

AP334 – 4 Parent/Guardian Letter for Learn34 Google Education

Dear Parents/Guardians:

The Abbotsford School District supports literacy including digital literacy for all students and staff. To this end, we are committed to providing our students and teachers with access to excellent resources to enable them to thrive in an increasingly digital world. The Abbotsford School District provides teachers and students access to a Google Education (G Suite) account upon receipt of a signed consent form. G Suite is a platform of online tools used extensively in the education sector with over 40 million student accounts around the world, providing access to powerful district-managed online collaboration and productivity resources. G Suite is also the service through which students log in securely to district Chromebook laptops.

Some of the features of Google Apps for Education are:

- a private and ad-free environment with no sharing or selling of information to third parties
- no scanning or data mining of student information in Google Drive, Docs, Classroom, or Gmail
- ownership of data by the school district, not Google
- the ability for a school district to control, monitor and filter student use for safety and security

As a B.C. school district, we are subject to the B.C. 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, staff and students will be provided with training on how to use their Google account in ways that avoid the use of private student information.

Through the Abbotsford G Suite platform, students will have access to:

- Secure login to district-supplied Chromebook laptops
- Google Drive - unlimited online storage for files
- Google Docs, Sheets, and Slides - online productivity and collaboration tools for creating documents, spreadsheets, including forms, and presentations
- Google Classroom - a powerful online classroom resource that increases collaboration and communication among and between students and teachers which aligns well with curricula
- Google Mail - a district hosted Gmail account, for internal district usage primarily for assignment notifications

Please read the following acceptable use guidelines and if you choose to grant permission, please sign the consent form and return it to the school. Your child's teacher will then provide further instructions on how to access G Suite. If you have further questions, please do not hesitate to contact your child's teacher.

Sincerely,

D. Ennis

District Vice-Principal, Curriculum - Digital Learning

New – September 2017

AP334 – 5 Acceptable Use Guidelines for Learn34 Google Education

The use of G Suite (Google for Education) by Abbotsford staff and students is bound by the Abbotsford School District Information and Communication Services (Administrative Procedure 417) and Social Media - Students and Parents (AP 334). As an overview, this document states that users will conduct themselves in a courteous, safe, ethical and responsible manner while using all district technology resources, including the Abbotsford G Suite platform.

As all account and content information is hosted by Google on servers outside of Canada, there are important limitations to the type of information that can be shared within the Abbotsford G Suite system. Both staff and students must remember that the purpose of the G Suite tools are for educational use only including content related to classroom assignments, projects and curriculum related work. Therefore, steps must be taken by all users to ensure that sensitive, confidential and/or personally identifiable information is not shared in any emails, attachments, files and documents created or uploaded into the G Suite system.

Staff and Students who are accessing the district Google platform need to familiarize themselves with the appropriate use of the platform:

- Classroom assignments, research notes, presentations, school based projects
- Curriculum based multimedia objects created by students (video, images, audio, animations, etc.)
- Curriculum based quizzes, tests, surveys
- Formative assessment material (e.g. teacher comments, peer feedback)
- Calendars for assignment dates, project deadlines
- Communication with teachers and other students to enhance learning
- Use creative commons (non-copyright) materials and provide sources for content whenever possible
- Harassment or bullying behaviour is not acceptable
- Avoid sensitive or confidential information including home addresses, phone numbers, personal email addresses, birthdates, student records/marks, health information

Inappropriate or prohibited use of G Suite may lead to suspension or termination of user privileges, legal prosecution or disciplinary action appropriate under any applicable laws, policies, regulations, and collective agreements or contracts.

New – September 2017

Consent Form for Learn34 Google Education

Dear Parent(s) or Guardian(s):

Abbotsford School District allows teachers and students access to a district-managed G Suite (Google for Education) account. Each student will have their own secure login and password to access G Suite. To use the Abbotsford Google Learn34 platform, personal information will be collected by the School District under the authority of the Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about this collection, please contact the school principal.

Using the Abbotsford G Suite platform involves the storing and accessing of two types of personal information:

- Student name, grade level, school name, and the last 4 digits of the pupil ID number (required to create the G Suite account)
- Content created in and/or uploaded to the Abbotsford G Suite platform by students

Content will typically take the form of creating projects for learning by your child or other Abbotsford students (e.g. students working collaboratively). This content may contain personal student information reasonable for educational purposes (for example, student names on written assignment).

We have established “Acceptable Use Guidelines” to outline which types of information are acceptable and unacceptable for staff and students to create or share within the Google Education platform. All staff and students will receive instruction on how to use the Abbotsford Learn34 Google Education platform in ways that protect private student information.

Information will be stored on secured Google servers located outside of Canada. According to the G Suite 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 account may be subject to the laws of foreign jurisdictions including, in the United States, the USA Patriot Act. Privacy legislation requires that we inform you of this and obtain your consent to this arrangement.

Consent:

I understand the information above and the School District’s “Acceptable Use Guidelines for Google Apps for Education.”

School _____ Name of Student: _____

Grade _____ Parent/Guardian Signature: _____

Student Signature (Mid and Sec only): _____

Date Signed (MM/DD/YYYY) _____

This form must be returned, signed and dated, to the student’s school in order for a District Google Apps for Education account to be activated for the student named above.