounts for policy and e-safety purposes as well as having the ability to remove access to some or all Google Apps.

Summary for Parents

Google Apps for Education is an essential part of the curriculum, for all subjects, and students without parental permission will be unable to participate in lessons across the curriculum using Google Apps. All email communication is archived and the school's Acceptable Use Policy will be enforced. School staff will monitor the use of Google Apps when students are at school. Parents/Carers are responsible for monitoring their child's use of applications when accessing Google Apps from home. Students are responsible for their own behaviour at all times.