



Shaftesbury C of E Primary School
(Part of the Southern Academy Trust)

Policy for Google Apps for Education

This policy was adopted by the Governing Body

In April 2019

It will be reviewed annually

What Is Google Apps for Education?

Error! Bookmark not defined.

Google Drive	3
Other Google Tools	4
Google Classroom	5
Posting and Sharing	5
Assignments	6
Grading	6
Questions	6
Announcements	7
Calendar	7
Guidance for Teachers	8
Guidance for Comments on Google Classroom	11
Linked Documents	12



What is Google Apps for Education?

Google Apps for Education (GAFE) is a core suite of productivity applications that Google offers to schools and educational institutions for FREE. These communication and collaboration apps include Gmail, Calendar, Drive, Docs and Sites, and a GAFE account unlocks access to dozens of other collaborative tools supported by Google. All of these applications exist completely online (or in the cloud), meaning that all creations can be accessed from any device with an Internet connection. Once a school decides to embrace Google Apps for Education, they can register their school domain (web address) and administer all teacher and student accounts from an administrative dashboard.



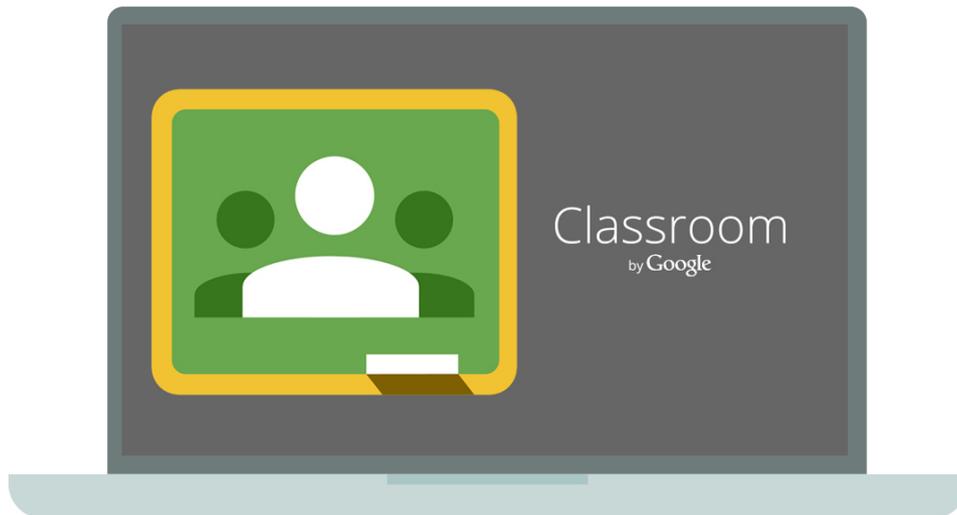
Google Drive

Google Drive is like an online hard drive where you can store all your files - stories, designs, drawings, recordings, videos - anything! As part of Google Apps for Education, Drive has unlimited storage, so you and your students don't have to worry about full disks, deleting old files, or losing anything when a computer crashes. You can access your files from any device, and, best of all, you never have to save: Drive automatically saves every time you make an edit!

Other Google Tools

Google Apps for Education also includes a number of Google products that promote collaboration among students and with their teachers. Students can work together, in class or at home, to complete assignments and group projects. All of their work is auto saved, and they can even edit without WiFi.

- Google Docs: documents come to life with smart editing and styling tools to help you easily format text and paragraphs. Choose from thousands of fonts, plus add links, images, drawings, and tables
- Google Sheets: spreadsheets for analysing, visualizing, and charting data
- Google Forms: quick & easy surveys to gather information
- Google Slides: a presentation tool that makes it easy to tell stories
- Google Drawings: Graphics and flowchart creation with shapes, text, and images



Google Classroom

Google Classroom is a workflow management system designed with the goal of saving teachers and student's time by organizing assignments and class content in one easy-to-access online space.

As a fully integrated part of the G Suite for Education platform, Google Classroom works seamlessly with all of Google's apps for education, allowing students and teachers to effectively and efficiently manage their digital workflow.

Posting and Sharing

Google Classroom acts as a central location to store and share online resources for classes. Teachers are able to post links to important class websites, share YouTube videos, and post files for students—all in one easy-to-access online space. This is a very efficient way to distribute class materials to students, and one of Google Classroom's most beneficial features.

Assignments

Google Classroom turns creating, distributing, collecting and grading assignments into a quick and simple process. First, the teacher enters a title and description for the assignment, attaches any resources they want students to access (Google Drive files, YouTube Videos, web links, etc.), and shares it with the class. Students then complete the assignment, which can include any type of file in Google Drive, and submit it back to the teacher. Finally, the teacher grades each assignment and sends a response directly to each student.

Grading

Teachers that send a Question or an Assignment to students through Google Classroom have the ability to grade the student response. Teachers can assign any point value to the assignment and add private feedback comments to students. Once graded, teachers select the *Return* option, which sends the grade and feedback to the student. Students can then respond to the teacher's feedback as well.

Questions

The Question feature lets teachers quickly receive feedback from students with multiple choice or short answer questions. Teachers can permit students to see and comment on their classmates' responses, or this option can be turned off if the teacher would rather keep answers private and graded. The question feature is a great tool to use for checking on student understanding.

Announcements

An announcement serves as a way to quickly distribute information to a class. An announcement does not have the ability to be graded inside of Google Classroom in the same way that an Assignment or Question does; however, students are able to respond to the announcement through the comments feature. Announcements are a way to give students a voice in the Google Classroom *Stream*.

Calendar

Google Classroom automatically creates an assignment calendar for students and teachers. When assignments are tagged with a due date that assignment will show up on the class calendar for both the student and the teacher.

<i>Guidance for Teachers</i>			<u>Guidance for Children</u>
<u>App</u>	<u>What I Can Do</u>	<u>What Not To Do</u>	
Google Drive 	Create Folders for professional use	Use the Google Apps for your own personal use (you can do this by setting up your own Google Account for free).	As adults.
	Share Folders with Colleagues	Share Folders with Non Professional Staff Give access to folders that don't belong to you.	As adults.
	Share folders with groups of pupils	Give access to folders that have teacher information in them	As adults.
Google Docs, Sheets & Slides 	Create, share and collaborate on these documents.	Allow the documents to become a system for children to message you are their classmates for reasons beyond schoolwork	As adults. You must not use the suite to send messages that are not linked to your work.

	Embed documents into class blogs/sites	Allow continued access to a document that has been published online.	As adults.
Youtube 	Upload instructional videos that you have produced and then embed them in your documents, into blogs or Google Classroom	Allow comments to be added to your channel.	<p>You mustn't watch Youtube videos if you are not supervised.</p> <p>You can't publish videos to your Youtube account.</p>
	Set your video to be 'unlisted' so that it can't be found in an Internet search.	Include children in the video who shouldn't be allowed to appear on the internet.	
Google Classroom 	<p>Set up your own online classroom to be used as described in the description early on in this document for use with children you teach as part of SAT.</p> <p>You MUST invite the Headteacher to be a</p>	Set up a classroom to use with children outside the professional boundaries of SAT.	<p>As adults.</p> <p>You mustn't send messages to other pupils that are not linked to your work.</p> <p>You mustn't send unkind messages.</p>

	<p>'teacher' in any Google Classroom you create.</p>		
	<p>Use the tool to support and direct learning within and outside of the digital realm.</p>	<p>Use Google Classroom to engage in any 'discussion' not linked to the learning at hand. (See guidance below.)</p>	
<p>Google Mail</p> 	<p>Use the Gmail suite as a professional messaging platform.</p>	<p>Use the SAT-based email for personal reasons.</p>	<p>You can't use Gmail.</p>
	<p>If children have access - you can email them in connection with work they are completing using their SAT Gmail address.</p>	<p>Contact children or parents using personal email addresses.</p>	
<p>Google Sites & Blogger</p> 	<p>Create an outward facing set of webpages to share, celebrate and stimulate learning.</p>	<p>Post children's first names and surnames together.</p> <p>Post images of children who are not allowed to be on the Internet.</p>	<p>You can't create blogs.</p> <p>You must only create a Google Site that can be viewed by members of the school domain (there is a setting for this) unless</p>

			you've been given permission by a teacher to make the site available beyond the school domain.
--	--	--	--

Guidance for Comments on Google Classroom

You may find, as a teacher, that a child may post a message of a nature outside of the realm of learning. You must make sure that your response directs them to continue the conversation with you in person during school time.

Example:

Joe Bloggs: Mr Smith, I'm really worried about how unhappy my dog is.

Mr. Smith: I'm sorry to hear that Joe. That's something we can discuss at school tomorrow. Talk to your parents right now if you're worried.

Linked Documents

Safeguarding Policy
Social Media Policy
Code of Conduct