



SCHOOL DISTRICT No.69 (QUALICUM)  
PO Box 430, 100 Jensen Ave. East, Parksville, BC V9P 2G5

January 2016

Dear Parent(s)/Guardian(s) and Student(s):

Qualicum School District provides teachers and students access to a district-managed Google Apps for Education (GAFE) account. This provides online collaboration and productivity tools, as well as unlimited file storage space, to be used strictly for educational purposes.

Each student will have their own secure login and password to access their files. To use the Qualicum GAFE platform, personal information will be collected by the School District under the authority of the *Freedom of Information and Protection of Privacy Act (FIPPA)*. Section 26 ( c ). If you have any questions about this collection, please contact the Assistant Superintendent's office at (250) 248-4241.

Using the Qualicum GAFE platform involves the storing and accessing of two types of personal information:

- Student's name, grade level and school name (used to create the GAFE account);
- Any documents or information created within or uploaded onto the Qualicum GAFE platform by students may contain personal information reasonable for educational purposes. (e.g. a student's name included in a writing assignment) This includes, but is not limited to, projects, presentations, assignments, and calendar entries created by your child and/or other Qualicum students. (e.g., individual students contributing information a shared document as they work together on a group project)

Personal information about a student may be collected by the public body from another student in relation to the documents or activities created within or uploaded onto the Qualicum GAFE for educational purposes, such as through the use of calendars or group assignments.

Google maintains the ability to access and share any personal or content data under the following circumstances:

- If Google has obtained additional consent from the user to share personal information; or
- For legal reasons. Google will share personal information with companies, organizations, or individuals outside of Google if they have 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, our users or the public as required or permitted by law.

Training for staff and students will provide instruction on how to use the Qualicum GAFE platform in ways that protect confidential and sensitive personal student information. These training materials include “Acceptable Use Guidelines” which outline what types of information should and should not be shared within the Qualicum GAFE platform. (Found at:

<http://www.sd69.bc.ca/Programs/Gafe/Pages/default.aspx>)

Both types of personal information will be stored on secured Google servers located outside of Canada, and in certain circumstances, may be accessed by District IT staff or Google. According to the “Google Apps for Education 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 GAFE account may be subject to the laws of foreign jurisdictions including, but not limited to: the United States of America, the Americas, Asia and Europe as it is known to have data centers all over the world. Consent is for twelve (12) months past the date at which your student leaves the Qualicum School District, allowing time for a student to access and save any files before they are deleted.

This letter of informed consent is to ask permission for your child to grant a Qualicum Google Apps for Education account for educational purposes. You may withdraw your consent in writing at any time. If you choose to not provide your consent, your child will not be penalized in any way and alternate activities will be provided as appropriate.

## CONSENT:

Student account information (student first and last name and grade level), as well as any documents uploaded onto the Google Apps platform will be stored on secure Google servers located beyond Canada, and may be subject to the laws of foreign jurisdictions. Privacy legislation requires that we inform you of this and obtain your consent to this arrangement.

The following Google Apps for Education services apply:

Students (Grade K – 12)
GAFE email account is limited to only SD69 domains, (@sd69.bc.ca)
Google Drive (unlimited storage, including docs, sheets, slides, forms and drawing)
Ability to share data is set to private by default
Google Drive is limited sharing to only SD69 domains
Google Calendar, Google sites, and Google Classroom

I have read this consent form and understand that my child's personal information will be used for Google Apps for Education which may include:

- First and last name, and grade level
- Classroom assignments, research notes, presentations, school-based projects
- Multimedia objects created by students (e.g.: videos, pictures, audio files, animations, etc.)
- Summative assessments (e.g.: teacher comments, peer feedback, surveys, etc.)
- Communication with teachers and other students related to educational purposes
- Any material related to the educational purposes

This consent will be considered valid from the date at which it is signed until September 30, 2016 or when permission has been explicitly withdrawn.

Student First Name: \_\_\_\_\_

Student Last Name: \_\_\_\_\_

Student Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_