

Dear Parents and Guardians of Students at HRMS:

This fall, all students in grades 6-8 will be supplied with a new resource, Google Drive. Google Drive is a set of online tools for communication, collaboration, time-management, and document storage. Provided by Google to the district at no cost, these tools include:

- Word processing
- Spreadsheets
- Presentation and drawing programs
- Forms and Survey creation programs

Google continues to add new tools and the district will evaluate each for its educational potential. All of these tools are housed on the Internet and can be accessed from any Internet-connected computer with a web-browser. No special software is required. This access DOES NOT include e mail or gmail access.

Our primary reasons for supplying these tools to students are:

- To give our students practice in using current technology applications and tools
- To give students the ability to work on common, no-cost tools on their own documents both at school and outside of school
- To facilitate “paperless” transfer of work between students and teachers
- To provide long-term storage space for student work
- To help students work collaboratively, engage in peer-editing of documents, and publish for a wider audience.
- Google Drive allows multi-user access and editing to a single document

There is also a cost savings to the district since fewer licenses for commercial copies of programs will need to be purchased and less file storage space will need to be maintained.

To ensure the safety of our students, the Google Drive accounts we create for student are “closed” to the danvers.org domain. This means that students can only share documents with their teachers and other students within the district. These applications also have spam filtering enabled. Faculty will be reviewing our responsible use policy and Internet safety guidelines when they introduce these tools to students. Using online tools responsibly will be an important part of the learning experience. Please ask your student about this new resource and have him/her demonstrate how it works to you.

Sincerely,

Adam Federico  
Principal

Sarah Redman  
Curriculum Director

## **Frequently Asked Questions**

### ***What is Google Apps for Education?***

Google Apps for Education is a suite of tools for educators and students. While there are many applications included in Google Apps, the main tools we will be using at HRMS are those within Google Drive. These include docs, spreadsheets, presentation, drawing and forms. The power of Google Apps is that it is a web-based “platform neutral” solution. The tools foster consistency of platform across the district, and for students and staff at home. There is no longer the need to save documents on thumb drives or wonder on which computer you saved a file. All documents are saved in “the cloud” and are accessible via the Internet anywhere in the world using various devices. Google Apps documents are saved automatically and immediately with every revision; there is never a need to “save.”

### ***Why are these tools important for students?***

Google Apps will be an important instructional management tool that enhances student-to-teacher, teacher-to-student, and student-to-student communication and collaboration, and can enhance the instructional process for students.

### ***Expectations for Google Drive Use***

Students will be expected to strictly adhere to the HRMS Responsible Use Policy when utilizing their district Drive account.

### ***When will students receive accounts and how will they be taught to use the tools?***

When student accounts are activated, our students will have access to all the functions of Google Apps that our District has enabled. Student accounts will be provided in a staged manner during this school year. Each team will plan how students will be taught to use the tools. This may be done through technology courses, through regular classroom instruction, or some other means as determined by the teams based on the developmental levels of the students, scheduling, and/or other considerations.

### ***How can I learn more about Google Apps for Education?***

The following videos provide overviews of Google Apps for Education:

<http://www.google.com/apps/intl/en/edu/k12.html>

<http://www.youtube.com/watch?v=vNJUL92y9wo>

The following is a tutorial video for Google Drive:

<http://www.youtube.com/watch?v=eRqUE6IHTEA>