

Google Workspace for Education Agreement (2024-2025)

Sacred Heart School utilizes 'Google for Education' products for students, teachers, and staff. This document describes the tools that we use and the student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience. We ask Parents/Guardians to read and sign this document during the registration process to give permission for their child/ren to use Google Workspace Apps.

Google Workspace for Education



The following services are available to students at various grade levels. These services are hosted by Google as part of Sacred Heart School's online presence in Google Workspace:

DRIVE (Grades K-7) - an online storage solution for digital documents, images and files

APPS (Grades K-7) - word processing, spreadsheet, drawing, and presentation tools (very similar to Microsoft Office)

CLASSROOM (Grades K-7) - a web service designed to streamline the process of sharing files between teachers and students

MAIL (Grades 5-7) - an individual email account for school use managed by Sacred Heart School;
(Grades K-4) - an email account restricted to sending and receiving from their teachers and Google Classroom only, needed for online learning support.

MEET (For students learning remotely) - a video conferencing tool to facilitate online classes.

SITES (Grade 5-7) - an individual and collaborative website creation tool

Why use Google Workspace?

- To provide students with access to current technology applications and free tools designed for collaboration with other students and teachers
- To give students the ability to work on their documents both in school and at home - anytime and anywhere from any Internet connected device
- To help students work collaboratively, engage in peer-editing of documents, and publish for a wider audience within Sacred Heart School

- To facilitate “paperless” transfer of work between students and teachers
- To provide a forum for online learning and communication.
- To provide adequate (five gigabytes) long-term storage space for student work
- A potential cost savings in terms of software licensing and document storage

Guidelines for the responsible use of Google Workspace by students:

1. **EMAIL:** Students will gain full access to email services in grade 5. This account will be active until such time as the student is no longer enrolled at Sacred Heart School. In Grades K-4, a limited Email service will be available to send and receive to their teachers and to Google Classroom only. They will not be able to send or receive to any other address.
2. **PROHIBITED CONDUCT:** Please refer to school’s Acceptable Use Policy for Digital Communications and Technologies. (<https://shsdelta.ca/index.php/parents/policies>) This document must be signed by all students at the start of the school year and will be explained and administered by the computer teacher.
3. **ACCESS RESTRICTION:** Access to and use of student email is considered a privilege accorded at the discretion of Sacred Heart School. The school maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or School policies have occurred. In such cases, the alleged violation will be referred to the school Administrator for further investigation and adjudication.
4. **SECURITY:** Although Google does have a powerful content filter in place for email, as does the school network, we cannot assure that users will not be exposed to unsolicited information. Parents are advised to utilize 3rd party content filtering for their home networks and to turn on parental controls for their browsers.
5. **PRIVACY:** Sacred Heart School School and all electronic users should treat electronically stored information in individuals' files as confidential and private. Students are strictly prohibited from accessing files and information other than their own unless explicitly shared with them. The school reserves the right to access student accounts, including current and archived files when there is reasonable suspicion that unacceptable use has occurred.
6. **VIDEO CONFERENCING:** please refer to the separate permission form entitled "Permission Form for Video Conferencing and Sharing Video/Audio Files Online"

How are Sacred Heart School and Google linked together?

The Google agreement with Sacred Heart School provides access to Google applications and storage. While Google hosts these services off-site, the School maintains the ability to manage users, groups, and settings, much like other locally hosted systems. This means that SHSDELTA can

grant and remove user access, and control other settings to ensure a safe and secure collaboration environment for students and teachers.

What personal student information will be stored in Google Workspace for Education?

The terms of the Google contract with Sacred Heart School mandate that we must have parental permission for the use of Google Workspace for Education. On this Google permission form that parents are asked to sign below, it states that "information about my child will be collected and stored electronically." Google does not request any personal information from students and the School does not provide personal student data (ex. birthdate, address, phone number, grades, test scores) to Google. That information resides in the SHSDELTA student information system and is not stored nor available to Google. Information about the Google Workspace security and privacy policy is available at: <http://www.google.com/apps/intl/en/edu/privacy.html>