

Dear Parent(s)/Guardian(s) and Student(s):

School District No. 48 is piloting an exciting initiative to provide teachers and students access to a district-managed G-Suite (formally Google Apps for Education) account. G Suite provides online collaboration and productivity tools, as well as unlimited file storage space, to be used strictly for educational purposes. In addition, students will have access to Read & Write (including related TextHelp assistive extensions), a toolbar of accessibility tools that allows text-to-speech, dictation, word prediction, picture dictionaries, summary highlighters, and other literacy tools.

Each student will have their own secure login and password to access their files. To use the School District No. 48 platform, personal information will be collected by the School District under the authority of the *Freedom of Information and Protection of Privacy Act* (FIPPA), Section 26 (c). If you have any questions about this collection, please contact the office of the Assistant Superintendent overseeing technology at (604-892-5228 Local 111).

Using the School District No. 48 G Suite platform involves the storing and accessing of two types of personal information:

- Student's name, grade level and school name (used to create the G Suite account);
- Any documents or information created within or uploaded onto the School District No. 48 G Suite platform by students may contain personal information reasonable for educational purposes. (e.g. a student's name included in a writing assignment) This includes, but is not limited to, projects, presentations, assignments, and calendar entries created by your child and/or other School District No. 48 students. (e.g., individual students contributing information to a shared document as they work together on a group project).

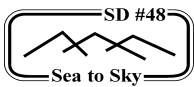
Personal information about a student may be collected by the public body from another student in relation to the documents or activities created within or uploaded onto the School District No. 48 G Suite for educational purposes, such as using calendars or group assignments.

Google maintains the ability to access and share any personal or content data under the following circumstances:

- If Google has obtained additional consent from the user to share personal information; or
- For legal reasons. Google will share personal information with companies, organizations, or individuals outside of Google if they have a good faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
 - 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.

Training for staff and students will provide instruction on how to use the School District No. 48 G Suite platform in ways that protect confidential and sensitive personal student information. These training materials include "[G Suite Use Guidelines](#)" which outline what types of information should not be shared within the School District No. 48 G Suite platform, and as per Policy 806 Acceptable Use of Information and Communication Technology.

Both types of personal information will be stored on secured Google servers located outside of Canada. Under certain circumstances, this information may be accessed by staff from District IT or Google. According to the



"Google Apps for Education Terms of Service", all information shared with Google is owned by the School District and can be removed at any time. While stored outside the country, information in your child's GAFE account may be subject to the laws of foreign jurisdictions including, but not limited to: the United States of America, the Americas, Asia and Europe as it is known to have data centers all over the world. Consent is for twelve (12) months past the date at which your student leaves School District No. 48, allowing time for a student to access and save any files before they are deleted.

The letter of informed consent is to ask permission for your child to be provided access to a School District No. 48 G Suite account for educational purposes. You may withdraw your consent in writing at any time. If you choose not to provide your consent, your child will not be penalized in any way and alternate access/activities will be provided as appropriate. Please return the Consent Form that follows to your child's school at your earliest convenience.

Thank you for supporting this exciting initiative.

School District No.48
Sea to Sky

G-SUITE CONSENT FORM

Student account information (student first and last name and grade level), as well as any documents uploaded onto the Google Apps platform will be 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 Apps for Education services apply:

Students (Grade K – 12)
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 No. 48 domains
Google Calendar, Google sites, and Google Classroom
Additional Google Services: Google Maps, Google Books, YouTube (filters on), Chrome Web Store, Fusion Tables, Google Bookmarks, Google Earth, and other approved SD48 google applications deemed necessary for student learning

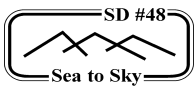
PLEASE CHOOSE ONE:

- I have discussed the above-mentioned information with my child and permit my child to access School District No. 48 G Suite account for purposes described above. I also understand that additional Google services and/or applications may be included and used for the purposes described above.
- I have discussed the above-mentioned information with my child and DO NOT permit my child to access School District No. 48 G Suite account for purposes described above, including any additional Google services and/or applications that may be included and used for the purposes described above.

I have read this consent form and understand that my child’s personal information will be used for G-Suite (GAFE), which may include:

- First and last name, and grade level
- Classroom assignments, research notes, presentations, school-based projects, portfolios
- Multimedia objects created by students (e.g. videos, pictures, audio files, animations, etc.)
- Summative and formative assessments (e.g. teacher comments, peer feedback, surveys, grades, etc.)
- Communication with teachers and other students related to educational purposes
- Any material related to the educational purposes

This consent will be considered valid from the date at which it is signed until the student’s transition to another



school or when permission has been explicitly withdrawn.

Student Name:	_____	_____
	(Last)	(First)
Student Grade:	_____	
STUDENT SIGNATURE:	_____	DATE: _____
PARENT/GUARDIAN SIGNATURE:	_____	DATE: _____