



Wednesday 18<sup>th</sup> November 2020

Dear Parents/Carers

We are presently looking to ensure pupils at home get direct contact with the 'online' teaching team through the use of Google Classroom. For some of you this is new territory, but please be assured that we will do everything we can to support you through this process.

In this letter we outline the safety precautions we will be taking and ask your permission to activate your child's own school email address and engage with the tools in the G Suite for Education. We ask those of you who have already given your permission for this to kindly provide permission once again - we feel it is best to obtain permission from all parents for the academic year 2020-2021.

In order to safeguard all those involved, we will be recording all video sessions and storing the recordings in a secure location on Google Drive.

In addition, we will expect that a parent is present with their child for the duration of a video conference call, with a few conditions:-

1. Video conference calls are intended to provide children with the opportunity to communicate with their teachers. Please remain an observer only during sessions.
2. Contributions must remain positive at all times during video conference calls.
3. If you have a query, please contact us through the proper channels (class email addresses).

Please refrain from recording the screen or audio in any way (eg screenshots, pictures of the screen) during video calls. Participants need to be aware that there are legal implications to using an image of any person without obtaining their permission first. If these guidelines are not adhered to, you will be asked to leave and removed from future invitation lists.

Staff will abide by the school's 'Staff Code of Conduct' throughout the video conferencing calls, including in this context, dressing appropriately and seated in front of a plain background. We also expect good behaviour from the children. Children

Minchinhampton Church of England Primary Academy  
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Head Teacher: Mr Nick Moss  
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should be dressed appropriately and any inappropriate behaviour (see also [online safety advice](#) on the school website) will result in children being exited from the session, with the possibility of not being allowed into further live activities.

At Minchinhampton Academy, we use the G Suite for Education. This is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and is used by tens of millions of students and teachers around the world. At Minchinhampton, students will use their Gmail to communicate with their teachers and store school work but it will not be used 'externally' -pupils can only send to and receive from an @[minchscool.net](#) address.

Whilst many schools use this platform to communicate with children, we must remind you that Google Meet and Gmail are Google services and, as such, Minchinhampton CofE Primary Academy has no control over, and therefore is not responsible for, messages or other content sent and received by means of these services that originates from third parties unconnected with the school.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in Reception-Year 6 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

If you agree with these terms and wish for your child to engage with the opportunities laid out above, please sign this document electronically and return by email to [admin@minchscool.net](mailto:admin@minchscool.net) . If you don't provide your consent, we will not create a G Suite for Education email account for your child.

Please aim to sign and return this form as soon as possible. We will then send those of you with a child who was not enrolled at the time of the last lockdown a separate

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communication via SchoolComms with your child's email username and password (which will need resetting). Those of you with children who already have a school email address set up will need to log on to your child's email and reset the password for security reasons. At a later date you will receive instructions on how to join the appropriate 2020-2021 Google Classroom for your child.

Please understand that it may take us a little while to set up the online learning platform across the school. We hope to deliver an online assembly for those children who are at home by Friday of this week. In the meantime, please look to Tapestry (Reception/KS1) or the class padlets (KS2) for more information on home learning.

Kind regards,

Mr Moss

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I give permission for Minchinhampton CofE Academy to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Full name of parent/carer: .....

Online Signature of parent/carer .....

Full name of child: .....

Date: .....

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See Google Suite Notice below if you have any questions.  
Once you have read the FAQ, please do not hesitate to contact [head@minchscool.net](mailto:head@minchscool.net) if you have any other worries or concerns.

## G Suite for Education Notice to Parents and Guardians

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

Using their G Suite 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](https://gsuite.google.com/terms/user_features.html)):

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Google Hangouts, Google Chat, Google Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at [https://gsuite.google.com/terms/education\\_privacy.html](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?

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When creating a student account, Minchinhampton CofE Primary Academy may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

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, and mobile network information including phone number;
- 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 G Suite for Education Core Services, Google uses student 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.

### **Does Google use student personal information for users in Reception to Year 6 schools to target advertising?**

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

### **Can my child share information with others using the G Suite for Education account?**

As Minchinhampton CofE Primary Academy, because of the age of our pupils, we will not be encouraging them to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google. Our main aim is for the pupils to communicate online with teachers in a safe environment. In order to do that, we need to provide them with a secure email account to allow them access to the google meets.

### **Will Google disclose my child's personal information?**

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

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- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- With Minchinhampton CofE Primary Academy, G Suite 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 G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations 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?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting [admin@minchscool.net](mailto:admin@minchscool.net). 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 in to the G Suite 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's G Suite for Education accounts or the choices available to you, please contact [admin@minchscool.net](mailto:admin@minchscool.net). If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

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The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)) if school/district has accepted the Data Processing Amendment (see <https://support.google.com/a/answer/2888485?hl=en>), insert: and the [Data Processing Amendment](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html) (at [https://www.google.com/intl/en/work/apps/terms/dpa\\_terms.html](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html)).

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