

About Google Apps for Education - FAQ

What is Google Apps for Education?

CBS Google Apps for Education (is an integrated communication and collaboration solution, hosted by Google and managed by CBS. GAFE will provide the ability for students and staff 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 student/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. The students have an email account that can only send and receive emails from within the cbsprimary.org domain.

Students can send emails to each other but they have been informed that the email is for educational use or purposeful communication. We do not want to exclude email from the suite of tools and we will be working with the students to ensure they learn about email etiquette and respect for others in its use.

This is an area where parents being involved and learning about GAFE alongside their child can provide us with another set of eyes to ensure appropriate use and behavior.

Costs and Fees

How much is CBS paying for this?

Google Apps for Education is free to CBS

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 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, there are a variety of ways to log in:

- Go to the Learning Toolbox and click on the sign in link
- Log in using his or her username and password.
- Log into a Chrome book
- Google Chrome is our recommended browser for Google Apps. Learn more about other supported browsers at <http://support.google.com/a/bin/answer.py?hl=en&answer=33864>.

Will my child be required to access GAFE at home?

No, if you have a computer or device that can access the Internet your child will have the opportunity to log in to his or her Google Apps for Education account to access their information or work on their documents.

Why can't my child e-mail me with this account?

Google Apps is a “walled garden”. It will not allow students to send or receive email outside of the CBS Google Apps domain. You will not be able to email your student at his or her address, nor will they be able to email you. This may change for our senior students as we cover digital citizenship issues and judge them to be prepared for a less locked down environment.

My child already has a Gmail account, why can't they use that one?

Your child's cbsprimary.org account is the one that will be used at school; we manage this to make good use of the education tools and monitor to ensure your child's safety.

Can I see what my child is doing on Google Apps?

Parents are encouraged to explore Google Apps with their children by logging in together. You will be able to have your student log in to his or her CBS Google account at home and show you what they are currently working on in class, as well as items that have been “turned in” and commented on by the teacher.

Privacy and Security

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

CBS takes security and privacy of student information very seriously. CBS Google Apps is not accessible by anyone outside of cbsprimary.org, so your student will be able to work and collaborate in a safe and secure online environment. Classroom teachers will randomly monitor student accounts and create an environment where students are encouraged to share any issues that may arise from inappropriate use. The students will be made aware this is not a private account; it is intended for school use. Students will undoubtedly email each other and we will work with them to develop their digital citizenship. The basic tenets being; protect yourself, respect yourself, protect others, respect others.

What are the privacy regulations?

CBS and Google Apps for Education comply with legal requirements for safety and security such as the Child Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA), and the Family Educational Rights and Privacy Act (FERPA). Additional information about GAE security & privacy may be found at

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

Who has access to my child's account?

The Google Apps Terms of Service agreement with CBS contractually ensures that our institution (students and staff) are the sole owners of their data. Google will only access content stored on Apps when an administrator from CBS 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.

What protection will CBS provide so that my child is not accessing inappropriate content on the web?

There are no advertisements used with Google Apps for Education. GAFE is an online collaboration tool that is accessed using a web browser and requires a login and password.

Google Apps in the Classroom

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

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 CBS 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 communicate in a real world environment.

Why do students need an e-mail in primary school?

Isn't there another way to communicate?

Providing primary students with a closed 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 (GAE)?

- Classroom collaboration,
- Students and teachers can open and edit their documents quickly.
- No more distractions like USB keys, outdated file attachments, or confusing client 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