Dear Parents,

This year, St Thomas More will roll out ‘Google Apps for Education’ (GAFE) accounts to all students in grades 2 through 6. GAFE provides your child with a Gmail account, access to Google Sites, access to Google Drive and other Google applications. We choose to use the web-based applications from Google as it allows a controlled online experience for our students and teachers. This year is the first time we will be also be using Google Classroom. This will replace the use of Edmodo and will enable teachers to communicate with students. It will also allow students to communicate with one another and their teacher.

To get ready for this rollout, students at St Thomas More will participate in a Cyber Safety Lesson and read and sign the school’s ‘E-smart & User Agreement for Technology & Online Resources Policy’ (This can be found on the school website and will be sent home with each child after their cyber safety lesson). All students in grades 2 through 6 must sign this document and agree to the terms and conditions in order to use technology at the school. We ask that Parents/ Guardians also read and review this policy with their child/ren and discuss this together.

At STM, we’re very excited to be issuing email accounts to our students. This tool fits right into the curriculum and enables us to encourage online learning, electronic portfolios, online classroom, video streaming, publishing projects and blogging etc.

A Gmail account:

• increases student access to teachers
• allows student access to other Google products including Google Docs, Google Sites, Google Calendar, and Google Classroom
• provides online file storage space that is available anytime, anywhere
• allows teachers to share files with students
• extends the classroom learning environment to the home
• allows for collaboration among students in the classroom, within a building, within our school and with other schools
• facilitates group projects
• motivates reluctant writers
• provides students with the opportunity to build an electronic portfolio of their school learning experiences
• provides teachers additional ways to assess student learning
• allows teachers to provide discreet and effective differentiated instruction

Parent Involvement

We want parents to be involved with all their child’s learning with regard to cybersafety and technology. All parents will have full access to their child’s Gmail Account. Each child’s Gmail Account username will be their student number and the following extension: @stmhadfield.catholic.edu.au. Passwords will vary. Please ask your child to share this with you. Parents can obtain their child’s student number from their homeroom teacher.

Next Steps

We are very excited to continue our journey forward with 21st century learning opportunities for your child. Gmail/Google Apps gets us one step closer. Please read and sign the permission form below, and send it back to your child’s classroom teacher by Friday the 13th of Feb.

Please don’t hesitate to contact me if you have any questions.

Kind Regards,
Mrs Sonia Mazzei
Google Apps for Education Permission Form

As part of St Thomas More Primary School’s continued effort in creating engaging, online, collaborative learning opportunities, students from Grade 2 to 6 will have access to a Google Apps for Education Account (GAFE). Google Apps for Education is a platform created and hosted by Google. It includes a variety of services such as email, document creation, communications, and more. You can find out more about Google Apps for Education here: https://www.google.com/work/apps/education/products.html

These accounts will be created and maintained by St Thomas More Primary School and will allow our students to create, collaborate and share work with their peers and teachers. All information created or transmitted can be monitored by St Thomas More Primary School to ensure all our students act appropriately and become positive digital citizens.

St Thomas More Primary School believes it is important that students have exposure and interaction with web-based technology and communication tools to compete in a global economy.

For this, we are asking for your written permission to the statements below:

As Parent/s / Caregiver/s, I/we give permission for my child to:

- Use a St Thomas More Primary School administered Google Apps for Education Account, which includes:
  - Sending and receiving emails.
  - Creating, collaborating and sharing documents.
  - Use of Google Drive for cloud based data storage.
  - Use of chat and other communication tools within the St Thomas More Primary School managed account.
  - Use of other Google Apps within the Google Apps Marketplace that have been approved for use by St Thomas More (such as Google Classroom).

- I acknowledge that in accordance with the Australian Privacy Act (AAP8), that data created using Google Apps for Education can be stored off site and overseas.  
  *This means that when a student creates a document, sends an email, etc. all of this information is saved in the cloud. This cloud is a series of data centres that save the information, just like your computer at home would, for easy access. These data centers can be all around the world. The data is secure and can still only be accessed by the account holder (the student) and St Thomas More IT administrators, but it is now a requirement of Australian law that you are aware of and allow this.*

Signed: ___________________________ Childs Name: ___________________________ Date: __________

(Parent/s or Caregiver/s)

At times, students will be asked to log in and access their Google Apps for Education account at home for research or homework purposes, this will still fall under the account security policies at place at St Thomas More Primary School, but we cannot monitor or protect your child from content found on the internet when at home.

Please always try to be cyber aware, and talk with your children about their time spent on the internet. St Thomas More Primary School also encourages you to contact us should you require any information or advice about these matters.

Sincerely,
Sonia Mazzei