Dear Parents,

This letter is to inform you of an exciting new innovation in teaching and learning at Lilydale West Primary School. Over the past 12 months the staff at Lilydale West have been working hard ‘behind the scenes’ to engage with an online platform called Google Apps for Education (GAFE). We are now beginning the gradual process of introducing GAFE to the students across the school.

GAFE will provide the students with a range of web-based tools for communication, collaboration, time management and document storage, plus many more features. 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.

These tools include:
- Gmail: an e-mail account within the Lilydale West domain, i.e. johnsmith@lilydalewest.vic.edu.au (With modified capabilities)
- Google Classroom: an application that enables teachers and students to share activities/work
- Google Docs: word processing, spreadsheet, presentation and drawing applications that allows multi-user access and editing
- + many other useful applications that have educational potential

Our primary reasons for supplying these tools are:
- To give our students practice in using current technology applications and tools
- To give students the capacity to work on ‘no cost’ common software both at school and outside of school
- To facilitate “paperless” transfer of work between students and teachers
- To provide adequate long-term storage space for student work
- To help students work collaboratively
- Prepare students to be responsible digital citizens

To coincide with the launch of GAFE, a major focus throughout the year will be to ensure that the students in all year levels are adequately educated about smart, safe and acceptable use of technology practices. This will be achieved through:

- A unit of work, centered around the Alannah & Madeline Foundation’s eSmart Program will be delivered across all year levels.
- Giving the students experience with blogging, to increase their understanding of ‘public conversation’ and the ‘digital footprint.’
- The reading and signing of an updated Technology Acceptable Use Agreement by all students, which is also shared with and signed by parents.
- Direct measures being put in place to assist with filtering any unacceptable communication between students, when using the Google Apps suite of tools.
- The establishment of a ‘student portal’ that includes updated information and tools relating to the safe and acceptable use of technology.
- At this stage, the e-mail accounts will only be used for the purpose of; creating Google accounts for the students as well as for connecting with online educational software or educational resources. The students WILL NOT be able to use it to e-mail out. If this changes, you will be notified.
To support the GAFE launch, a student portal has been developed. The student portal is basically a website that can be accessed from the Lilydale West Primary School website. The portal includes:

- Direct links to the Google tools the students will be working with, enabling easy, uncomplicated access.
- Support materials to assist with using the Google tools effectively
- Resources, links and reminders relating to safe, acceptable use of technology
- + much more

Please ask your child about this exciting new addition to their daily education program, and have him/her demonstrate to you how it works. Your child may have already been issued with a password. Please ask them for this information. If your child does not communicate the password to you, please see their classroom teacher as they have access to a database of these passwords, as well as full access to any content within the students account. In relation to this, it is important to note that the Google Drive and e-mail addresses/accounts are most certainly not for personal use. In addition, it is also important to note that the age of the students will dictate their level of GAFE use. For example, Year 5-6 students will use GAFE to a high level, but Foundation students may not even access GAFE in their first year of primary school.

If you would like to find out more about Google Apps for Education visit: https://www.google.com.au/work/apps/education/

To further consolidate the Lilydale West parent communities understanding of this initiative, an information evening will be held during the year. This will be promoted in the newsletter and via TIQBiz. An additional focus of the evening will be on supporting parents with Cybersafe practices at home with your children. We must work together on this!

Happy Googling!

Scott Clarke
ICT Co-ordinator

**STUDENT PORTAL/GOOGLE LOGIN INFORMATION**

**STEP 1**

Navigate to the Lilydale West website - lilydalewest.vic.edu.au. Click on the ‘student Portal’ tab at the top. This takes you to a Google login screen, where the student enters their username and password.

**STEP 2**

Your child’s username is their first and last name, followed by: @lilydalewest.vic.edu.au. The password will be generated at school.

If there is a situation where two students have the same name, including spelling, the middle initial will be included. You will be notified if this situation arises.

E-mail: e.g johnsmith@lilydalewest.vic.edu.au
Password: e.g Rabbit5