

Dear DISK Teachers,

DISK is in the process of setting up **Google Apps for Education** account (domain) for students and teachers. This new system will enable us to better communicate, share, and collaborate as an educational community, and it represents an important step towards developing a 21st century approach to curriculum and learning. From September 2015, all staff and students will receive a new Google email address:

first initial/surname@diskyoto.com e.g. glaidler@diskyoto.com

What will Google Apps for Education offer DISK?

Google Apps for Education will allow DISK to be connected to a common e-mail, chat and calendar system (Gmail, Google Talk and Google Calendar), cloud collaboration tools (Google Docs, Google Sites, & Google Groups) and multimedia tools (Google Video for Education).

What are the benefits of Google Apps for Education and what's included?

- Anytime, anywhere access - Google Apps works in any browser on any computer, which means you can access your email, calendars, and documents from school or at home.
- No flash drives required with documents and files stored in Google Docs.
- Students can easily collaborate with students from other classes, buildings, schools, districts or even different countries, working together on group projects.
- Teachers can be involved throughout the whole assignment process providing comments and feedback directly in the documents.
- Students can develop an e-portfolio of work throughout their years at the school.
- Through websites, calendars, and email, parents can stay informed about the latest assignments and activities.

Over the course of the 2015-2016 school year and beyond, DISK will begin to make full use of Google Apps for Education (ThinVol will become a document archive), all commonly used information will be accessed via shared folders on the Google Drive. A thorough understanding of Google Apps for Education and the ability to make use of its capabilities will be expected of all staff. Below you will find some specific resources that will support your development and understanding.

Google Apps for Education in 101 seconds

https://www.youtube.com/embed/uXFU10KcIkA?autoplay=1&cc_load_policy=0&hl=en&cc_lang_pref=en

Where can I find more information about Google Apps for Education?

For an overview of Google apps for education follow this link:

<http://www.google.co.jp/intl/en/about/products/>

If you have additional questions about Google Apps for Education you can find more information here: <https://support.google.com/a/answer/139019?hl=en>

How does this affect me as a teacher?

It is understood that each teacher comes to this program with different level of understanding. Staff are asked to complete a survey so that there is understanding of how to develop differentiated instruction groups for in-service programs in the future. Surveys can be found in the staff room in teacher mailboxes. Completed surveys are to be returned to Mr Laidler by June 22nd. Based on your response to the survey a list of recommended online course offerings will be provided; online courses are optional.

The school asks all staff to participate in in-service professional development sessions and online course offerings in order to develop the knowledge, skills and understanding to use Google Apps for Education comfortably, efficiently and effectively. Knowledge and understanding of all of the skills and concepts will be an expectation as the school year progresses.

Thank you,

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