

*OFFICE OF THE ASSISTANT DIRECTOR  
(Finance & Business Administration)*

*Board Chair: Milton Peach  
C.E.O./Director of Education: Darrin Pike*

## **MEMO**

**To:** All Newfoundland & Labrador English School District Staff  
All Trustees of the Newfoundland & Labrador English School Board

**From:** Terry Hall, Assistant Director of Education  
Finance and Business Administration

**Re:** Update - NLESD moving to Google Apps for Education

**Date:** June 21, 2016

---

Hello again District staff:

This email is to provide you an update on our announced move from FirstClass to Google Apps. Earlier this month, you were informed that over the summer, we will be making the move to Google Apps for our email, calendar, contacts and other collaborative tools.

The District has designed a website to introduce users to Google Apps, provide some instructional steps for important processes, and answer pertinent questions, while also continuing to provide an opportunity to highlight any remaining questions. This resource can be found through the District website Staff Room or by visiting this address: <https://www.nlesd.ca/staffroom/gafe/>. The District will use this site to provide further announcements and updates related to this initiative.

For those of you who may not be aware, Google Apps represents a proven, secure cloud environment for messaging, scheduling, communication and collaboration. While many of our schools are currently using Google Apps, all primary electronic mail functions were routed through FirstClass. By moving District communications to Google Apps, we will be joining thousands of other Districts across Canada and throughout the world who are already using Google Apps for teaching and learning. Using this technology, teachers and students will have access to a system that is easy to use, scalable and can be tailored to meet individual needs of our diverse staff.

The decision to move to Google Apps is based on a technology focused approach to introduce innovation for teaching and learning in our classrooms. By putting the right tools in your hands, teachers can better help students reach their full potential.

As a specific Go Live date is determined, we will provide another update through email, through the online resource listed above and will be noted on our Twitter account (@NLESDCA) to ensure you are aware. Again, we encourage you to visit the website noted above for any questions you may have pertaining to the move and to log into your NLESD Google account before the end of the school year to familiarize yourself with the resource and associated password.