



9th June 2017

Dear Parents/ Guardians,

At Immaculate Heart we continue to work to improve the way we use technology and share information within our school community.

Shortly, all systemic schools in Catholic Education in Tasmania will receive new email accounts in a shared Catholic domain. These accounts will continue to allow us to engage with an online platform called Google Apps for Education (GAFE). Google Apps for Education provides students with access to twenty-first century learning tools to support their education. GAFE is a set of online tools for communication, collaboration, time-management, document creation and cloud-based document storage.

The benefits of using a cloud based learning platform is that it allows teachers and students to create and work together on a range of documents online. The documents can be accessed and worked on from home or anywhere that has an internet connection, providing seamless transition between the school and home. It will also allow for better communication and feedback between teachers, students and parents, who will be able to more readily access student work.

One of the Apps we will be utilising is 'Google Classroom'. Google Classroom is an online learning tool that is part of the Google suite of apps. It allows teachers to set tasks and assignments, provide resources, readings and videos to view, as well as students being able to submit their work to their teacher to be marked. As it can be accessed from home and on any device, work that wasn't finished at school can be worked on in the home environment.

The Tasmanian Catholic Education Office has established the accounts for the students with the address @cathstu.tas.edu.au. As we move into using this new platform, some account information has been shared with Google as necessary in the setup of these tools. This includes the student's name and new school email address. Google does not share any of this information and holds this solely for the purpose of providing each student with the Google Apps service. Google is committed to protecting the privacy and security of all of their users and they have strong security systems in place to keep personal information secure.

We will be working with students to continue to educate them around using GAFE in a productive and responsible manner. We also feel it necessary for parents to be aware of new technologies such as GAFE and encourage you to be proactive in discussing and exploring these apps with your child.

We ask you to please assist your child in downloading the Apps on the reverse of this letter promptly. Delays in downloading Apps can have an effect on whole class' efficient and successful use of the technology.

Regards,

Stephanie Bruce
Digital Technologies Coordinator

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Downloading Applications (Apps)

To obtain apps the iPad will need to be connected to Wi-Fi Internet (*Settings > Wi-Fi > Choose a network*). If you do not have access to a Wi-Fi network at home, this can be done on school property but must be done before or after school with a Parent/ Guardian. Your child will need an Apple ID before apps can be downloaded on their iPad (Please see notice "Apple IDs").

To download apps;

- Go to the *App Store* (Found on the home screen) > tap *Featured* (bottom of screen)
- Ensure you are logged in with your child's Apple ID at this stage. (If not leave the App Store and go to Settings > iTunes & App store > Add the correct details to 'Sign In').
- In '*Featured*' type the name of the app into the search bar on the top right hand corner
- The screen will then show a range of apps. Select the correct one by pressing *Get* then *Install*
- You will then be prompted to add the Apple ID password and the app will start to download.

	Google Chrome		Google Classroom
	Google Drive		Google Slides
	Google Docs		Google Sheets
	GMail	 CLASS	Seesaw: The Learning Journal

Should you have any further questions or need clarification for any of these steps, please do not hesitate to contact me at stephanie.bruce@catholic.tas.edu.au or on 6228 3335