Google Suite for Education

September 2020

Information for Parents

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Google Terms of Acceptance

Please find below the terms of acceptance for the children's accounts. The athertonsacredheart.net account is a secure network which can only be accessed by those with a school email account.

Google Suite for Education is a purely educational platform designed for education alone and thus, security features are built into its functionality.

Welcome to your new account: **j.bloggs@athertonsacredheart.net** Your account is compatible with many Google services, but your athertonsacredheart.net administrator decides which services you may access using your account. For tips about using your new account, visit the Google Help Centre.

When you use Google services, your domain administrator will have access to your **j.bloggs**@athertonsacredheart.net account information, including any data that you store with this account in Google services. You can learn more here, or by consulting your organisation's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can manage which account you use with Google services and switch between them whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organisation provides you access to the G Suite core services, your use of those services is governed by your organisation's G Suite agreement. Any other Google services that your administrator enables ("Additional Services") are available to you under the Google Terms of Service and the Google Privacy Policy. Certain Additional Services may also have service-specific terms. Your use of any services that your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click 'Accept' below to indicate that you understand this description of how your **j.bloggs@athertonsacredheart.net** account works and agree to the Google Terms of Service and the Google Privacy Policy.

The terms above outline that you will use your account within a safe environment.

The Google accounts also comply with GDPR requirements and have several internal safety features which comply with Child Protection / KCSiE 2020 requirements, including, requiring a school network account with a specific 'classroom code' to join a Google Classroom.

Accessibility

The information within this document is based on you accessing 'Google Classroom' and your files either through a Chromebook / laptop or P.C at home.

In school, access is currently through a laptop.

As with all things technology, they are designed with a specific set of components in mind and to meet a predefined set of criteria.
Therefore, if you are accessing them through a different set of technological parts, then they may work or look slightly differently.

Things to remember:

Google is a platform designed for the Google Chrome browser only.
If you usually use Safari or Internet Explorer or any other browser, you will need to download Chrome and access it this way.

Some extensions are device specific. If you are accessing using a laptop etc… then most of the extensions (see page) are automatically there or can be easily downloaded and added.

If you are accessing through a mobile device (tablet or i-pad) then you will need to download the apps separately and add them according to your device. Some extensions are designed specifically for i-pads or tablet devices. Again, these will look and act slightly differently.

Please note, the age and software installed on your devices will also affect how they work in conjunction with Google. Extensions which are available on some i-pads and tablets, may not work on slightly older machines.

If you download the Google Classroom App, then you will need to download some tool features and all extensions separately and link them as you would usually on your device.

As we begin this journey, we will face some technological issues, most of which we will be able to sort out.
If you have any specific extensions which work on your devices, please feel free to share with school, so that we can share this knowledge with any other parents who may be experiencing difficulties.

How to log in to Google Classroom

1. Open Google Chrome / Safari

2. Type in Google Classroom Login

3. Select Google Classroom (as below)

classroom.google.com ▼
Google Classroom
Sign in. Use your **Google** Account. Email or phone. Forgot email? Type the text you hear or see.
Not your computer? Use a private browsing window to sign in.
Classroom · Go to Google Classroom · Google Class · Apps for Classroom

4. Log in with your username and password - these will be shared separately.

5. Do not change your child's password at this moment. This is because if you are having any access issues at home, we can check this in school. We will notify you when to change your child's password.

6. In the top right hand corner, there are 9 dots, arranged in 3 rows of 3 - This is referenced to as the 'waffle'. Click on this to access a range of tools including Google Drive, YouTube, Docs, Slides, Sheets etc...

7. Options open in a new tab

Please note, if you download the app, then this works differently and you will need to download the extensions (explained above - page 4) separately.

Google Docs

This is Google's version of Word. It is a simplified version of Word and is easy to use. Many of the features are the same on both formats - such as 'control v' pastes anything you have copied on both Docs and Word. Google provides lots of supportive documentation and there are many videos to support using this 'tool' on YouTube. You also have the option of saving anything you have produced in Google Docs as a 'Word' document or pdf.

Google Sheets

This is Google's version of Excel. Again, it works in a very similar manner and is easy to use. Supporting documents can be found on YouTube or by typing in your question in Google.

Google Slides

This is Google's version of PowerPoint. Again, it works in a very similar manner and is easy to use.

Google Forms

This is a multi-feature 'tool' and offers lots of options for its use. It is also Mr. Gore's favourite feature and the one he uses to communicate with you all when seeking your views. The Y6 children have experienced this feature as their homework has been set using the 'Quiz' feature of forms.

Google offers many other features but the ones listed above are the ones we will be using mainly.

There are many extensions you can add to the account. 'Kami' for example allows you to edit and write on pdfs. As we continue with our Google journey, we will explore and incorporate more of the extensions. Please see 'Page 7' for more information on extension tools from Google.

Google Classroom:

In here, the children can access any assigned work by any of their teachers. Homeworks and work to be completed during lock-down or self-isolation will be set in here from Autumn Term 2 onwards. The majority of these can be accessed by clicking on the '**Classwork**' heading. Other pieces of work, may be accessed from the '**Stream**' tool.

The '*Stream*' feature is a 'tool' which allows communication between the teachers and children - instant messaging system within the confines of the 'Classroom'. There are 3 security settings for this feature:

1. Children and staff can post comments and reply to each other
2. Only staff can post comments. The children can read and respond
3. Mute setting - The child can read all posts and comments from both staff and children but they are temporarily restricted from posting in here.

For those children in Reception - Year 5, the 'Stream' feature has been set on number 2 - staff can post comments and the children can respond to these posts. The setting for those children in Year 6 is currently on setting number 1.

The 'Stream' feature will be used, at times to communicate any homework or to instigate any discussion topics. During any lock-down or class isolation periods, this will be used as a means of communicating between staff and children.

Staff are able to communicate with the whole class and with individuals within their own class.

Google Extension Tools:

The '**extension'** tools allow for greater control / flexibility in managing the files you receive or are working on. For example, some allow you to edit a 'pdf' file, which ordinarily are only accessible as 'read-only' files.

Google Chrome has several '**Extension'** tools already pre-assigned. These vary depending on whether you are accessing Google through a PC/laptop/Chromebook or via an i-pad or tablet device such as a Samsung.

For Example:

If you open a 'pdf' file using a laptop/P.C/ Chromebook, you are given the option of opening it with a file called 'DocHub' - this allows you to write / type onto the file.

However, if you are opening the pdf using a tablet device, DocHub is not given as an option. You will need to download an extension - Xodu for example, so that you can edit the 'pdf' file you have been sent.

Some '**extensions'** work on any type of device and some are device specific

There are many free '**extension'** tools you can download via Google Webstore. Some you can pay to enhance the features available. **However, there should be no occasion / reason for you to need to pay for the added features for any of the work we set in school**.

When you click on any of the extensions, they open with supporting information. Usually they are accompanied either with a video overview or slides of what the '**extension'** offers. As with all things computers, please check and research the extensions before adding them to your devices.

Recommended Extensions to school by the Google Educators:

Kami - pdf editor
DocHub - pdf editor
Xodu - pdf editor

Screencastify - video / voice recording editor
video explanation of how it works:
https://chrome.google.com/webstore/detail/screencastify-screen-vide/mmeijimgabbpbgpdklnlIpncmdofkcpn
Screen cast o matic - video / voice recording editor - works similarly to screencastify

Loom - video recording feature

As we develop our Google journey, I am sure we will come across many more wonderful opportunities to develop our online / computing capabilities. If you know of any, please email school to let us know.

Waffle - found in the top right hand corner and looks like this   ⠿

The 'Waffle' is where you can access your apps for Google.
GMail
Docs
Classroom
Drive
Slides
etc...

This automatically comes with YouTube as an option. *However*, we have turned the YouTube app off for children in Years 4 and below. If the children need to access this as part of their learning, we will make it available either temporarily or permanently depending on greater need.

Children in Years 5 and 6, there will be times, when you need to access YouTube educational videos.

If you are using it for music or for areas of interest, please remember to use it appropriately and in line with age expectations. **Remember, parents and staff can check your use of the apps.**

Google Drive

This is where all your work is automatically saved for you. Remember to rename your documents so that you can easily locate them. If you like your work to be organised in an orderly manner, you can create folders for different pieces of work.

Whilst working on the documents or from your Google Drive, you have the option to save as a Microsoft document / PowerPoint etc… or as a pdf.