Cuyahoga Valley Career Center GAFE Implementation Documentation

Release 1.0

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CHAPTER

ONE

INTRODUCTION

These are exciting times for the Cuyahoga Valley Career Center. With the introduction of Google Apps for Education and a 1:1 program with students using Chromebooks, staff and students will be able to embrace the 4-Cs of 21st century learning: communication, collaboration, creation, and critical thinking.

1.1 What is this?

The information contained on the following pages will be published on a website and also be available in PDF and ePub format. The goal is to provide staff and students not only a roadmap on how these new technologies will be implemented, but also help answer why these new technologies are being implemented.

1.2 Updates and changes

Google is constantly updating their apps, and as such, this document and other training materials will always be in a state of flux.

CHAPTER

TWO

AT A GLANCE

The implementation of Chromebooks and Google Apps for Education will require an investment of not only technology, but in the staff and students of Cuyahoga Valley Career Center. Acquiring the technology is a small component in the implementation of Chromebooks, and GAfE, whereas professional development and support of instructors will have a major role in the implementation and success of this initiative.

Along with training in the use of the new technologies, this plan will also address online student safety and the appropriate uses of technology, including social media. While CIPA and COPPA addresses what school districts and companies are required to do, they are very broad in their reach. The professional development for staff and students will cover some of these deficiencies.

Over the next year, staff will become comfortable with using Chromebooks to access the Google Apps for Education suite and integrating it into their instruction. Since GAfE encompass a very wide variety of applications, this year will focus on the main aspects of GAfE: Gmail, Drive, Docs, Sheets, and Slides.

The following pages will map out a timeline for the first year of implementation, along with goals and benchmarks to help guide the district and provide a status on how well the implementation is being enacted. This document is being written to give staff and students guidelines on what will be taught and what will be expected of them in the following school year.

Brief help sheets on the GAfE products will also be a part of this document, making it a one stop shop for staff and students. A glossary of terms is also included.

CHAPTER

THREE

TIMELINE

3.1 August

- Set up Google Apps for Education
  - Domain names
  - Finalize email routing
  - Import staff users
  - Import student users
- Distribute account information to staff
- Distribute account information to students
- Distribute Chromebooks to staff
  - Chromebook and charger labeled
  - District wide presentation and meeting
  - Chromebook operation
- Schedule meetings with staff and technology coordinator
    - By department? Grade level?
    - Survey staff on expectations and needs

3.2 September

- Initiate PD on Google Docs
- Formalize process for technology coordinator to work with staff
  - Different settings for different staff
    - one on one
    - in groups
    - online
  - Schedule technology coordinator to assist staff in their classrooms
- Online safety training for staff
- Technology website online

3.3 October

- Google Sheets PD
- Technology Coordinator continues to work with the staff on implementation
- Online safety training for students
- District Technology Committee meeting
  - Status of Chromebook and GAfE rollout
  - Evaluate the success of the PD delivered

3.4 November - December

- Google Slides PD
- Technology Coordinator continues to work with the staff on implementation
- Finalize service level agreement for technology department
- Formation of Technology Integration Support Team (TIST)
  - Provide assistance to staff and students on the use of technology
  - Could include students

3.5 January - March

- Introduction to Google Classroom
- Advanced Google Docs PD
- Technology Coordinator continues to work with the staff on implementation
- TIST begins planning PD for staff and students for the 2016-2017 school year
- Social media PD
  - Digital publishing
  - Classroom websites
  - Student websites

3.6 April - June

- Advanced Google Sheets PD
- Screencasting with Chromebooks PD
- District Technology Committee meeting
  - Previous year reflection
  - Plan for the 2016-2017 year

CHAPTER

FOUR

GOALS AND BENCHMARKS

4.1 Teachers

Goal	Benchmark
Teachers will work with the Technology Coordinator on one lesson that integrates technology.	By May 2016, 90% of teachers will have used one lesson that integrates technology.
Teachers will create one Google Docs for use with their class.	By Dec. 2015, 90% of teachers will have created a Google Doc.
Teachers will create one Google Sheets for use with their class.	By Jan. 2016, 90% of teachers will have created a Google Sheets.
Teachers will create one Google Slides for use with their class.	By Feb. 2016, 90% of teachers will have created a Google Slides.
Teachers will record one lesson as a screencast.	By Dec. 2016, 90% of teachers will have published a recorded lesson.

4.2 Technology Coordinator and Department

Goal	Benchmark
Technology Coordinator will meet with instructors to listen and learn their needs.	By Nov. 2015, the Technology Coordinator will have met with 90% of the instructors.
The Technology Coordinator will work with instructors on technology integrations.	By May 2016, the Technology Coordinator will have worked with 90% of the instructors on technology integration.
Technology Department will have written a service level agreement.	By Dec. 2015, the technology department will have a service level agreement that describes the various services and levels of support for staff and students.
A Technology Integration Support Team will be formed to provide staff and students additional support.	By Dec. 2015, the TIST will be in place.

CHAPTER

FIVE

CHROMEBOOK

Various companies make Chromebooks, include Dell, HP, Acer and Asus. Although there are a multitude of companies producing the Chromebooks, internally they are relatively the same, offering 2 or 4 gigabytes of RAM and either 16 or 32 gigabyte SSD.

They look and act like conventional laptops, but with a few differences:

- Boot up: Chromebooks will start up in less than 8 seconds. In fact, at the log in screen a Chromebook will shut off instead of going to sleep because they start up so fast.
- Only Chrome: Chromebooks only run one application, Chrome, a web browser built by Google. Through Chrome, various online web applications are availble.
- Network access: Since they only run Chrome, Chromebooks are limited in the absence of Internet access. A lot of web applications (including GAfE) now support offline access, so they can be used without a network connection.

Care and use of a Chromebook is no different than using a Windows/OS X/Linux laptop. Chromebooks plug in and charge just like normal, and usually can last 8-10 hours on a single charge.

5.1 Keyboard

The Chromebook keyboard is slightly different:

Instead of the F1-F12 row of keys, a Chromebook will have a row of keys specific to use with the Chrome browser. Also, instead of a **Caps Lock** key, there is a **Search** key, allowing the user to quickly perform searches.

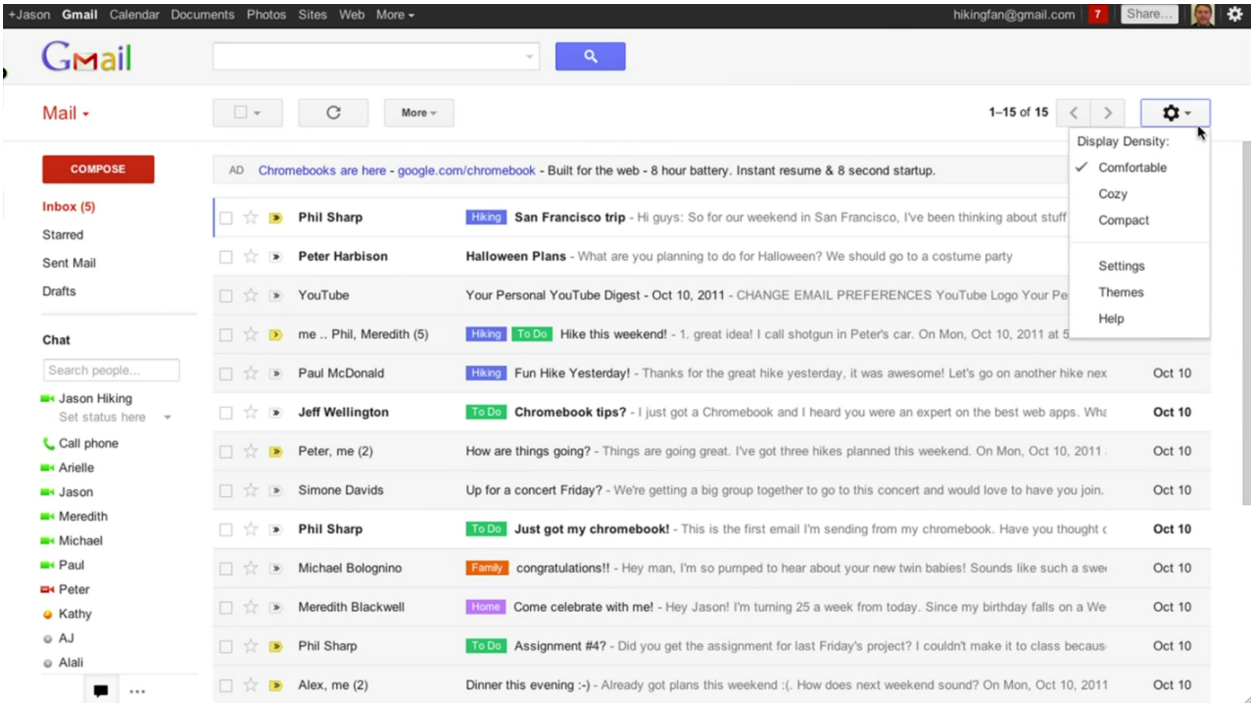
CHAPTER

SIX

GOOGLE APPS FOR EDUCATION

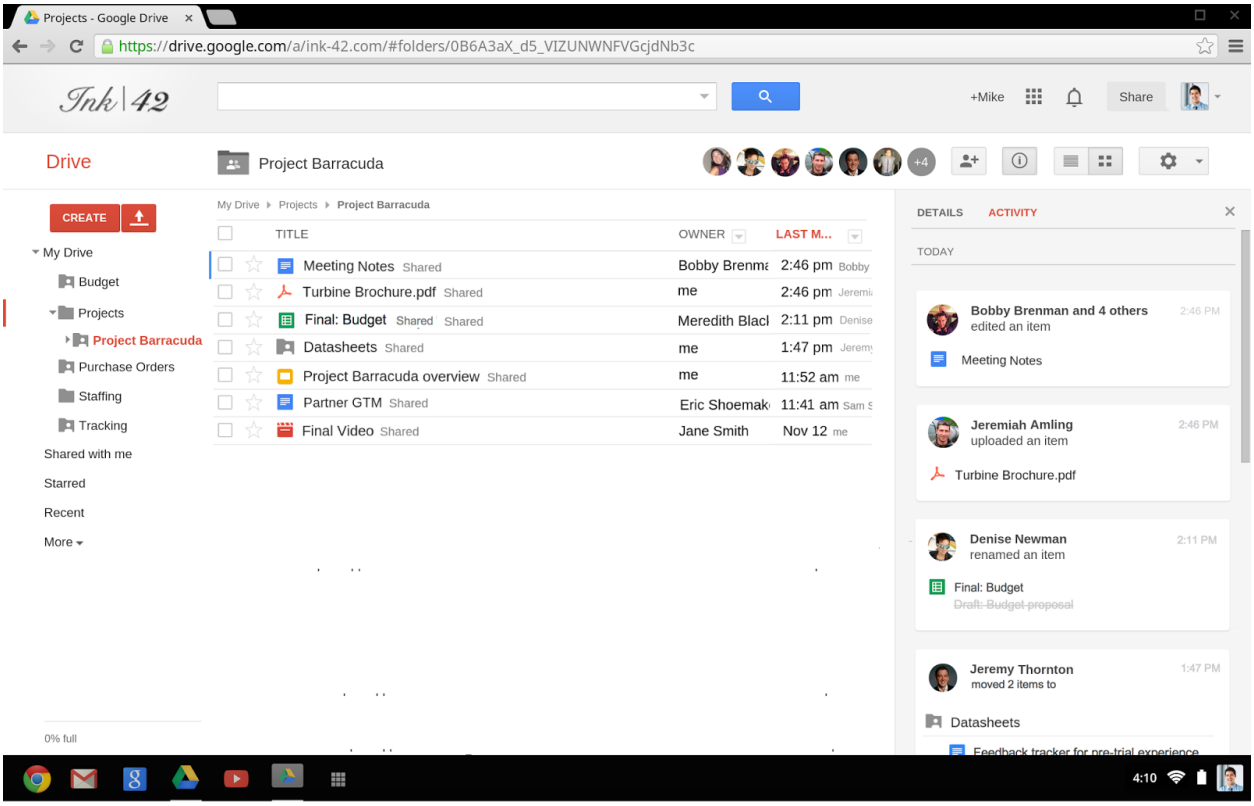
There are over 20 Google Apps in Google Apps for Education (GAfE), but for the first year of implementation the district will focus on the following apps. Additional apps will be available for experimentation and/or use by staff and students, but because of time limitations, professional development will not be offer in the first year.

6.1 Gmail



What started out as an April Fool's joke is now a powerful web based email client. One very big difference when compared to traditional email clients is the replacement of the idea of folders with labels. Whereas an email can be placed in one folder for organizational purposes, in Gmail, an email can have multiple labels. For example, an email from your boss about Project X can be labeled with **The Boss** and **Project X**, allowing you to find the email in either place.

6.2 Google Drive

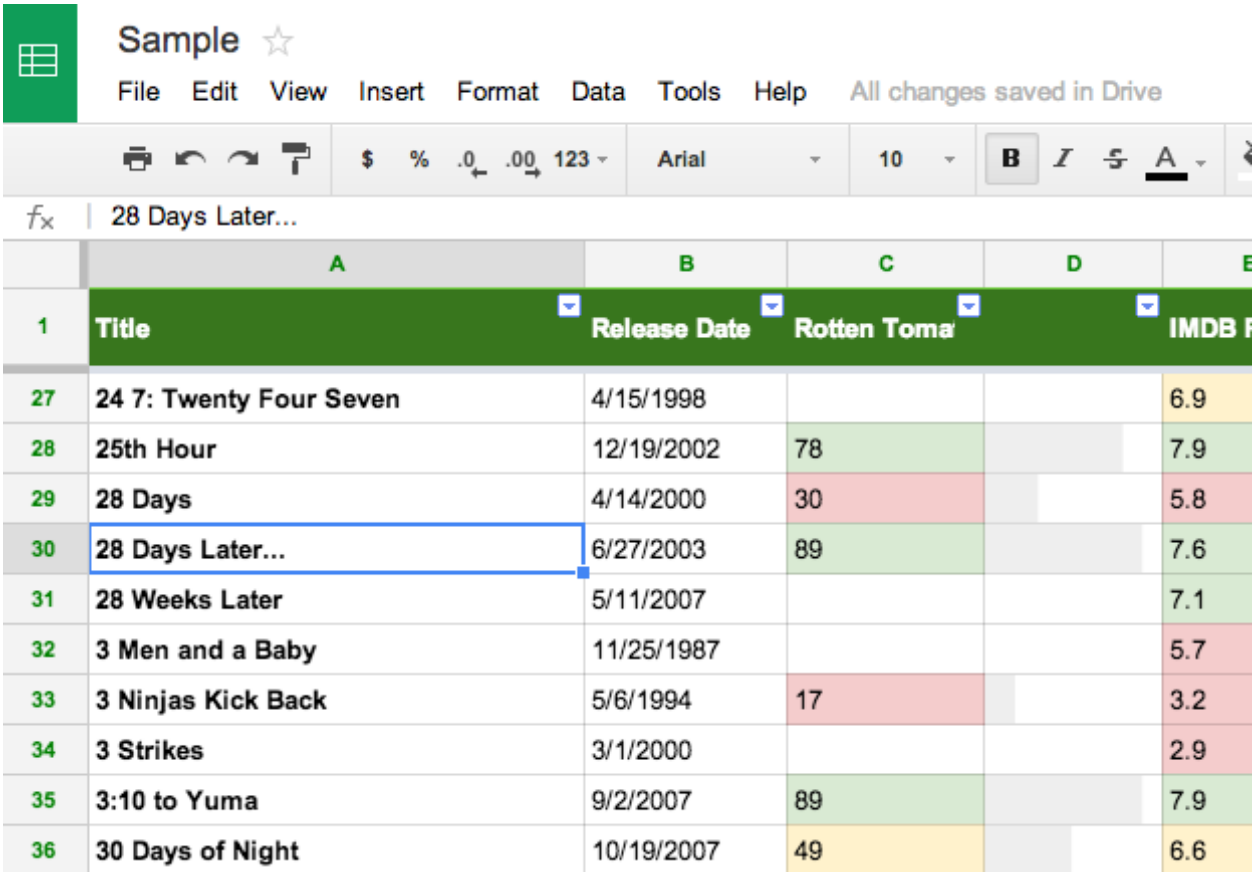


Google offers cloud storage in the form of Google Drive. Users can upload any file to Google Drive for storage and sharing. There is also a Google Drive application for Windows and OS X that will keep a local folder in sync with Google Drive. Documents created in web apps such as Google Docs, Sheets, and Slides is also stored in Google Drive.

6.3 Google Docs

Docs is the web based word processor for Google Apps for Education. Although it can be limiting in the formatting of documents, the collaboration capabilities are unparalleled in other word processors. Most of the formatting tools will look familiar.

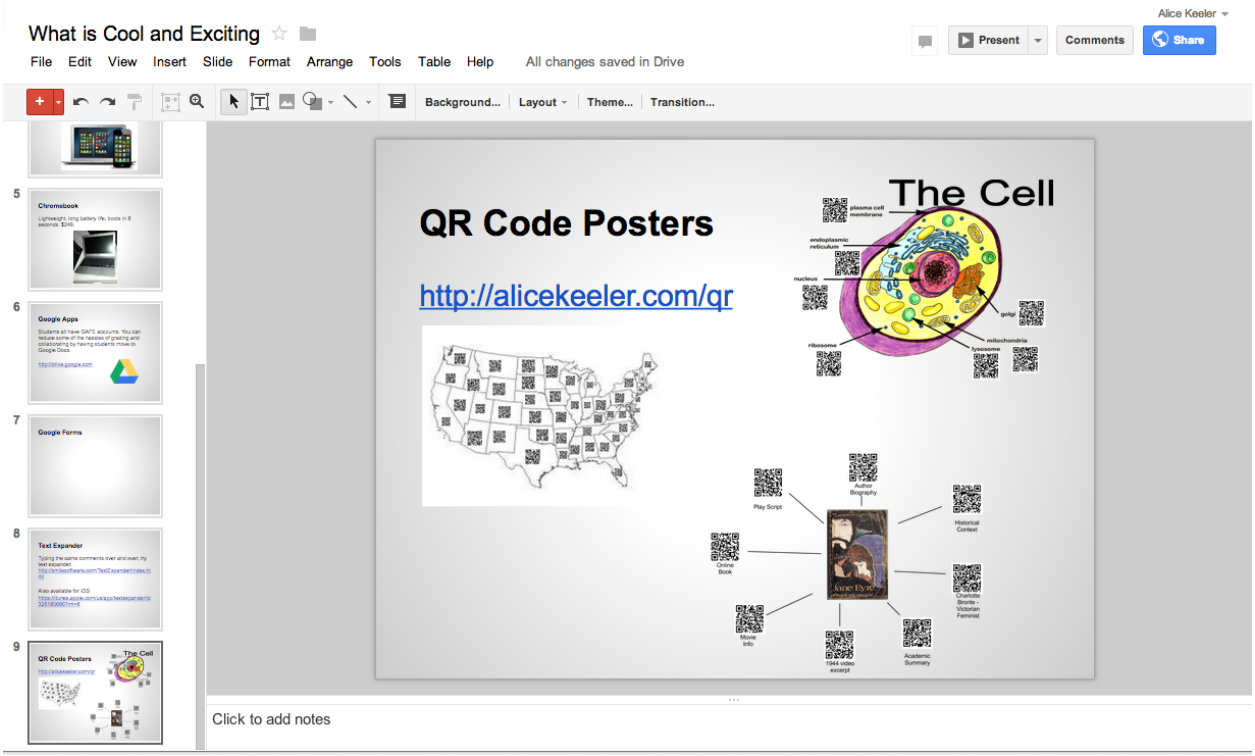
6.4 Google Sheets



	A	B	C	D	E
1	Title	Release Date	Rotten Toma		IMDB R
27	24 7: Twenty Four Seven	4/15/1998			6.9
28	25th Hour	12/19/2002	78		7.9
29	28 Days	4/14/2000	30		5.8
30	28 Days Later...	6/27/2003	89		7.6
31	28 Weeks Later	5/11/2007			7.1
32	3 Men and a Baby	11/25/1987			5.7
33	3 Ninjas Kick Back	5/6/1994	17		3.2
34	3 Strikes	3/1/2000			2.9
35	3:10 to Yuma	9/2/2007	89		7.9
36	30 Days of Night	10/19/2007	49		6.6

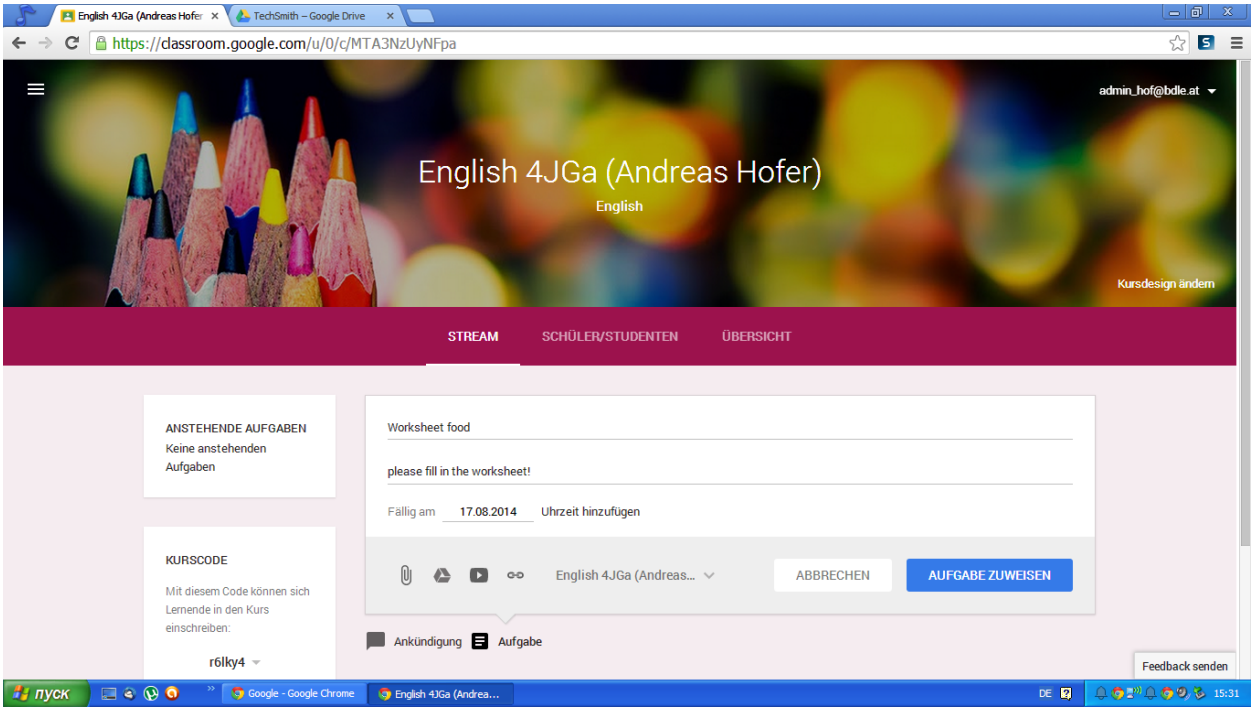
For spreadsheet duties, Google Apps for Education offers Google Sheets. A highly functional spreadsheet that also includes collaboration capabilities.

6.5 Google Slides



Google Slides is a feature packed presentation program. Although it is limited when it comes to multimedia, it has the same high level collaboration capabilities as Docs and Sheets.

6.6 Google Classroom



Google only recently released their learning management system (LMS) called simply Classroom. At this stage Google Classroom offers a very rudimentary LMS, missing a lot of features. Most notably, there are no quiz or test taking features at this time. It does integrate well with Drive, allowing assignments to be handed in electronically.

CHAPTER

SEVEN

ONLINE SAFETY

Staying safe online has become a requirement for not only students, but staff as well. With the rise in attempted phishing attacks and the loss of personal privacy, it is important to stress due diligence when working and accessing information online.

The online safety training will cover the following topics:

- Personal information
- Filtering of obscene or pornographic content
- Sending and receiving of pictures
- Validating information gathered from websites
- Metadata created from visiting sites, communicating, and using apps online

CHAPTER

EIGHT

GLOSSARY

Chrome The Google produced web browser is available for Windows, OS X, Linux, and Chromebooks.

Chromebook, Chromebooks A dedicated laptop that can only run web applications and visit websites with the dedicated Chrome browser.

CIPA, Children's Internet Protection Act Any school or library that receives discounts offered by the federal E-rate program must have an Internet safety policy the includes technical measures to block or filter access to pictures that are obscene, child pornography, or harmful to minors.

Cloud Storage In the beginning, files were stored on floppy disks. Then along came hard drives, zip drives, and USB flash drives. Cloud storage works much like these storage devices, but instead of storing the files locally, they are stored on servers and accessed through the Internet.

COPPA, Children's Online Privacy Protection Rule Applies to operators of websites or online services directed to children under 13 years of age or websites or online services that know they are collecting personal information from a child under 13 years of age.

Gmail The Google online email client, Gmail offers a very powerful way to access and organize email.

Google Apps for Education A complete office suite, email, calendar, groupware, online cloud storage package offered to schools.

Google Docs Google Docs is an online word processor and part of Google Apps for Education

Google Drive Google Drive is a component of Google Apps for Education. It provides cloud storage for all types of files, and includes a companion computer application and mobile application (for Android and iPhone) for file access.

Hard Drive This is used to store programs and files for a computer. It consists of multiple rotating disks encased in a sealed container. These are very cheap but are relatively slow and prone to failure because of the spinning disk.

Random Access Memory (RAM) The working memory of a computer, this is where programs run and where computation takes place. Do not confuse RAM with hard drive or solid state drive space. They are measured in the same units, but that's where the similarities end.

Service Level Agreement (SLA) A document that lists standard lengths of time for tasks to be accomplished by the technology department. For example, all new help desk tickets will be acknowledged within 60 minutes.

Solid State Drive (SSD) These are replacing the conventional hard drives that have been used in computers. An SSD uses flash memory, much like a USB flash drive, which allows an SSD to be very fast, while using very little power and generating little heat. They are still more expensive than a conventional hard drive.

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