



SCHOOL DISTRICT NO. 53 (OKANAGAN SIMILKAMEEN)

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Letter of Intent (Student) Google Apps for Education (GAFE)

Dear Parents/Guardians:

In an effort to provide our students with access to learning and collaboration, School District No. 53 (Okanagan Similkameen) is working to provide students with Google Apps for Education (GAFE) software. This suite of apps provides an online space where students will be able to create documents, manage email, and use an online calendar (among other features). Some of the key features of GAFE are:

- **GMail** – Online email hosting
- **Docs** – Online creation of documents using productivity tools similar to those in Microsoft Office but with additional collaboration features
- **Calendar** – Online calendar and address book.
- **Classroom** – A tool for class management and assignment submission
- **Sites** – Website creation ability
- **Collaboration Tools** – Such as conferencing

Google is hosted outside of Canada and due to privacy laws we are required to obtain consent to share any of your child's personal information. The information we would upload to Google's secure servers is limited to your student's name and school (the consent form provides more details around these privacy laws).

For an account to be created please read through the attached consent form, sign it and return it to your student's school.

If you have any further questions, please contact your school principal.

Sincerely,

Subra Paliappa
Secretary Treasurer



Google Apps for Education (GAFE) Student Consent Form

School District No. 53 (Okanagan Similkameen) has the opportunity to provide students with a district email account as well as online file storage space for educational communication and academic purposes. If consent is provided, each student will have their own secure login and password to access their email and files.

Personal information will be collected by the School District for the above noted purposes under the authority of S. 26 (c) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). If you have any questions about this collection, please contact your school's administrator.

Student names and the schools they attend will be disclosed to Google who will store account information on secured servers located outside of Canada. 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.

Consent:

I understand that my child's information in the GAFE account will be disclosed, stored and accessed from outside of Canada, specifically the United States, for the purposes outlined above. This consent will be considered valid from the date at which it is signed until which point the student named below is no longer a student with School District No. 53 (Okanagan Similkameen) or consent is withdrawn. I also hereby acknowledge that I have read and understood the School District's Use Policy on the use of GAFE ("SD 53 Guidelines for the Use of GAFE" – see reverse).

Name of parent or guardian: _____

Signature of parent or guardian: _____

Date Signed (MM/DD/YYYY): _____

This form must be returned, signed and dated, to the student's school in order for a GAFE account to be activated for the student named below. Please complete one consent form per child.

Student Information:

Student's First Name: _____ Student's Last Name: _____

Student's School: _____ Grade: _____



Guidelines for the Use of Google Apps for Education (GAFE)

In an effort to encourage a successful educational experience School District No. 53 (Okanagan Similkameen) provides a variety of educational resources. GAFE is now available as an educational resource for students. Its primary role is to provide email access, online storage for files, access to online software (Word, Excel, PowerPoint, etc.) and collaboration and assessment opportunities.

The use of GAFE is governed by School District No. 53's Policy E-3 *Technology Access and Use* and therefore must be adhered to. School and District codes of conduct are to be followed in an online venue in the same manner as they are in a face-to-face environment. Collaboration in all environments must reflect the values of the school district. Usage of GAFE may vary according to instructional programs and school communities. Email is provided for educational and school based activities. Faculty and staff must not send emails to students containing personal/private information (i.e. personal education number (PEN), phone numbers, etc.) as email is hosted outside of Canada.

Terms and Conditions:

1. Users are to consider the privacy of others and ensure that private information is not shared in GAFE (refer to *Freedom of Information and Protection of Privacy Act*).
2. Email is provided for educational purposes. The Board respects the privacy of the users email; however, it is not private and may be tracked or archived.
3. In accordance with the provincial "*Freedom of Information and Protection of Privacy Act*" the Board (without the consent of the sender or the intended recipient) will not intentionally inspect the contents of student's email, or disclose the content to anyone other than the sender or intended recipient, unless required to do so by law or the policies of the Board.
4. All guidelines outlined in Policy E-3 *Technology Access and Use* must be adhered to.
5. Users should not reveal passwords for GAFE or private information (age, address, etc.) through GAFE.
6. A signed consent form is required for access to GAFE.
7. These guidelines apply to use of GAFE both on and off of school property.
8. District technology staff will only access email for the purposes of resolving technical issues with email accounts at the request of the user.
9. The use of threatening, illegal (including copyright infringement), abusive, inappropriate or commercial content is prohibited.

I confirm that I have read the above terms and conditions:

Name of parent or guardian: _____

Signature of parent or guardian: _____

Date Signed (MM/DD/YYYY): _____