



## Chertsey School Google Drive and Docs



Chertsey School is using Google Drive and Google Docs with students as part of its classroom programmes. Staff believe that the use of Google Drive and Google Docs will make student's work more accessible to them and others and will assist in creating a collaborative learning environment.

### What is it?



Google Drive is an individual online storage space within the Cloud for a user's documents, spreadsheets, presentations and photos. It is accessible from any computer or device that has an Internet connection. The documents within a user's Drive can be shared with other Google users at the user's discretion. Once a document is shared others can either read the document, leave comments to the author about their work or work collaboratively on the document with them in real-time.

## Google docs

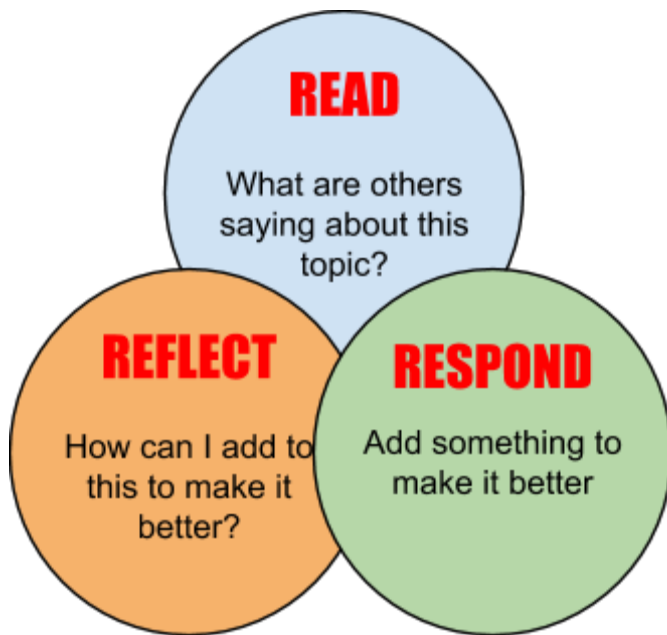


Google Docs are the documents that are created and shared through Google Drive. Using Google Docs you can create word processing documents, spreadsheets, presentations, forms and drawings.

As a school, access to Google Drive and Google Docs is free.

### How does it work?

Each student and staff member has been given a unique username and password to use as their login for Google. They can sign in to their Google Drive from any computer or device that has an Internet connection (please remember that doing this from your phone, iPad or tablet will incur data costs). This means that students can work on a document at school, it is saved automatically onto the Drive and they can continue to work on the document at home or vice versa.



When students have finished a document they can share it to others using their username. Any changes made to the document, either by the original author or those they have shared it to are automatically saved. Likewise, staff can share documents with students which they wish them to work upon (eg tests can be created and shared via the Drive and each individual student's answered can be compiled in a spreadsheet for the teacher to mark). Staff are able to comment upon and mark student's work without the need for printing or saving onto an external device.

Over time, a student's Drive will be added to to create a digital portfolio of work that they have completed and may be used for assessment purposes.

### **Expectations of Use**

It is expected that;

- students and staff will not reveal their password to anyone
- students and staff will use their school Google Drive and Google Docs account for the purposes of work related to Chertsey School. It will not be used as a means of social communication or sharing of images for personal purposes
- students and staff will use Google Drive and Google Docs in a way that will ensure that they are being cybersafe and responsible Digital Citizens (eg not revealing their password, ensuring that comments and shared items are appropriate, reporting any instances of abuse or misuse, correctly logging out of their account when they have finished working)
- students and staff understand that their accounts can be accessed by the school's Google Administrator (in this case the Principal) for the purposes of monitoring or maintenance
- students and staff will not create or share any documents, spreadsheets, presentations, forms or drawings or photographs that will offend others
- students and staff will report any misuse or abuse via Google Drive or Google Docs to an appropriate person (eg students will report to a staff member; staff will report to the Principal or Board of Trustees)
- students will be assisted by staff as to how to make constructive comments to others using the Drive
- if any student or staff member is found to be misusing their Drive and Docs their account will be blocked or deleted
- when students or staff leave Chertsey School their work will be shared to their next school where possible and their account disabled. Student's usernames will not be reused