

Fall 2016

Dear Parents and Guardians:

At Cleveland Hill, we are committed to providing our students with learning experiences that prepare them for the digital world in which we live. In working toward this goal, we have selected **Google Apps for Education** for file creation, organization, and sharing. These tools support the high levels of collaboration that are required in today's classroom and prepare students with the communication skills they need in the 21st century. In addition, **they form the foundation of using the new Google Chromebooks purchased under our Project Achieve initiative.**

The Information Technology department has created accounts for students in this system. The district maintains oversight on these accounts, to assist students with resetting forgotten passwords, retrieving accidentally deleted files, and preventing or addressing situations that do not conform to our expectations for safe and ethical use of the tools. We are providing students instruction in appropriate and acceptable use of technology as well as Internet safety as we use these and other tools.

Tools that Cleveland Hill students have access to under Google Apps for Education include:

- Google Drive, including Docs, Sheets, Slides, Drawings, and Forms
- Google Classroom
- Google Calendar
- Google Maps, including My Maps
- Google Search, with SafeSearch On and ads removed

Please see the back for more detailed information about Google Apps for Education.

We are excited to bring these tools to the students of Cleveland Hill. We believe this will be a powerful and valuable learning tool for students and we hope we have your support. If you have questions about the use of Google Apps for Education, feel free to contact Mr. King at lking@clevehill.org or 836-7200 x 8575, or Mrs. Janis at sjanis@clevehill.org or 836-7200 x 8237.

Sincerely,

Mr. Lawrence King
Cleveland Hill Director of Technology

Mrs. Sarah Janis
Cleveland Hill School District Technology Integrator

More about Google Apps for Education

Google Apps is a set of online tools for communication, collaboration, time-management, and document storage. The primary tool we have chosen to implement is **Google Drive**--a word processing, spreadsheet, presentation and drawing program that allows multi-user access and editing.

Benefits of Google Drive for Education:

- It streamlines and organizes student work.
- All student documents and presentations will be stored online and will be accessible from home, school, public library, and anywhere else there is an Internet connection.
- It can go where flash drives can't--student work will be accessible on iPads and tablets as well as computers.
- All changes save automatically, and the most recent copy of the file is available wherever the student logs in.
- No special software is required.
- It integrates easily with other programs we use, such as Edmodo.
- Students can easily collaborate with students from other classes, buildings, schools, districts or even different countries, working together on group projects; or we can set documents to be accessed only by the individual, as the situation calls for it.
- Teachers can be involved throughout the whole assignment process, providing comments and feedback directly in the documents.
- Students can develop an e-portfolio of work throughout their years at the school.
- The district can manage the privacy and sharing settings for the students' accounts (a feature unavailable in the public version of Google Drive).
- Unlike the public version, **Google Drive for Education** contains no ads, including in its companion search engine.
- It complies with the Children's Online Privacy Protection Act (COPPA).

Our primary reasons for supplying these tools to students are:

- To give students the ability to work on their own documents both at school and outside of school using common, no-cost tools
- To facilitate "paperless" transfer of work between students and teachers
- To provide unlimited long-term storage space for student work
- To help students work collaboratively, engage in peer-editing of documents, and publish for a wider audience

For more information, please visit www.google.com/a/edu.