Dear Parent(s)/Guardian(s),

It is an exciting time for teaching and learning in the Greater Victoria School District 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 Google's G Suite for Education suite of online tools for students**.

G Suite for Education 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 a personal Google/Gmail account. G Suite for Education 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 recognize the importance of protecting the privacy of students under our care. Therefore students will receive instruction on how to use their district managed G Suite for Education account in ways that avoid posting private and personal information. Detailed information on the G Suite for Education offering, including a list of educational uses, privacy, and acceptable and unacceptable use can be accessed at: www.sd61.bc.ca/gafe.

The following Google G Suite for Education services apply to students (Grades 9-12):
- G Suite for Education email account
- Google Drive (unlimited storage, including docs, sheets, slides, forms, and drawing)
- Google Calendar, Google Sites and Google Classroom
- Texthelp Read&Write extension, tool to assist with reading and writing

This letter is to inform you that your child can receive a G Suite for Education account by providing their consent through an online request process from the School District's website. If students choose not to grant permission, an alternative resource will be provided.

If you have questions about the intended use of G Suite for Education in your child's learning, please speak with your child's teacher, principal or myself.

Sincerely,

Ted Pennell , Director of Informational Technology