

GOOGLE G-SUITE FOR EDUCATION- PRIVACY INFORMATION AND CONSENT FORM

Yarrowonga College P-12 uses Google's G-Suite Apps for Education in the classroom. G-Suite Apps for Education is an internet based service provided by Google for educational purposes only. It provides students and teachers with access to online services such as email, calendar, blogging, online document storage (for school work), sharing, messaging and video-conferencing facilities from school, and at home. G-Suite Apps for Education includes the following online services:

G-Suite Apps for Education ('online services')

- | | |
|--------------|-------------|
| 1. Classroom | 6. Sheets |
| 2. Drive | 7. Slides |
| 3. Docs | 8. Sites |
| 4. Calendar | 9. Hangouts |
| 5. Forms | 10. Groups |

Additional Google 'G-Suite services' may be added by our school to further support teaching and learning

Terms and conditions

G-Suite for Education Terms and Conditions and privacy information can be found by clicking on the links opposite:

- https://gsuite.google.com/terms/education_privacy.html?ga=2.28369337.402609889.1502704065-2046418559.1502704065
- <https://www.google.com/edu/trust/index.html>
- <https://support.google.com/work/answer/6056650>

Consent for Google to access specific personal information of your child

We seek your consent for your child to use the above stated G-Suite Apps for Education online services. To enable your child to sign-on and access these services, Google require access to your child's Yarrowonga College P-12 email address, first and last name, year level and school.

You may request that our school not provide this information to Google, and opt-out your child from using G-Suite for Education. As a result, your child will not have access to the online services and alternate arrangements for allocating work will be made.

Parental access to Personal Information

The Department of Education and Training's ('Department') use and handling of your child's personal information is

governed by the *Privacy and Data Protection Act 2014 & Health Records Act 2001(Victoria)*. You can access personal information held by the Department about you and your child under the *Freedom of Information Act 1982 (Victoria)*. If a mistake in that personal information is identified, the Department is required to correct it under the *Privacy and Data Protection Act 2014*.

G-Suite Apps for Education Terms and Conditions provides further information on how G-Suite Apps for Education may use your child's personal information.

Providing a safe online environment

Use of online services will be subject to classroom supervision during school hours. A 'Report Abuse' facility will be provided for students to report unacceptable behaviour. A nominated member of staff will address the issue **during school hours**.

To further assist your child in having safe and positive experiences online, you can refer to parent information on the Australian Government's Office of the Children's eSafety Commissioner website: <https://esafety.gov.au/>

In addition, staff at our school have been advised that the use of G-Suite Apps for Education is strictly for teaching and learning material only (e.g. lesson plans and classwork) and staff do not upload your child's personal, sensitive, health; or security classified information into G-Suite Apps for Education.

Student responsibilities when using online services

When using G-Suite Apps for Education, students continue to be responsible for their behaviour as outlined in our school's Students Acceptable Use Agreement. The main themes of this agreement are:

- Communicate respectfully;
- Protect personal information; and
- Look after yourself and others.

Acknowledgement and Consent for student use of online services

By signing and returning this form you acknowledge, consent and confirm that:

- you are able to opt-out your child from using the service at any time by written notification to the school.
- how your child's personal information will be collected, used, disclosed and managed.
- that if the school determines that the personal information, or the online services are no longer required or relevant, the use of the personal information and/or the online services will cease.

GOOGLE G-SUITE FOR EDUCATION - OPT-OUT FORM

I wish to opt-out my child, of grade/year from using Google G-Suite for Education. **As a result, I understand my child will not have access to the online services and alternate arrangements for allocating work will be made.**

Parent / Guardian Signature

Parent / Guardian Name

Date