



Garrett Hall Primary School

Dream and Believe, Learn and Achieve

The Use of G Suite for Education

An Appendix added on 22/04/2020 to our school Acceptable Use Policy

We use G Suite for Education - a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, Hangouts and more, used by tens of millions of students and teachers around the world. Pupils use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks and learn 21st century digital citizenship skills.

We use a variety of individually managed core GSuite Apps to provide a secure learning platform for our pupils and staff. Children use a Gmail login to access G Suite tools, Google Classroom and the wider internet in school and at home. Pupils' internet is subject to strict monitoring and filtering through our network when in school and filtered to display safe search results at home. With school Gmail, emails cannot be shared with external email accounts, only with others within @garrethhall.org - the school's Google domain. Pupils are able to access shared drives and documents that they may work on individually or collaboratively with others in their class. Pupils are also able to access secure versions of video conferencing apps such as Hangout and Meet where they are able to join and contribute to meetings they have been invited to by teachers within the Garrett Hall domain. Google require basic information to set up these accounts, your child's year group and name.

It is important to note that home internet settings are unlikely to replicate the restrictions placed on internet use in school and it is not possible to limit content via individual broadband providers through G Suite. It is the responsibility of parents and pupils to ensure adherence to the school's Acceptable Use of IT policy when working on devices at home. A copy of this can be found on our school website or may be requested from the school office if required. Information regarding Family Filter services for the home is widely available through Internet Provider websites.

Google Cloud does contain much of the electronic work that your child completes in school. By logging in at home, using the same login as at school, your child can continue working on projects started in school, often using one of the main apps of GSuite, Google Classroom.

Our pupil accounts have a particular set of security settings to reflect the fact that the system is being used by a child - they have a much higher security setting than our staff for example. We take advice on these settings from companies that advise us, including Google and ABtec our school's IT maintenance provider.

Google's Privacy Policy for GSuite can be found here:

<https://policies.google.com/privacy/update>

The information below from Google provides answers to common questions about what they 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 primary schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

G Suite for Education information for 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 pupils in connection with these accounts.

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

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Earth
- Forms
- Groups
- Hangouts
- Jamboard
- Keep
- Maps
- Meet
- 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 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 pupil account, we provide Google with certain personal information about our pupils, including, for example, a name, email address, and password. Google may also collect a profile photo added to the G Suite for Education account if one is uploaded.

When a pupil 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 primary schools to target advertising?

No. For G Suite for Education users in primary and secondary 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?

We allow pupils to access Google services such as Google Docs and Sites, which include features where users can share information with others within our Internet domain at Garrett Hall.

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 which may be obtained through G Suite for Education schools - including Garrett Hall. We would contact parents directly if Google ask for any examples of children's work etc.
- **With Garrett Hall 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, 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?

First, you can consent to the collection and use of your child's information by Google by allowing your child to log in to their G Suite account. **If you do not provide your consent, do not log into your child's account and contact us through the school office.** We will delete the prepared 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 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 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 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](#), the [G Suite for Education Privacy Notice](#), and the [Google Privacy Policy](#). The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](#).