

Google Workspace for Education

Pupils from 3rd to 6th Class have access to Google Workspace for Education in our school. It is a comprehensive suite of educational productivity tools including Classroom, Calendar, Docs, Slides and Sites and is used by tens of millions of students and teachers around the world. We feel that it greatly benefits and enhances teaching and learning in our school.

Students may use their Google Workspace for Education account for the following:

- **Accessing their own account on Chromebooks/laptops:** Each child will have their own Google Workspace User ID (username and password) to allow them to access their own personal accounts on our school devices. This allows them to save their work to The Cloud making it accessible to them from other devices. With these credentials they can also use other Google tools such as Google Docs, Slides, Calendar, Sites, etc. **Please note that Google Workspace will not be used as a social media tool. Your child will not have access to Gmail, Meet or Chat and will not be able to use their Google ID as an email address.**
- **Digital portfolio:** Students will keep the same credentials throughout their time in St. Paul's. This means that by the time they graduate they will have a digital record of their learning to look back on from their time in primary school.
- **Access Google Classroom:** Google Classroom is a virtual learning space. The class teacher will lead this learning space. Google Classroom allows the teacher to set activities for the class to work on either individually or collaboratively both in school and at home.
- **Learn 21st century digital citizenship skills:** Our aim is to provide students with the skills required to develop good digital citizenship.

Below you will find information provided by Google. It provides answers to common questions about what Google can and can't do with your child's personal information.

Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information provided to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students *may* access and use the following “Core Services” offered by Google (described at https://gsuite.google.com/terms/user_features.html)

- Calendar
- Chrome Sync
- Classroom
- Docs, Sheets, Slides, Forms
- Drive
- Jamboard
- Keep
- Earth
- Sites
- Vault

Google provides information about the data it collects, as well as how it uses and discloses this from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html. You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, St. Paul’s may provide Google with certain personal information about the student, including, for example, a name, Google ID, and password. When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers.
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address.
- location information, as determined by various technologies including IP address, GPS, and other sensors.
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses students’ personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For Google Workspace for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an Google Workspace for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an Google Workspace for Education account.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others within the St. Paul's N.S. domain. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organisations and individuals outside of Google unless one of the following circumstances applies:

- **With parental or guardian consent.** Google will share personal information with companies, organisations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through Google Workspace for Education schools.
- **With St. Paul's N.S. Google Workspace for Education accounts** because they are school-managed accounts, give administrators access to information stored in them.
- **For external processing.** Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the Google Workspace for Education privacy notice and any other appropriate confidentiality and security measures.
- **For legal reasons.** Google will share personal information with companies, organisations or individuals outside of Google if it has 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, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

You can consent to St. Paul's setting up and managing a Google Workspace account for your child and to the collection and use of some of your child's data by Google. If you don't provide your consent, we will not create an account for your child, and Google will not collect or use your child's information as described in this notice. Please note that this may have an impact on some of your child's learning.

If you do consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account at any time by contacting the school office. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed into the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google Workspace for Education accounts, please contact our school office. If you want to learn more about how Google collects, uses, or discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Centre](#) the [Google Workspace for Education Privacy Notice](#) and the [Google Privacy Policy](#). The Core Google Workspace for Education services are provided to us under [Google's Apps for Education agreement](#).