

INTEGRATED DIGITAL EDUCATION

What it is about

The "Servizio Infanzia", following the guidance of compulsory schools and high schools, has equipped itself with the use of a digital platform to improve the relationship between the nurseries and preschools, and the children attending and their families, in support of the continuity of teaching activities, the full involvement of all adults, and the efficient management of certain administrative and communication aspects.

The need for these tools arose during the Covid-19 emergency, but the potential they offer will remain very important once we return to normalcy.

As of Jan. 7, 2021, all non-attendance-related and non-phone communication between school/nursery and family or between families and Servizio Infanzia offices will take place **exclusively through the use of the G-Suite platform** of which Google has also granted free use to our schools.

One can also see this use by families as "training" in preparation for higher orders of schools, where this use will become essential, practically mandatory.

What the platform offers

The platform, activated for families of children enrolled in municipal nurseries and preschools, offers several services.

Electronic email address

It works like a regular Gmail e-mail account, although the address extension is from the preschool service.

Its function is primarily institutional, as it allows for sending and receiving privacy-protected personal information between school/nursery, families of enrollees, and Servizio Infanzia offices.

Users can also use it to communicate with each other in complete confidentiality.

During the COVID-19 emergency, all related communications will go through this channel: in particular, the transmission of quarantine decrees by the AUSL, communications of swab appointments, and other related personal information.

It will no longer be possible to use personal email addresses.

Video-conferencing

Allows the organization of remote assemblies, groups and talks through the Meet application.

This tool is essential in the emergency phase where in-person meetings are not allowed, but will remain so afterwards because it allows for greater participation and the possibility of organizing meetings in a much more flexible way, integrating with in-person meetings

Interactive document exchange

Allows the use of an interactive document exchange tool, known as Classroom: as the name implies, there is one space in Classroom shared by all families and staff in each class, but not usable by others.

Primarily used for homework management in compulsory schooling, in early childhood services it lends itself to near-real-time sharing with families of documentation related to school/daycare activities, but also, in the opposite direction, relevant documentation from families.

It is usually organized into sectors (e.g., by activity types), looks like a virtual bulletin board of multimedia content, and is public in the sense that it is shared by all members of each single class.

Content can be produced directly through Google applications ("documents," "presentations," and "sheets"), can be uploaded as externally produced files, or an external link can be given to which to connect directly for viewing.

It is also possible to leave comments under each piece of content, which remain visible to all group members.

The application could be useful to quick polls on various topics, using the google "forms" application.

How to use the platform

It is first necessary to activate the account previously created ex officio, following the instructions that the schools/nurseries have sent or will send to each family of enrolled children.

Activation of the account constitutes implicit acceptance of the terms of use of the service and awareness of the protection tools used.

However, to support this awareness, users are asked to sign the informed consent and return it to their school/nursery teachers or educators.

The account involves an automatically generated email address and a password, which is initially provided by the system but must be changed immediately by the user upon first use, so as to safeguard privacy (see Privacy Policy and G-suite for Education Presentation, which also contains Google's commitments to the protection of personal data and non-commercial use of the platform).

The account will be disabled ex officio when switching to a different school operator or in case of giving up the provided school service

Educators/teachers and administrative staff also have an email address of the same type.

Further information can be found in the G-suite Childhood Service Regulations.

In particular, we ask you to pay attention to the provisions of chapters 5 and 6 of the same, especially the rule prohibiting personal use not related to school attendance of the platform tools.

Activating the institutional account

The Servizio Infanzia will create an account with the surname and first name of each child attending the municipal 0/6 school services in the format **cognome.nome@infanzia.comune.imola.bo.it** (for example: stoppani.giannino@infanzia.comune.imola.bo.it).

In this order, the beneficiary has to:

- go to the Gmail home page (<https://mail.google.com>)
- click on 'add account' in the top right-hand icon

- enter the institutional address with **cognome.nome@infanzia.comune.imola.bo.it** (surname and first name of the child attending the nursery or school)

- next

- enter the initial password provided by the school or nursery (normally, the child's fiscal code)

- change the password to one of your choice (it must be at least 8 characters long and contain at least one uppercase, one lowercase and one number)

The account is now activated

Technical support

Requests for technical assistance in case of difficulties in activating or managing the account can be made to the offices of the Servizio Infanzia on 0542 602412 - 0542 602174.

Other related digital communication services

In each school/nursery there is a real-time communication system, especially of a managerial or emergent nature, based on WhatsApp groups, through a tree structure that starts from the service manager and the administrative offices to reach all the families through the teachers and parents in charge of the class.

This mode of communication has a collective character only and cannot convey formal documents. For example, it can be a way to inform of any sudden closures (due to Covid, snow, or other), to convene routine and management meetings and assemblies, or to remind of deadlines.

This tree-like communication structure can also be used by one party, e.g. from offices to schools, or from schools to the participation council. In fact, the latter is certainly the most frequent and almost daily use.