



## Google Apps for Education (GAFE)

To access the Mount Slesse Google Apps for Education (msms.ca) account, the attached form must be completed and returned to the school office.

Dear Parent/Guardian,

Mount Slesse Middle School provides teachers and students access to a MSMS Google Apps for Education (GAFE) account. GAFE is designed specifically for K-12 school districts and provides access to a powerful suite of district-managed online collaboration and productivity tools. GAFE is currently used by hundreds of school districts and post-secondary institutions, with over 40 million student accounts around the world. Some of the features of Google Apps for Education are:

- a secure, private and ad-free environment
- no scanning or data mining of student information for advertising purposes
- no sharing or selling of information to third parties
- ownership of data by the school, not Google
- the ability for a school to control, monitor and filter student use for safety and security
- ease of use with any technology platform (e.g., PC, Mac, iOS, Android)

As a BC school district site, we are subject to the *BC Freedom of Information and Protection of Privacy Act*. In accordance with this Act, we must at all times protect the privacy of students under our care. Therefore staff and students will be provided with training on how to use their Google account in ways that avoid posting sensitive and confidential student information.

Through the MSMS GAFE platform, students will have access to:

- Google Drive - unlimited cloud storage for any file type
- Google Docs - an online productivity tool for creating documents, presentations, and spreadsheets
- Google Classroom - a new tool allowing teachers to manage files with their students
- Google Calendar - a tool for students to keep track of deadlines, dates, etc.
- Google Mail - a school-hosted Gmail account
- Many other tools that will be useful for their classroom assignments and projects

### Why use Google Apps for Education?

- To provide students and teachers 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 MSMS;
- To facilitate “paperless” transfer of work between students and teachers;
- To provide adequate (unlimited) long-term storage space for student work;
- A potential cost savings in terms of software licensing and document storage.

### **How are MSMS and Google linked together?**

The Google agreement with MSMS 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 MSMS 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 and student education records will be stored in Google Apps for Education?**

The terms of the Google contract with MSMS mandate that we must have parental permission for the use of Google Apps for Education. On the Google permission form that parents are asked to sign, 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 MSMS student information system on MyEDBC and **is neither stored nor** available to Google.

The permission form also states that "my child's education records stored in Google Apps for Education may be accessible to someone other than my child and MSMS". Examples of student education records in Google are assignments, notes, calendars, and projects created by the student. Teachers will not be reporting out to parents about student progress using Google Apps.

### **How are students identified in Google Apps for Education?**

Students will log in using the following pattern:

User name: **first 3 letters of first name + first 3 letters of last name @msms.ca**

**Example: John Smith = johsmi@msms.ca**

*Identical names with same with defer to middle initial or unique naming convention to be set by the GAFE administrator.*

Attached you will find a district consent form that will allow your child access to a school-managed Google Apps for Education account. While this is not an educational requirement for your student, we hope that you will see the value in providing these tools for your child. If you choose to grant permission, please sign the consent form and return it to the school. Your student's classroom teacher will then provide further instructions on how to access the system.

If you have further questions, please do not hesitate to contact me using the information listed below.

Sincerely,

Greg See

Principal of Mount Slesse Middle School

email: greg\_see@sd33.bc.ca

phone: 604-824-7481

**More information can be found at [msms.ca](http://msms.ca)**

**Please keep this document at home for your reference and send the signed consent form only.**

# MSMS MSMS Google Apps for Education (GAFE) CONSENT FORM

## GAFE

Student account information (student first and last name) will be stored on secured Google servers located outside of Canada. According to the Google Apps for Education Terms of Service, all information shared with Google is owned by the school 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, in the United States, the USA Patriot Act. Privacy legislation requires that we inform you of this and obtain your consent to this arrangement.

The following Google Apps for Education services apply:

- GAFE email account is limited to only @msms.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 msms.ca accounts
- Google Calendar, Google sites, and Google Classroom

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

- Student name
- Content created in and/or uploaded to the Mount Slesse Middle School GAFE platform by students. Content will typically take the form of assigned projects, presentations, documents, multi-media, and calendar entries created by your child or other MSMS students (e.g. students working together on group project). This content may contain personal student information reasonable for education purposes (for example, student names on written assignment).

### Consent:

I understand that information about my child will be collected and stored electronically in the Google Apps for Education Account, and that this information will be collected, disclosed, stored, and accessed electronically from outside of Canada, specifically the United States, for the purposes outlined above. For more information about Google's privacy and information management practices, Google's Terms of Services and Privacy Policy can be found at: [https://www.google.com/apps/intl/en/terms/user\\_terms.html](https://www.google.com/apps/intl/en/terms/user_terms.html) and <http://www.google.com/policies/privacy/>. These documents provide assurances that Google will not monitor or track student online activity for the purposes of identifying or contacting individual students.

This consent will be considered valid from the date at which it is signed until 6 months after the point the student named below is no longer a student at Mount Slesse Middle School.

I also hereby acknowledge that I and my child have read and understood the School's Policy on the Use of Google Apps for Education found at: [www.msms.ca/home/gafe-acceptable-use-policy](http://www.msms.ca/home/gafe-acceptable-use-policy).

**Student Last Name:** \_\_\_\_\_ **Student First Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\* return this completed form to the school office \*\***