Eugene School District 4J
Google Applications for Education
Online Documents, Calendar, and Sites
Grades 6-8

Eugene School District 4J is actively integrating 21st century educational technology tools into the curriculum through a suite of secure online applications called *Google Apps for Education*. These tools will better engage students in developing their literacy skills by making it easier for students to work together online for projects, access their files outside of the classroom, and communicate at both the local and global level.

The National Educational Technology Standards for students (NETS*S) in grades K-12 stress the importance of this type of learning environment in order to demonstrate mastery of those standards. (www.iste.org/standards.aspx). However, middle school students require written permission from a parent or legal guardian to gain access to *Google Apps in Education* via their 4J email account.* This document explains the specific tools available and includes a form for you to give (or withhold) permission for your student to use these tools.

What is *Google Apps for Education*?
Google Apps for Education is a free web-based suite of applications for schools to use. Students and staff can easily create, share, and store documents online to collaborate on projects and turn in assignments electronically. All of the *Google Apps for Education* tools can be accessed from any Internet connection at school, home, smart phones, etc. Eugene 4J will support the main three Google applications: Calendars, Docs, and Sites.

Google Calendar:
- Maintain multiple calendars for all your needs, e.g. homework, activities, etc…
- Keep calendars private, or share them with others as you determine.

Google Docs include the following programs:
- Google Documents - a word processor similar to Microsoft Word
- Google Presentations - a multimedia presentation tool similar to Microsoft PowerPoint
- Google Spreadsheets - a spreadsheet program similar to Microsoft Excel
- Google Drawings - a graphic design program
- Google Forms- a tool to create online surveys or polls and automatically collate the responses into a spreadsheet.

Google Sites
- Google Sites – create and edit simple websites

*Access to a student Eugene School District 4J *Google Apps for Education* account requires an active 4J email account. Student in grades 6-12 automatically have their 4J email accounts activated unless a parent fills out a "denial of email account" form.

Eugene School District 4J
Google Applications for Education
Permission Form: Grades 6-8

Parent/Guardian:

_____ I **give** permission for my child to have a *4J Google Apps for Education* account using their Eugene School District 4J email account.

_____ I **do NOT give** permission for my child to have a *4J Google Apps for Education* account.

Student Name: (Print) _____

School: _____

Grade: _____

Student:

I agree to adhere to the guidelines stated in the *District Technology Acceptable Use Guidelines* for use of my *Google Apps for Education* account.

Student Signature: Date:

_____

Parent Signature: Date:

_____