

Dear Parent(s)/Guardian(s),

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 GSuite for Education suite of online tools for students in kindergarten through grade 12.**

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

GSuite 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 GSuite for Education account in ways that avoid or limit posting private and personal information. If required, we can audit a student's activity within GSuite 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 GSuite program. Detailed information on our GSuite for Education offering, including the PIA can be accessed at [www.sd61.bc.ca/gsuite](http://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/>.

The following Google GSuite for Education services apply for students in grades 9 through 12:

- GSuite for Education email account
- Google Drive - unlimited storage, including docs, sheets, slides, forms, and drawing
- Google Calendar, Google Sites and Google Classroom
- Read&Write by TextHelp extension for Google Chrome

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

Sincerely,



Ted Pennell  
Director of Informational Technology