



Abercarn Primary School
Chapel of Ease
Abercarn
Newport
Gwent
NP11 5LH
Tel: 01495 244566
E-mail: acnpa@caerphilly.gov.uk
Head Teacher: **Mr G. C. Roden**



Google Suite for Education

Dear Parents,

This letter is to inform you of an exciting new innovation in teaching and learning at Abercarn Primary School. Over the past couple months Mr Greenslade has been working hard 'behind the scenes' to engage with an online platform called Google Apps for Education. (GAFE) We are now beginning the 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 Abercarn Primary School domain, i.e. johnsmith@abercarnprimary.org (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



www.abercarnprimary.com



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:

- Giving the students experience with blogging, to increase their understanding of 'public conversation' and the 'digital footprint.'
- 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.

To support the *GAFE* launch, a student portal has been developed. The student portal is basically a website that can be accessed from the Abercarn 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 Mr Greenslade as he has 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 Phase 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://edu.google.com/products/productivity-tools/>

Happy Googling!

Mr L Greenslade
ICT Manager

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STUDENT PORTAL/GOOGLE LOGIN INFORMATION



Step 1

Navigate to the Abercarn Primary School website - abercarnprimary.com. Click on the 'student Portal' tab on the right hand side of the webpage. 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 initial and last name, followed by: @abercarnprimary.org 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 jsmith@abercarnprimary.org Password: e.g Rabbit5

A screenshot of the Google login page. At the top is a circular profile picture placeholder. Below it are two input fields: 'Email' and 'Password'. A blue 'Sign in' button is positioned below the password field. At the bottom left, there is a checkbox labeled 'Stay signed in' which is checked. To the right of the checkbox is a link that says 'Need help?'.

Your Login Information

Username:	
Password	

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