

Bishop Brady High School

Google Apps for Education

Bishop Brady provides all staff and students with a **BBHS** email address using Google Apps for Education. The following information describes what the Google Apps are all about. As a new student, you are required to set up your school's email account as soon as possible. All communications from the school and teachers will go to your BBHS email account. Please review the second page on **NEW USERS** and the **Use Policy** of your email account.



Google Apps is a collection of free online applications. Bishop Brady HS subscribes to the Google Apps for Education. The accounts are managed by the school and advertisements are turned off. Google Apps for Education allows BBHS students to use several tools to promote collaboration among students and staff. All of these tools are housed on the Internet and can be accessed from any Internet-connected computer with a web-browser.

We are excited to offer Google Apps as it represents an important step towards developing an effective and up to date approach to the new curriculum and learning. These tools will support the high levels of collaboration that are required in today's classroom to prepare students with communication and collaboration skills for life.

These tools include:

Gmail: a full functioning e-mail program

Calendar: a customizable calendar and to-do list

Contacts: an address book

Google Docs: a word-processing, spreadsheet, presentation, form and drawing program that allows multi-user access and editing

Google Sites/Classroom: a website application allowing the gathering of a variety of information in one place

Our primary reasons for supplying these tools to students are to;

- Give our students practice and guidance in using current technology applications and tools for productivity
- Prepare students to be college and career ready
- Increase communications between students and teachers
- Facilitate "paperless" transfer of work between students and teachers
- Give students the ability to work on common tools on their own documents both at school and outside of school
- Help students work collaboratively, engage in peer-editing of documents, and publish for a wider audience
- Provide adequate (25 gigabyte) long-term storage space for student work.

Sincerely,

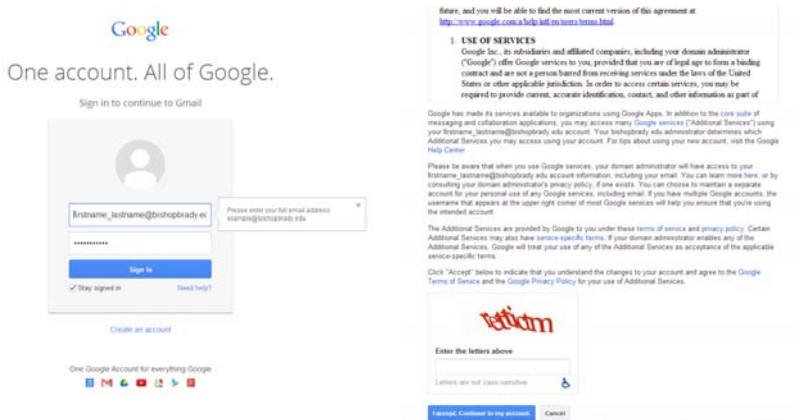
Suzanne Walsh

Technology Coordinator

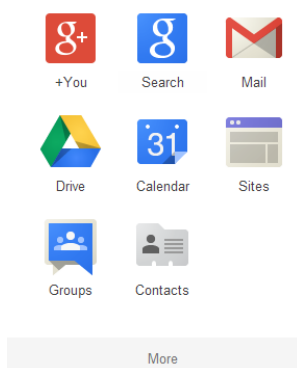
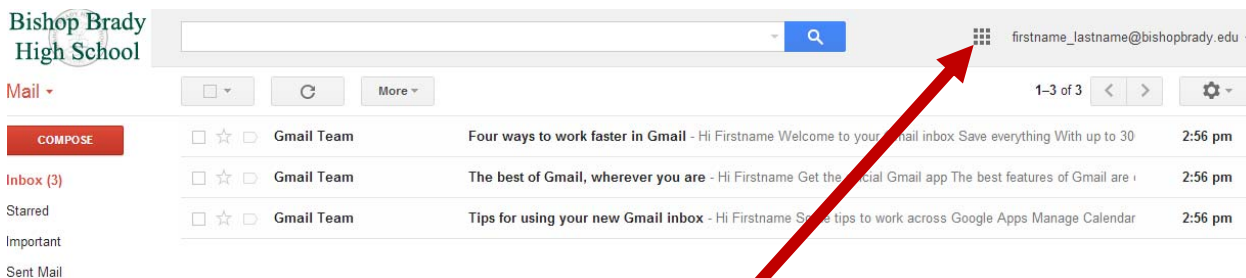
NEW USERS

Student using BBHS Google Apps Login at: <http://www.google.com/a/bishopbrady.edu>

To sign in, type your Bishop Brady username and password. The format is firstname_lastname@bishopbrady.edu and the temporary password is **bishopbrady**.



The first time you login you will be asked to confirm you're human by entering the letters you see displayed on the screen and accept the Terms of Service
Once you accept the Terms of Service you will be required to change your password you will then have access to your Gmail Inbox along with the google apps.



Access to Google Apps

The BBHS email account will allow you to send and receive email. Since this is a school's email account, all school policies are in effect. Email is to be used for school work. Personal emails are to be sent and received from your personal account. This BBHS email will be entered in the school data base for all communications from the school. Your personal email will be a backup in the school's data base.

Bishop Brady High School Conditions and Notification of Use Policy

- All student Google Apps (Gmail, Google Sites, etc.) accounts are property of the Bishop Brady HS. The user accepts all responsibility to understand the policies.
- The student will be removed from the system after graduation or leaving the school
- The primary purpose of the student Google App account is for students to communicate with school staff, outside resources related school assignments, and fellow students to collaborate on school activities. Account user names and temporary passwords will be provided to parents/students so those parents can monitor the account. Use of the BBHS's email system is a privilege.
- Use of the BBHS's email system will align with the school's code of conduct and the code will be used for discipline purposes. Communication through the BBHS's email system will exhibit common sense and civility. Students are responsible for messages sent from their accounts. Students should not share their passwords.
- Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like to the school's technology contact for action. Students should not forward chain letters, jokes, or graphics files.
- Students will not identify their home telephone numbers, or home addresses in any email correspondence.
- When issues arise, the department will deal directly with the student, school administration and/or parents/guardians. Improper use of the system will result in discipline and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.
- Bishop Brady HS is responsible to ensure the efficient use of the electronic mail system. The interpretation of appropriate use and future revisions of this guideline are the responsibility of the Director of Instructional Technology.