Dear Parent/Guardian,

It is an exciting time for learning and teaching 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 the Google's G Suite for Education suite of online tools for students in kindergarten through grade 12.

G Suite for Education is designed specifically for K-12 students and is a powerful suite of school district managed online collaboration and productivity tools. It offers a secure, private and ad-free environment with significantly more control and protection than a personal Google/Gmail account. It is currently used in thousands of schools and by tens of millions of students around the world.

As a public institution, we are subject to the BC Freedom of Information and Protection of Privacy Act (FIPPA). In accordance with this Act, we recognize the importance of protecting the privacy of students under our care. As such, we have put a number of safeguards in place to help minimize risks. For example, protecting privacy is a key component in teaching our students about digital citizenship. Students receive instruction on how to use their district managed G Suite for Education account in ways that avoid or limit posting private and personal information. Student G Suite accounts in elementary and middle schools have additional restrictions such as limiting sharing to only within the school district domain. If required, we can audit a student's activity within G Suite for Education. Finally, we have developed a Privacy Impact Assessment (PIA) that is an effective tool in identifying and reducing the privacy risks associated with our G Suite program. Detailed information on our G Suite for Education offering, including the PIA can be accessed at www.sd61.bc.ca/gsuite. Information concerning Google's privacy and security policy can be found at https://edu.google.com/k-12-solutions/privacy-security/.

While this is not an educational requirement, we hope that you will see the value in these tools for your child. If you choose to grant permission, please sign the consent form along with your son/daughter's signed consent (grades 4 through 8 only) and return it to your child's classroom teacher who will then provide further instructions to your child on how to access G Suite for Education. If you choose not to grant permission, indicate that you do not consent and return the form to your child's teacher. Your child's teacher will provide an alternative resource.

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

Sincerely,

Ted Pennell
Director of Informational Technology

Consent Form for Student Use of G Suite for Education

Student account information (student first and last name, grade level, and last 4 digits of SD61 identification number), as well as any documents uploaded onto the Google G Suite for Education platform will be disclosed and stored on 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 Google G Suite for Education services apply for students in grades K through 8:

- G Suite for Education email account - limited to only SD61 domains (@sd61learn.ca and @sd61.bc.ca)
- Google Drive - unlimited storage, including docs, sheets, slides, forms, and drawing; limited sharing to only include @sd61learn.ca; ability to share data is set to private by default
- Google Calendar, Google Sites and Google Classroom within @sd61learn.ca
- Read&Write by TextHelp extension for Google Chrome

In addition to the student account information above, a student's G Suite for Education account may also include:

- Classroom assignments, research notes, presentations, school-based projects
- Multimedia objects created by students (e.g., videos, pictures, audio files, animations, etc)
- Assessments (e.g., teacher comments, peer feedback, surveys, etc)
- Communication with teachers and other students related to educational purposes
- Indirect collection in relation to educational purposes of using G Suite for Education (posting and collection of personal information from someone other than the individual the information is about)

Students Name (first & last) _____ Grade: _____ Div:_____

Student's Signature: _____ Date: _____
(Grades 4 through 8 only)

I consent to my child receiving a G Suite for Education account and understand that my child's personal information will be used for a G Suite for Education account. This consent will be considered valid from the date at which it is signed until September 30, 2019 or when permission has been explicitly withdrawn.

Parent/Guardian Signature:_____ Date: _____

-- or --

I DO NOT consent to my child receiving a G Suite for Education account.

Parent/Guardian Signature:_____ Date: _____