



Dear Parent/Caregiver,

This year we are introducing your child to G Suite.

G Suite is provided by Google to schools at no cost and provides a set of online tools for communication, collaboration, and document storage. Some of these tools include Google Drive and Gmail.

We are making this transition as we have gradually moved from onsite servers to housing all our data online. All of these tools are Internet-based and can be accessed from any Internet-connected computer. No special software is required. These applications are different from public Google applications (such as Gmail) in that they are managed by the school, do not include any advertising, and have more strict filtering and content controls.

Our reasons for supplying these tools to students are:

- to help students work collaboratively, engage in peer-editing of documents, and publish for a wider audience
- to give our students practice in using current technology applications and tools
- to give students the ability to work on tools on any computer at anytime and anywhere both at school and at home
- to learn responsible use of online tools and how to keep ourselves safe in online environments

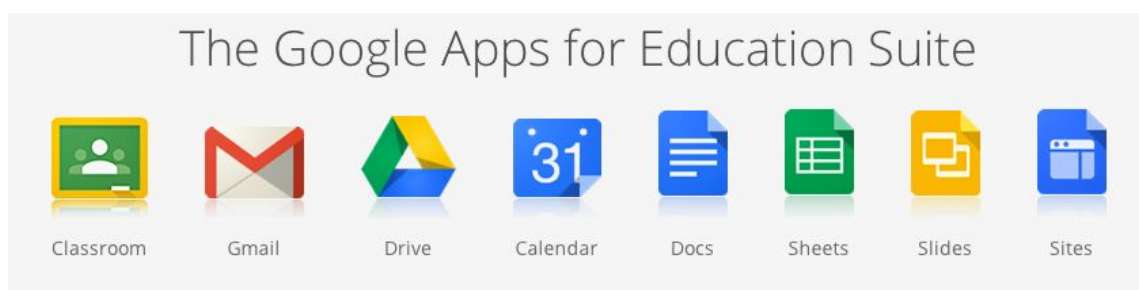
At this time we will be introducing your child to Google Drive. The drive includes functions to:

- create documents, spreadsheets, presentations, forms and drawing programmes
- allow access to more than one student at a time. This means they can work together on projects and teachers can comment on their work.
- easily save their work in a shared folder

In effect these will be used instead of Word, Excel, PowerPoint, Paint and our Student Drive on the server.

Gmail, a full functioning e-mail program to allow communication between teachers and students may be activated later in the year after the completion of cyber safety education in classes.

We would like to reassure you that the safety of your child has been considered carefully. Passwords and usernames are maintained by the school. Their email address is their preferred name and a unique number. We are able to access your child's accounts if necessary. If you would like their Google account and password details we would be happy to provide you with this information. Google+ has been de-activated for students.



If you have questions about Google Suite please contact your child's liaison teacher or Rebecca McColgan rmccolgan@westmere.school.nz.