

Dear Parent(s)/Guardian(s),

It is an exciting time for teaching and learning in the Saanich School District (No. 63) 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 Workplace For Education online tools for students in kindergarten through grade 8.

Participating in a global learning environment extends our classrooms and student learning experiences. An important part of our class work this year involves students using Web-based tools to create and share our learning.

- Google Workplace For Education will enable students to access email, create, publish and share documents, presentations, videos and websites

Google Workplace 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 an individual Google/Gmail account. Google Workplace 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 must at all times protect the privacy of students under our care. Therefore students will receive instruction on how to use their district managed Google Workplace For Education account in ways that avoid posting private and personal information.

Students will also have access to Read&Write by TextHelp. Read&Write for Google Chrome is a Chrome extension that provides accessibility and productivity tools in the Google Workplace For Education environment.

- Read & Write for Google Chrome can be delivered in its entirety without storing any personally identifiable information. Each student ID is de-identified by a one way cryptographic hash which is irreversible.
- Texthelp uses Google Analytics to track usage of the software. This is done anonymously using de-identified user IDs.

As per the Google Workplace For Education terms of service and privacy documents, all the personal account information and any content created or uploaded into the School District No. 63 (Saanich) Google Workplace For Education products and services are not owned by Google.

However, as outlined in their privacy policy, Google does maintain the ability to access and share any personal or content data on the School District No. 63 (Saanich) Google Workplace For Education products and services under the following circumstances:

- If Google has obtained additional consent from the user to share personal information; or
- 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.

Designated Google employees will only access account data when a School District No. 63 (Saanich) system administrator grants Google explicit permission to do so for troubleshooting purposes. During the course of troubleshooting an issue or other investigation, the Google Support team may ask for the creation of a test administrator account, solely to be used to resolve the particular issue at hand. Google employees or automated systems may also take down any content that violates the Terms of Service.

While this is not an educational requirement, we hope that students will see the value in these tools for their education. If you choose to grant permission, please sign the consent form along with your son/daughter's signed consent and return it to your child's classroom teacher who will then provide further instructions to your child on how to access and use Google Workplace For Education. If you choose not to grant permission, an alternative resource will be provided.

If you have questions about the intended use of Google Workplace For Education in your child's learning, please speak with your child's principal.

Sincerely,

Melanie Paas  
Assistant Superintendent  
Saanich Schools