



GOOGLE APPS FOR EDUCATION INFORMATION DOCUMENT

Dear Parents/Guardians,

The Lester B. Pearson School Board utilizes Google Apps for Education for students, teachers, and staff. This document describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are hosted by Google as part of Lester B. Pearson School Board’s online presence in Google Apps for Education:

Mail - an individual email account for school use managed by the Lester B. Pearson School Board

Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments

Drive - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office

Sites - an individual and collaborative website creation tool

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Here are some of the ways that teachers and students might use Google for Education to enhance their learning:

<p>docs</p>	<ul style="list-style-type: none"> ● document creation ● collaborative writing ● editing ● vocabulary development ● differentiated reading ● augmented reading and writing 	<p>slides</p>	<ul style="list-style-type: none"> ● presentations ● digital storytelling ● shared presentations ● blogs ● teacher tutorials
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sheets	<ul style="list-style-type: none"> ● calculation and graphing ● data analysis ● teacher tutorials 	forms	<ul style="list-style-type: none"> ● surveys ● assessment ● exams ● tutorials ● book reviews
drawings	<ul style="list-style-type: none"> ● design ● vocabulary development ● graphic organizers ● story telling 	Google Calendar	<ul style="list-style-type: none"> ● Posting of homework assignments ● Viewing of school activities and field trips

At LBPSB we have predefined permissions to certain services. The table below shows our default settings. In some cases services may be enabled or disabled based on educational requirements in specific circumstances.

Grade	K-3	4-6	7-8	8-11
Service				
E-Mail*	OFF	INTERNAL	ANYONE	ANYONE
Google+	OFF	OFF	OFF	ON
Sharing	INTERNAL	INTERNAL	ANYONE	ANYONE
Drive	ON	ON	ON	ON
Hangouts	OFF	OFF	ON	ON
Blogger	TEACHER	TEACHER	ON	ON
Calendar	ON (INTERNAL)	ON (INTERNAL)	ON	ON
Sites	OFF	ON	ON	ON
Groups	OFF	OFF	OFF	OFF
Classroom	ON	ON	ON	ON

* Access to E-Mail is often provided in a 1:1 program when it is not usually available

Why use Google Apps for Education?

- To provide students with access to current technology applications and free tools designed for collaboration with other students and teachers
- To give students the ability to work on their documents both in school and at home - anytime and anywhere from any Internet connected device
- To help students work collaboratively, engage in peer-editing of documents, and publish for a wider audience within the Lester B. Pearson School board
- To facilitate “paperless” transfer of work between students and teachers
- To provide adequate (five gigabytes) long-term storage space for student work
- A potential cost savings in terms of software licensing and document storage

How are the Lester B. Pearson School Board and Google linked together?

The Google agreement with the Lester B. Pearson School Board provides access to Google applications and storage. While Google hosts these services off-site, the School Board maintains the ability to manage users, groups, and settings, much like other locally hosted systems. This means that LBPSB can grant and remove user access, and control other settings to maintain a safe and secure collaboration environment for students and teachers.

What personal student information will be stored in Google Apps for Education?

The terms of the Google contract with the Lester B. Pearson School Board mandate that we must have parental permission for the use of Google Apps for Education. Google does not request any personal information from students and the School Board does not provide personal student data (ex. birthdate, address, phone number, grades, test scores) to Google. That information resides in the LBPSB student information system and is not stored nor available to Google.

Guidelines for the responsible use of Google Apps for Education by students:

1. **Official Email Address:** All students will be assigned a *username@lbpearson.ca* email account. This account will be considered the student's official LBPSB email address until such time as the student is no longer enrolled with the Lester B. Pearson School Board.
2. **Prohibited Conduct:** The school board has a set of guidelines regarding access to their services and a policy that outlines the appropriate use of these services (please refer to the policy *Appropriate use of digital communications and technologies* on LBPSB's Website).
3. **Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of the Lester B. Pearson School Board. The Board maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or School Board policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.

4. **Security.** Along with Google we make every effort to keep the students' information as safe and secure as possible and to educate the students on the risks of working online (<http://dcp.lbpsb.qc.ca/>). Google has a page about trust on their site at <http://www.google.com/edu/trust> where most questions about confidentiality and access are answered. *Although Google does have a powerful content filter in place for email, the Board cannot assure that users will not be exposed to unsolicited information.*

5. **Privacy.** Lester B. Pearson School Board School and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, the Board reserves the right to control the use of the Google Apps services, and, to this end, the right to access at any time, without prior notification, the information stored by any user within the Google systems.