



# Introducing Google Apps for Education

## What is Google Apps for Education?

*Google Apps for Education* are free, web-based word-processing, calendar, presentation, draw, forms and spreadsheet programs which are now available in Grades K - Grade 12 in North Clackamas Schools. This is a change from the 2010/2011 school year, where access was available in Grades 3 - 12. Access is through the Internet using a web browser like Firefox, Internet Explorer or Safari. Since documents are all stored safely on Google servers, we don't have to worry about losing data from a hard drive crash or other computer glitch. Documents can be accessed using a PC or a Mac anywhere there is Internet access.

## What does this mean for you and your children?

- Access is determined by grade level:
  - Grades K-5 will have Calendar and Docs (e.g. word processing, drawing, presentation, forms, and spreadsheet programs)
  - Grades 6-12 will have Email, Calendar, and Docs (e.g. word processing, drawing, presentation, forms, and spreadsheet programs)
- Google provides a great collaboration tool for students and staff. Documents can easily be shared with other students and the teacher. Students go to [www.google.com/a/nclack.org](http://www.google.com/a/nclack.org) to access their accounts, and log in with their username and password.
- Documents created in Google Docs are saved every 3 seconds. Even if something is deleted, all information can be easily retrieved from the server. Students need to be aware that what they write and share is not private. Teachers have access to all of their students' work.
- Parents give permission for students to access Google Docs on the registration or verification form each year. Parents who do not want students to have access to Google Docs must write a letter to the school principal revoking permission. Parents should monitor their children's Internet usage to be sure they are staying safe and making good choices.
- Google Apps may not be used in the following ways:
  - Unlawful Activities
  - Commercial purposes
  - Personal financial gain
  - False identity in email communications
  - Inappropriate sexual or other offensive content
  - Threatening another student or adult
  - Misrepresentation of Oregon Public Schools
  - Interference with school technology operations through electronic chain letters, unsolicited electronic communications, or disruption of electronic communications
- Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of Google Apps for Education when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and account suspension and/or termination.
- The District cannot and does not guarantee the security of electronic files located on the Google system. Although Google does have a powerful content filter in place, the District cannot assure that users will not be exposed to unsolicited information.
- Users of Google Apps for Education are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the Google system, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.