

Swampscott Public Schools

presents


Google : *It's not just a search engine anymore*



Google Applications for Education

G Suite

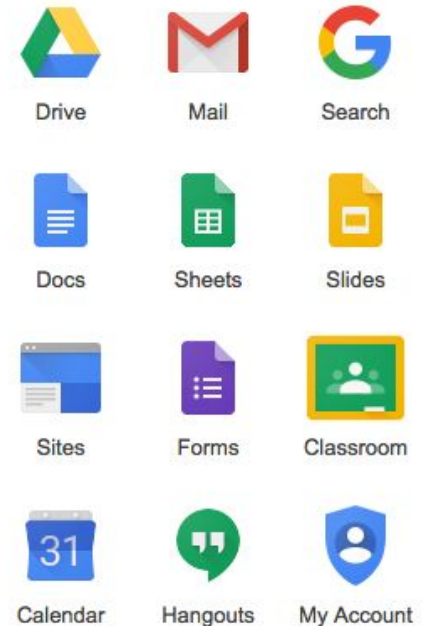
*It's not Google!
That is a search engine*

*It is not Chrome!
That is a web browser*

What is Suite?

A group of productivity tools for classrooms

- Completely free!
- Easy collaboration
- For use on any device
- Unlimited storage
- Controlled access



Google's Privacy Policy



Does Google own school or student data?

No



Does Google sell school or student data to third parties?

No



Are there ads in G Suite?

No

<https://edu.google.com/trust/>

How do students access their G Suite accounts?

On a Macbook Air

1. Open a browser
2. Go to google.com
3. Enter in their “email” and password



Malabuyo, Tim. 1/14/2008. *Macbook Air*. [Photograph]. Retrieved from https://commons.wikimedia.org/wiki/File:MacBook_Air_black.png

On a Chromebook

1. Enter in their “email” and password

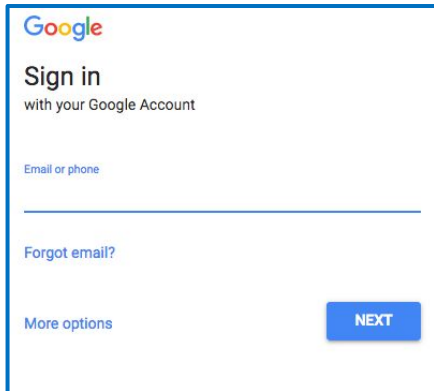


Burns, Jimmy. 3/26/2016. *Chromebook*. [Photograph]. Retrieved from <https://www.flickr.com/photos/hipsxp/25957541752>

These are NOT working email addresses
for elementary and middle school
students.

Google calls them “email” but it is only a
username for Swampscott students in
grades 3-8.

How do we make student “email” usernames?

A screenshot of the Google sign-in interface. It features the Google logo at the top left, followed by the text "Sign in with your Google Account". Below this is a text input field labeled "Email or phone". To the left of the input field are links for "Forgot email?" and "More options". A blue "NEXT" button is positioned to the right of the input field.

1. The first letter of the first name
2. The last name **(with no ' - or spaces)**
3. The year of graduation from high school (26)
4. @swampscott.k12.ma.us

Tommy Jones's username would be tjones26@swampscott.k12.ma.us

Mary O'Brien's username would be mobrien26@swampscott.k12.ma.us

Sue Taylor-Smith's username would be staylor-smith26@swampscott.k12.ma.us

Student Passwords



Students choose their own individual password.

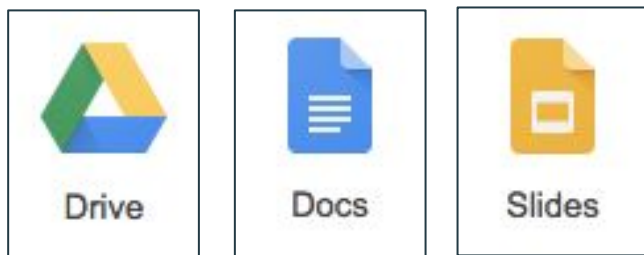
- It needs to be at least 8 characters
- We stress making it something they can easily remember

Students share the password with the teacher.

Teachers keep a password list to help students if needed

Which apps are used?

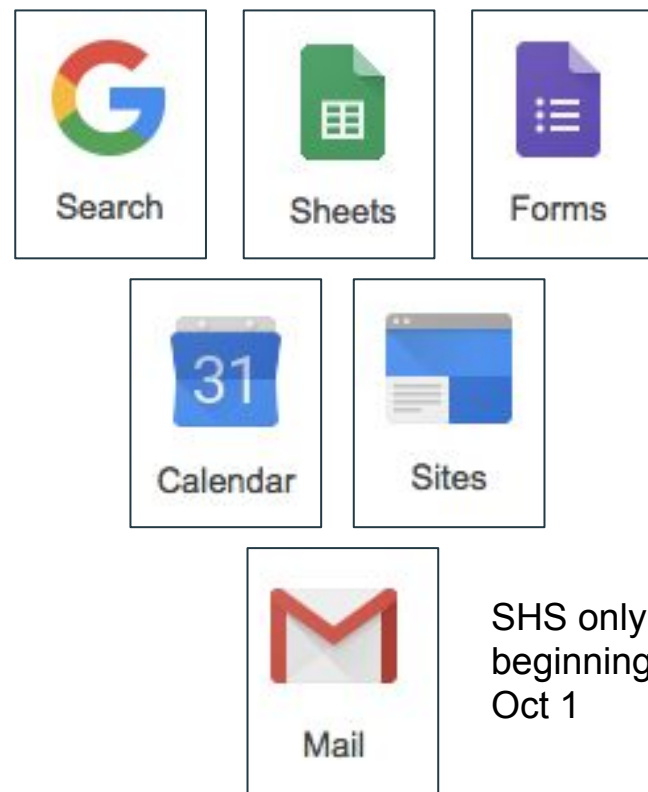
All students use



Many teachers use



Students in grades 5-12 use

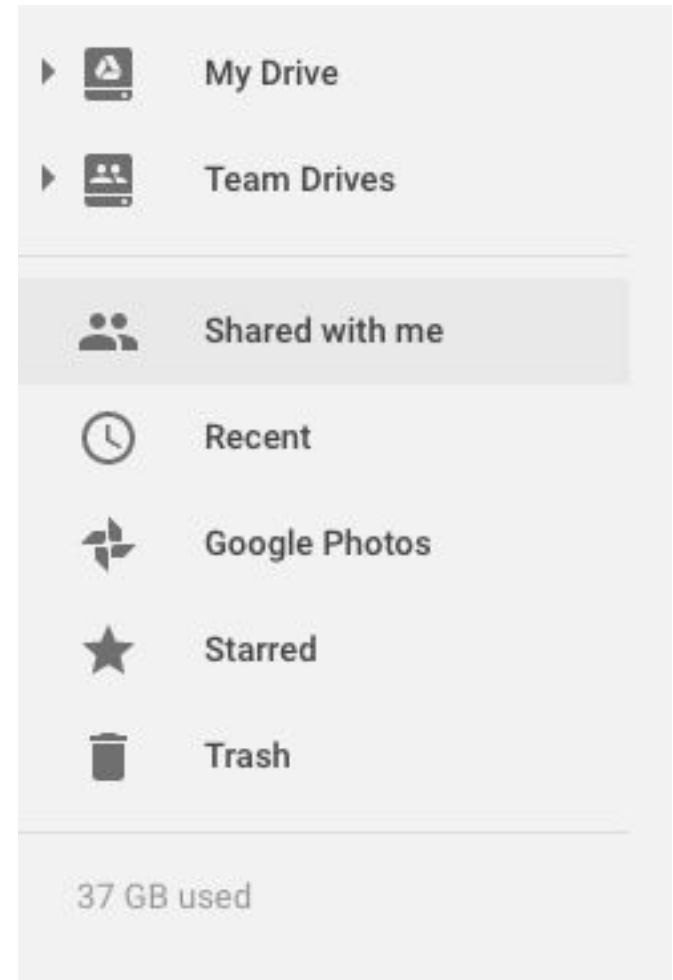


SHS only
beginning
Oct 1

Google Drive

Share and Save via the Cloud

- Save Files
- Accessible from ANY device
- Share instantly
- Documents can follow students through their time at SPS



NEW

My Drive > Standards by Grade ▾

- My Drive
- Team Drives
- Shared with me
- Recent
- Google Photos
- Starred
- Trash

37 GB used

Name	Owner	Last modifie...	↓
Kindergarten Standards	me	Sep 19, 2017	
Grade 5 Standards	me	Sep 19, 2017	
Grade 4 Standards	me	Sep 19, 2017	
Grade 3 Standards	me	Sep 19, 2017	
Grade 2 Standards	me	Sep 19, 2017	
Grade 1 Standards	me	Sep 19, 2017	
G Suite Parent Presentation Demo Doc	me	12:31 PM	



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G Suite Parent Presentation Demo Doc	me	12:31 PM	

Google Docs

- Looks similar to Microsoft Word
- Access work from anywhere on any device
- Partner edit in real time with comments
- Share work easily
- No formatting issues



NEVER hit save again!!



Other Cool Docs Features



NEVER hit save again!!

- Spell Check
- Voice Typing
- Able to do some Translating
- Easy to use Templates
- **Allows for direct feedback from a teacher**



100%

Normal text

Arial

18

B*I*UA

More



G Suite Parent Presentation Outline

- What is G Suite?
- How do students access their accounts?
 - Usernames
 - Passwords
- Apps for Elementary
 - Google Drive
 - Google Docs
 - Google Slides
 - Example
 - Google Sites
 - Chromebooks
 - Future Uses
 - Example



Google Slides

- Looks similar to Microsoft Powerpoint
- Share with anyone
- Edit in real time
- Chat and comment
- See revision history
- Easy to use themes



NEVER hit save again!!



Mediterranean climate





TORNADOES



Chromebooks are used
extensively at the middle school.
There is one cart per team.

**It also gives students
experience using the
Chromebooks!**

Elementary, Middle and High School
students will be using Chromebooks
or Macbook Airs for MCAS testing





Use of **G Suite**
increases in
middle school and
high school

Billings, Jeff. *Students with Chromebooks*.
[Photograph]. https://commons.wikimedia.org/wiki/File:MiddleSchool_EnglishClass_Chromebooks_PVUSD.JPG

Additional G Suite Apps used in Middle and High School Classrooms



Search

Google Search
Image Search



Classroom

Way for teachers to
organize assignments



Sites

Publishing research



Sheets

Like Excel
Plenty of Templates



Calendar

Organizing activities



Forms

Surveys, formative
assessments, quizzes



Hangouts

Google's version of
Skype



Mail

Classroom reminders
or assignments

**How do we ensure
students are using
G Suite
appropriately?**

**Swampscott's Responsible
Use Agreement**

Swampscott Public Schools Responsible Use Agreement

Network access is a privilege, not a right.

Use must be consistent with, and directly related to, the educational objectives of the
Swampscott Public Schools

The Responsible Use Agreement: Swampscott Public School's Responsibilities

- Block and filter internet access to pictures and sites that are harmful to minors
- Monitor online activity
- Restricting access to Gmail, Team Drive, Hangouts
- Educate students about appropriate online behavior
- Educate students about cyberbullying

How do we educate students about internet safety?

- Digital Footprint
- Information Privacy - passwords and usernames
- Internet Search - using specific websites - [Library Links](#)
- Digital Etiquette
- Online Sources
- Ad Awareness
- Computer Viruses



How do we educate students about internet safety?

The #1 Kids' Safe Search Engine

KidzSearch
Google Custom Search



BrainPop Jr. Digital Etiquette



The Responsible Use Agreement: Responsibilities of All Users

1. Proper safety and etiquette is expected of all users.
2. Respect and protect the privacy of yourself and others.
3. Practice legal and ethical behavior.
4. Users will not make deliberate attempts to disrupt the school's computer system or network or any other computer system or network, or destroy data by sending computer viruses or by any other means.

Proper Safety and Etiquette is Expected of All Users.

- Users are expected to communicate in ways that are kind and respectful.
- Users will not use inappropriate language in public and private messages, including but not limited to e-mails and chats, naming of files, websites, or blogs.
- Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

Proper Safety and Etiquette is Expected of All Users.

- Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.
- Users will not buy, sell, advertise, or otherwise conduct non-school related business, using school email or school resources.
- Users will not intentionally access, transmit, copy, or create materials that violate the school's code of conduct (such as messages that are sexual in nature, threatening, rude, discriminatory, or meant to harass).

Respect and Protect the Privacy of Yourself and Others.

- Only log into your own account and do not attempt to gain access to another user's account.
- Do not share passwords, view or copy data, or access networks to which you are not authorized.
- Do not post personal contact information about themselves or other people. Personal contact information includes, but is not limited to, a user's address, telephone number, credit card number, etc.

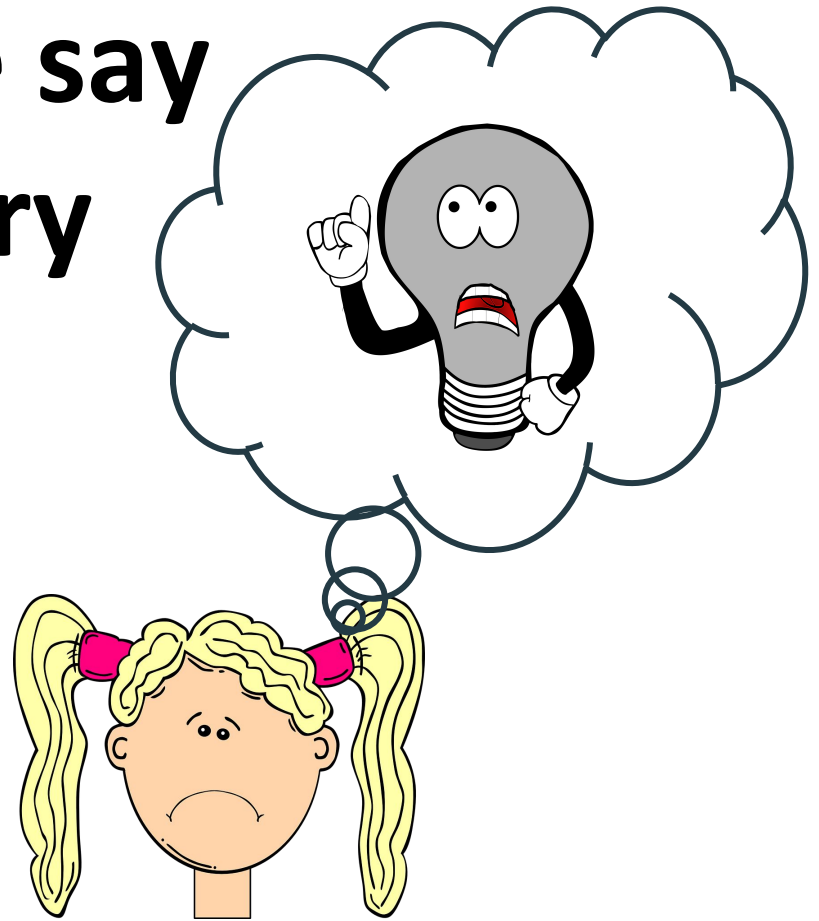
If it's on the Internet, it isn't private.



Practice Legal and Ethical Behavior

- Do not intentionally access, transmit, copy, or create materials that are illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Do not engage in any illegal act, such as arranging for a drug sale, or the purchase of alcohol, threatening the safety of a person or persons, etc., via the school's network, Internet, computers, technology devices or information technology.
- **Do not engage in plagiarism and copyright infringement.** Users will respect the rights of copyright owners. Copyright infringement occurs when someone inappropriately reproduces a work that is protected by a copyright.
- **Promptly disclose to school authorities any inappropriate web site you access.**

**So what do we say
to elementary
students?**



Student Agreement



1. **Students in grades preK-8 will access the Internet only when a recognized authority figure, i.e., (staff member, administrator, parent volunteer) is in the same room.**
2. Students in grades 9-12 will have Internet access without an adult in the room provided they abide by the agreement set forth within the Responsible Use Agreement (“RUA”) and by the teacher or Principal. The school district reserves the right to revoke a student’s privilege at any time.

Student Agreement

3. Students will not capture, record, or distribute audio, video, or pictures of any school activity without the permission of the students and staff involved.



Flickinger, Brad. 4/26/2012. Students Filming with iPad 30.
<https://www.flickr.com/photos/56155476@N08/7242929380>



Fryer, Wesley. 2/12/2015. Student Filming.
<http://www.speedofcreativity.org/2015/02/12/ipad-classroom-workflow-publishing-student-videos-to-youtube/>

Student Agreement

4. Students are expected to be courteous and use appropriate language. Remember that anything you put on the internet may be attached to your digital footprint forever.



Student Agreement

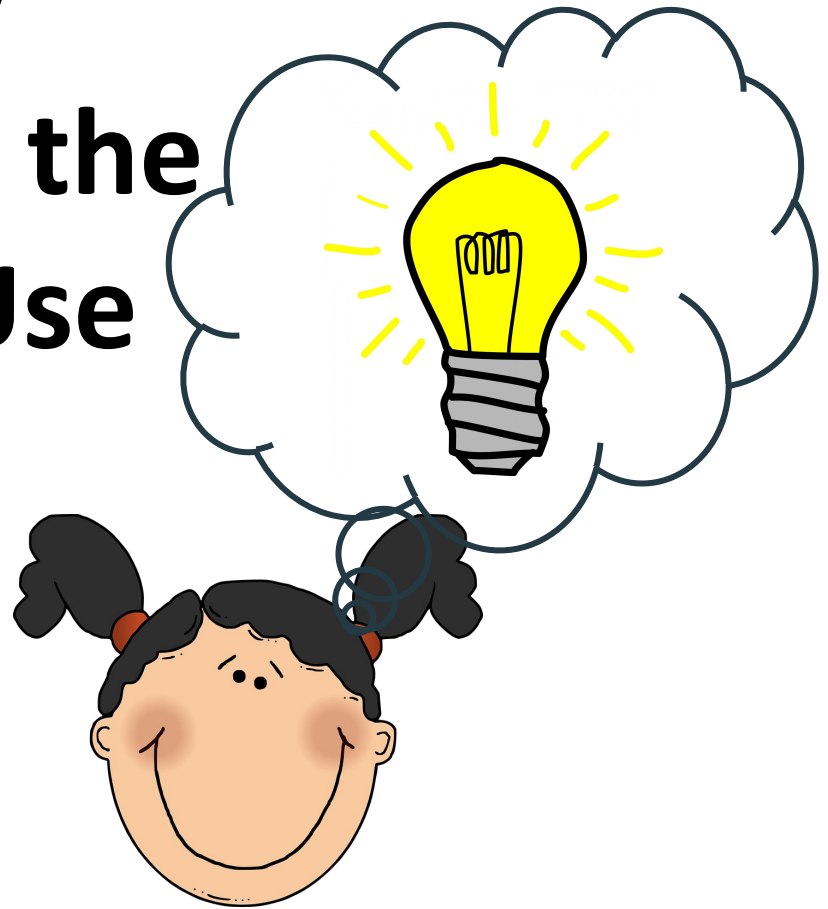


Patio, Janelle. Say NO to bullying. [graphic]
<http://www.scot.af.mil/News/Photos/gphoto/20000923373/>

5. Students will report threatening or discomfoting materials to a teacher or trusted school staff member.



Elementary Assessment on the Responsible Use Agreement



Privacy Expectations

- Users have no expectation of privacy in the use of the District's system network, computers, technology devices, and information technology.
- The Swampscott Public Schools reserves the right to monitor, inspect, copy, review and store any and all use of the Internet, the District's system network, computers, technology devices, and information technology, at any time and without prior notice.



Parent/Guardians



Access is for educational purposes

1. I give permission for my son/daughter to have the access to the Internet that corresponds with his/her grade level.
2. **I have discussed with my son/daughter his/her responsibilities regarding the use of the Swampscott Public Schools and Internet access.**
3. My son/daughter understands and agrees to follow the Responsible Use Agreement of the Swampscott Public Schools.

Parent/Guardians



- 4. I understand that any violation by my son/daughter of the terms of the Responsible Use Agreement may result in suspension or revocation of his/her email account or independent access to the World Wide Web, school disciplinary action and, if warranted, referral to law enforcement authorities.**
5. I will not hold the Swampscott Public Schools liable or responsible for any materials my son/daughter accesses, acquires, or transmits via the Swampscott Public Schools Computer network and/or Internet connection.



Thank you for your time!

**We would now like to address
any questions.**





Does Google own school or student data?

No. Google doesn't assume ownership of any customer data in G Suite [core services](#), and it says so in our [contracts](#) (under "Intellectual Property").

We provide powerful, easy-to-use management tools and dashboards to help administrators keep track of their organization's services, usage and data. We only keep your personal information as long as you ask us to keep it. If an education department, school or university decides to stop using Google, we make it easy for them to [take their data](#) with them.

[LEARN HOW TO TAKE DATA OUT OF GOOGLE](#) ▶

[READ THE CONTRACT \(SECTION ON "INTELLECTUAL PROPERTY"\)](#) ▶



Does Google sell school or student data to third parties?

No. We don't sell your G Suite data to third parties, and we do not share personal information placed in our systems with third parties, except in the few exceptional circumstances described in the [G Suite agreement](#) and our [Privacy Policy](#), such as when you ask us to share it or when we are required to do so by law.

[MORE ABOUT INFORMATION SHARING](#) ▶



Are there ads in G Suite?

No. There are no ads in the suite of G Suite [core services](#). Outside of the G Suite [Core Services](#), additional Google services may show ads, as described in the [G Suite Privacy Notice](#). For G Suite users in Primary/Secondary (K-12) schools, Google does not use any user personal information (or any information associated with a Google Account) to target ads.

[READ OUR G SUITE AGREEMENT \(GOOGLE'S CONTRACT WITH SCHOOLS COVERING G SUITE CORE SERVICES\)](#) ▶

[READ OUR G SUITE PRIVACY NOTICE](#) ▶

[MORE ABOUT PRIVACY](#) ▶



<https://edu.google.com/trust/>





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