Google Apps for Education
Frequently Asked Questions for Linden Parents

About Google Apps for Education

What is Google Apps for Education?

Google Apps for Education (GAfE) is an integrated communication and collaboration solution, hosted by Google and managed by The Linden School. GAfE will provide the ability for students and faculty to communicate, store files and collaborate on documents, spreadsheets, and presentations in real time from school, work, or home, all within a secure "closed campus" online environment.

How will it be used?

Google Apps will provide the ability for students and teachers to store files and collaborate on documents, spreadsheets, and presentations in real time from school or home within a "closed campus" online environment. The use of these tools is optional, and intended to provide an approved and supportable alternative to "consumer" Google accounts.

What can my child do with Google Apps?

Students will have easy access to their documents, spreadsheets, and presentations within Google Docs. In addition, students will have additional storage for other files they may need to use between home and school.

Costs and Fees

How much is paying for this?

Google Apps for Education is free for The Linden School.

Computer Access

What if I don't have a computer, how is my child going to get to use it?

The use of Google Apps for Education is part of the instructional program and students have many opportunities to work in their Google Apps account during the school day. Because Google Apps for Education is safe and web based, it can be accessed from the public library or other places where computers are available.

Should I get my child their own computer?

The use of Google Apps for Education does not require students to have their own computer or any other personal device. That is an individual family decision.

How will my child access Google Apps for Education?
With teacher guidance, students must first activate their GAfE account and set their password from a computer at school. Once the student has an active account, they can login on any device by going to http://www.google.com and using their full Linden mail address (username@lindenschool.ca) and password.

Will my child be *required* to access GAFE at home?
The instructional use of Google Apps for Education is **optional**, with decisions about GAfE in the classroom often made at the school level by teachers. Since GAfE is accessible from any device with access to the Internet, your child does have the opportunity to log in to their Google Apps account from home to access their information or work on their documents, and collaborate on shared documents with other students and/or their teacher.

Can my child e-mail me with the Linden email account?
Students can email parents using their Linden email account.

Do these apps work on an iPad or other tablet?
Google Apps documents may be edited using a mobile browser which allows students the same experience as a desktop user.

Parent Access

Can parents use it?
Sharing is limited on Google Classroom for reasons of privacy and security, so that only Linden student and faculty accounts can access the material. However, there are several ways that parents can use Google Apps for Education:
1. Ask your daughter to share her access information including password
2. Check Google Classroom together with your daughter.
3. Follow these instructions provided towards the end of this document (page 5) to be given access to all work that has been done by your daughter.

Can I see what my child is doing on Google Apps?
Students are encouraged by their teachers to involve their parents and educate them about Google Apps by logging in together and explaining how Google Apps works and the kind of school work they are doing with it. Parents are also encouraged to explore Google Classroom with their children by logging in together. From the student account, you will be able to see items that have been "turned in" and commented on by the teacher, and you will be able to see upcoming assignments. On the top left of the screen is a button to access the calendar, which is automatically generated from all of the student's classes. This is a fast and easy way to see what work is coming up.

Students should routinely check Google Classroom, once per evening, to see if they have upcoming assignments (this should take about as much time as checking e-mail). Parents are encouraged to be a part of this routine. For parents who regularly help their daughter check their agenda, this is a good time to also check Google Classroom.

Privacy and Security

Online security – How protected is my child from outside people?

If the protocols for access set up by The Linden School are followed (i.e. not sharing user names and passwords with anyone except parents) then Google Apps will not be accessible by anyone outside of The Linden School.

What about Privacy and the collection of data on my child?

Google provides access to Google Apps for Education in a closed and secure environment that is not accessible by anyone outside of The Linden School. Google has signed a Student Privacy Pledge which can be viewed here: **http://studentprivacypledge.org/**

What assurances has Google given that my child is not accessing inappropriate content through this tool?

GAfE is an online collaboration tool that is accessed using a secure web browser session and requires a login and password. There are no advertisements used with by this tool; thus, as long as the student works within the confines of this environment, there is neither the opportunity for inappropriate content to be displayed nor the appearance of pop-ups containing inappropriate content. Linden faculty also ensure that all learning material used in the Google classroom is appropriate.

Who has access to my child's account?

The Google Apps Terms of Service agreement contractually ensures that The Linden School (students, faculty, and staff) are the sole owners of their data. Google will only access content stored on Apps when a Linden administrator grants Google explicit permission to do so. One example would be to investigate inappropriate use.

Does my child retain copyright of their creations?

The same copyright rules apply to content in GAfE that would apply to any other creation, provided the student is the sole owner.

Google Apps in the Classroom

What apps are available and how can I expect my child's teacher to use them?

Google Apps for Education will provide students with secure and easy online access to documents, spreadsheet, presentation and communication tools that can be accessed easily from home or school and enhance teacher and student collaboration in the classroom and beyond.

Teachers can use Google Docs to facilitate group projects and use the history tool to see the level of participation of each student in a group. Teachers will be able to give feedback to students directly in documents shared with a teacher. Turning in assignments will be as easy as sharing the file in Google Docs with the teacher, or by emailing it to the teacher through the student's Google Apps Mail account.

What if another student deletes their work?
The owner is the only person who can delete a document. Once a document is deleted, no one can access it, including those with whom it was shared.

How will Google Apps reflect in their grade?
The use of Google Apps for Education will not in itself impact grades. Consult with your child's teacher/s about individual class requirements.

Why is Google necessary for the students; can't the teachers just answer the students' questions?
The use of Google Apps for Education is another tool provides to help students and teachers communicate, collaborate, apply critical thinking skills, and work creativity. Teachers will continue to answer students' questions in the classroom. Google Apps for Education provide students an additional opportunity to ask a teacher question electronically, helping students learn to communication in a real world environment.

Why Use Google Apps for Education?

Why is The Linden School implementing this?
Google Apps is easy to use and implement, and also allows The Linden School to have control over the virtual learning space.

Why do students need an e-mail? Isn't there another way to communicate?
Providing students with an email address will allow for streamlined collaboration among their peers and teachers, and provides a consistent digital tool that can be accessed from home and at school. This will also allow email to become an instructional tool and allows students to participate in authentic online learning in a safe environment.

What is the value of Google Apps for Education (GAfE)?
Classroom collaboration, students and teachers can open and edit their documents quickly. No more distractions like USB keys, outdated file attachments, or confusing software. Anytime, anywhere access Google Docs lets users be productive at school, at home, and even on their mobile phones. Because Google Docs runs in a web browser, students can work from almost any family computer without having to purchase new software. Easily upload and share files Google Docs works on PC, Mac, and Linux computers, and supports popular formats such as .doc, .xls, .ppt, and .pdf. Files stored on Google Docs are always accessible and backed-up online. Smarter commenting, better feedback Google Docs' intuitive commenting feature is ideal for instructor and collaborator feedback. Revision history allows users to review document edits over time.

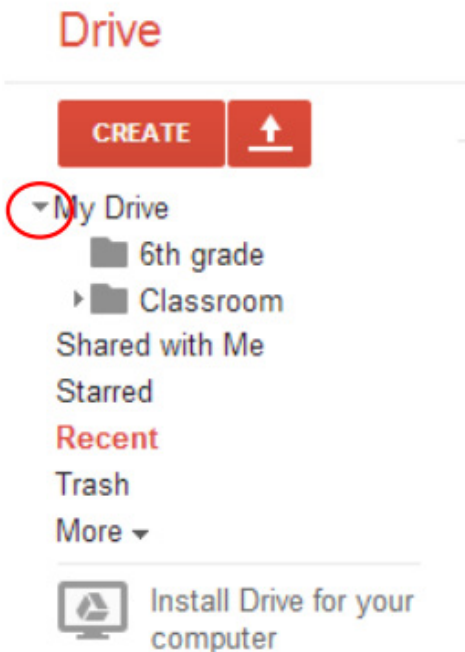# Google Classroom Parent Access

The Linden School has chosen to be a Google Apps for Education School. This means that all Linden students and faculty have the opportunity to utilize a variety of cloud based applications, developed by Google, to enhance the learning environment. Google Classroom is a part of this suite and students may utilize it daily. Google Classroom was designed hand-in-hand with Google Apps for Education teachers to help teachers and students save time, keep classes organized, and improve communication with students. While parents cannot currently be enrolled in a Google Classroom, students do have the ability to share the work they are doing in Google Classroom with their parents. Below you will find directions for completing this process. It is recommended that parents utilize a personal Google Account for this process. If you don't have a Google Account, it is free and easy to sign up! **Click here for more details: https://accounts.google.com/signup**
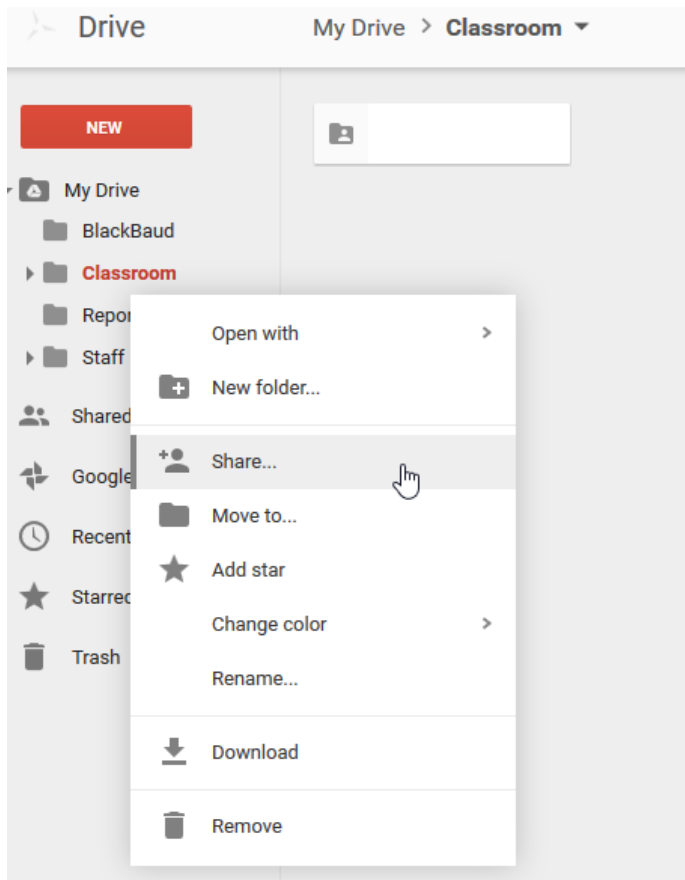
Google Classroom – Student Sharing

Students must first share their Google Classroom folder with you in order for you to have access to their assignments and activities. Your child will need to complete the steps listed below, once, in order for you to have access to his or her "classroom" folder.
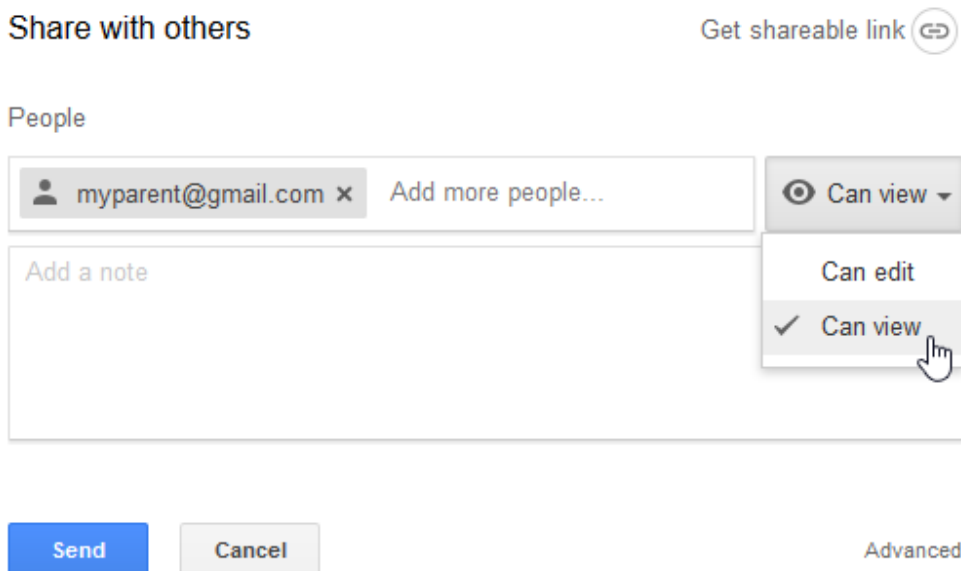
1. Log into Google Drive by visiting drive.google.com
2. Enter student @lindenschool.ca email address and password
3. Once logged in, on the left side select the "down arrow" to expand "My Drive"

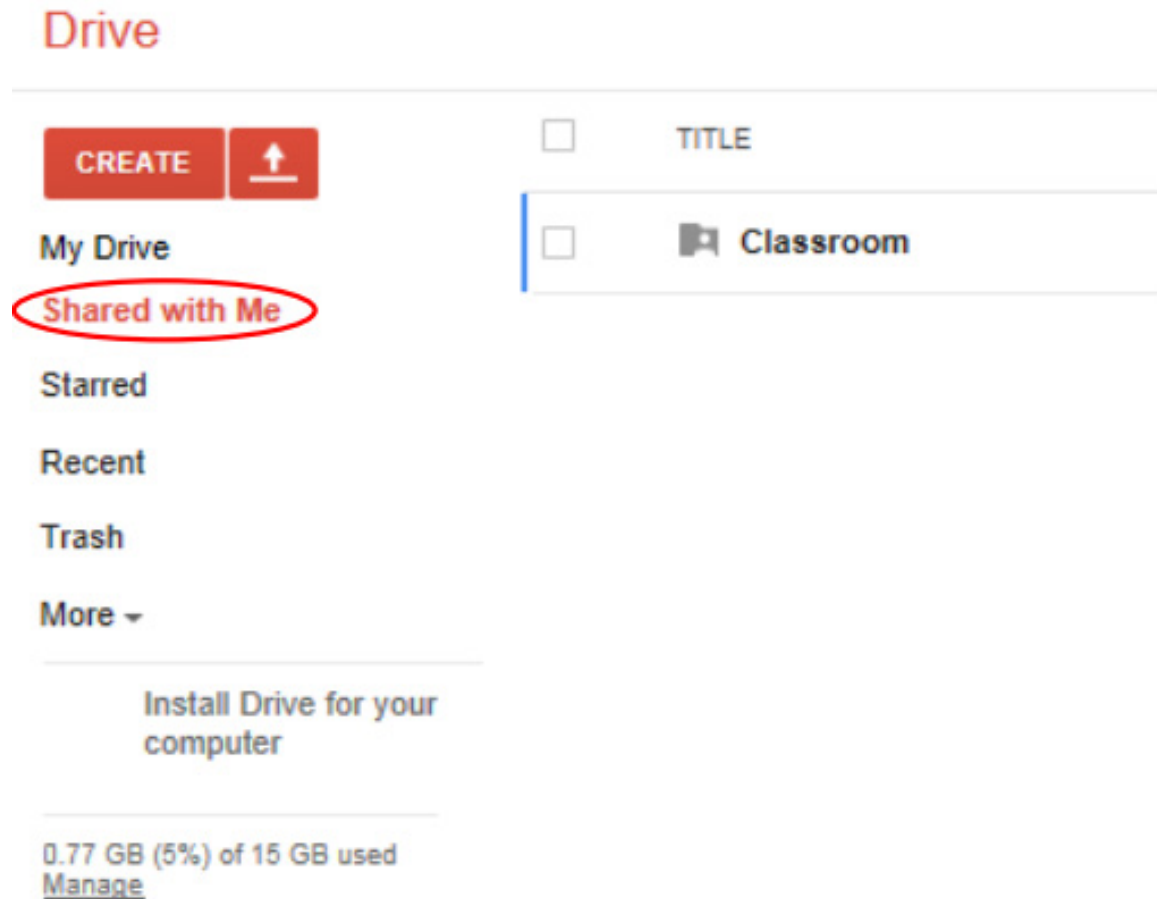4. Right click on the "Classroom" Folder and select "Share"

5. When the sharing settings screen populates, enter the parent e-mail address(es)that the Google Classroom Folder should be shared with and select "Can view". Remember, we recommend using a Google E-Mail account. Create one free by **clicking here**.

6. When finished entering addresses, select "Send"

7. An automated e-mail will be sent to the addresses entered that will provide direction on how to access the Google Classroom Folder.

Logging Into Google Classroom Folder as a Parent

1. Log into Google Drive by visiting drive.google.com

2. Enter your personal Gmail Information

3. On the left side select "shared with me"

4. In your "shared with me" folder –you should find a folder titled "Classroom" – select "Classroom"

5. Here you will find several folders organized by course.

6. To see your child's work in each course, click on the course title.

Inside you will find each assignment she has complete or is in the process of completing.