



Dear Parent(s)/Guardian(s),

It is an exciting time for teaching and learning in the Saanich School District (No. 63) as we work to equip our students with the skills necessary to thrive in an increasingly digital world. We recognize the significance of access to appropriate digital technologies and are embracing the use of the GSuite for Education online tools for students in kindergarten through grade 8.

Participating in a global learning environment extends our classrooms and student learning experiences. An important part of our class work this year involves students using Web-based tools to create and share our learning.

- GSuite for Education will enable students to access email, create, publish and share documents, presentations, videos and websites

GSuite is designed specifically for K-12 school districts and universities and is a powerful suite of school district managed online collaboration and productivity tools. It is a secure, private and ad-free environment and offers more control and protection than an individual Google/Gmail account. GSuite is currently used by thousands of schools and post-secondary institutions, with tens of millions of student accounts around the world.

As a public institution, we are subject to the *BC Freedom of Information and Protection of Privacy Act*. In accordance with this Act, we must at all times protect the privacy of students under our care. Therefore students will receive instruction on how to use their district managed GSuite account in ways that avoid posting private and personal information.

Students will also have access to Read&Write by TextHelp. Read&Write for Google Chrome is a Chrome extension that provides accessibility and productivity tools in the GSuite environment.

- Read & Write for Google Chrome can be delivered in its entirety without storing any personally identifiable information. Each student ID is de-identified by a one way cryptographic hash which is irreversible.
- Texthelp uses Google Analytics to track usage of the software. This is done anonymously using de-identified user IDs.

As per the GSuite terms of service and privacy documents, all the personal account information and any content created or uploaded into the School District No. 63 (Saanich) GSuite products and services are not owned by Google.

However, as outlined in their privacy policy, Google does maintain the ability to access and share any personal or content data on the School District No. 63 (Saanich) GSuite products and services under the following circumstances:

- If Google has obtained additional consent from the user to share personal information; or
- meet any applicable law, regulation, legal process or enforceable governmental request.
- enforce applicable Terms of Service, including investigation of potential violations.
- detect, prevent, or otherwise address fraud, security or technical issues.
- protect against harm to the rights, property or safety of Google, our users or the public as required or permitted by law.

Designated Google employees will only access account data when a School District No. 63 (Saanich) system administrator grants Google explicit permission to do so for troubleshooting purposes. During the course of troubleshooting an issue or other investigation, the Google Support team may ask for the creation of a test administrator account, solely to be used to resolve the particular issue at hand. Google employees or automated systems may also take down any content that violates the Terms of Service.

While this is not an educational requirement, we hope that students will see the value in these tools for their education. If you choose to grant permission, please sign the consent form along with your son/daughter's signed consent and return it to your child's classroom teacher who will then provide further instructions to your child on how to access and use GSuite. If you choose not to grant permission, an alternative resource will be provided.

If you have questions about the intended use of GSuite in your child's learning, please speak with your child's principal.

Sincerely,

Gregg Ferrie  
Director of Information Technology  
Saanich School District (No. 63)



School District No. 63 (Saanich) GSuite For Education Account Consent:

Student account information (student first and last name, grade level, and SD63 identification number), as well as any documents uploaded onto the GSuite platform will be disclosed and stored to secure Google servers located beyond Canada, and may be subject to the laws of foreign jurisdictions. Privacy legislation requires that we inform you of this and obtain your consent to this arrangement.

The following GSuite for Education services apply:

Students (Grades K-8)
GSuite email account is limited to only School District 63
Google Drive (unlimited storage, including docs, sheets, slides, forms, and drawing)
Ability to share data is set to private by default
Google Drive is limited sharing to only School District 63
Google Calendar, Google Sites and Google Classroom
Read&Write by TextHelp extension for Google Chrome

I have read this consent form and understand that my child's/my personal information will be used for a GSuite for Education account which may include:

- Student first and last name, grade level, and SD63 identification number
- Classroom assignments, research notes, presentations, school-based projects
- Multimedia objects created by students (e.g., videos, pictures, audio files, animations, etc)
- Summative assessments (e.g., teacher comments, peer feedback, surveys, etc)
- Communication with teachers and other students related to educational purposes
- Indirect direct collection in relation to educational purposes of using GSuite (posting and collection of personal information of others related to educational purposes)

This consent will be considered valid from the date at which it is signed until September 30th of the following school year or when permission has been explicitly withdrawn.

**Parent/Guardian Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian\* Signature:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **(required for grades 4-8 only)**

*\*For parents who have court orders describing their parental rights, this form should be signed by a parent who has the right to exercise the student's privacy protection rights.*