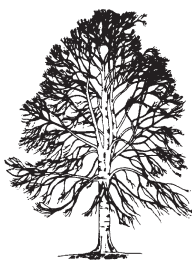


# Bottisham Community Primary School



Headteacher: Rachael Johnston

12<sup>th</sup> July 2018

Dear Parents / Carers,

## Subject: G (Google) Suite for Education

To broaden the technology experience of pupils, Bottisham Primary School would like to embark on rolling out [G-Suite for Education](#) for pupils and staff. We need your permission to enable us to give your child a username and password. As it is Cloud Computing, your child will be able to login at school, from home, at the library, in summary, anywhere, using any device with internet access; PC, laptop, Apple Mac, iPad, tablet, etc. On shared devices such as iPads and other tablets, it is recommended that Google Apps are accessed via the internet browser, which will require a login each time, rather than using the dedicated apps that save login details, giving access to all device users.

The main apps we will be using are:

- [Google Classroom](#) (Class forum)
- [Google Drive](#) (Cloud file storage)
- [Google Docs](#) (Google's online version of Microsoft's Word)
- [Google Slides](#) (Google's online version of Microsoft's PowerPoint)
- [Google Sheets](#) (Google's online version of Microsoft's Excel)

Other Google Apps activated	Google Apps <b><u>NOT</u></b> activated
Chrome Sync (Sync bookmarks) Vault (Back-up) Keep (Take notes, set reminders) Alerts (Alerts for reminders) Cloud Print (Printing over the internet) Earth (CGI of Earth) Maps Translator Toolkit Scholar (Research academic papers)	Gmail (Email) Hangouts (Messaging) Groups (Niche forums) Blogger (Blog creator) Google+ (Social media) My Maps (Upload travel routes i.e. bike rides) Voice (Telephony service) YouTube (Videos)

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Although children will be issued with a username that will look like an email address (name@bottisham.cambs.sch.uk) children will not have email access. Any communication will be done within Classroom, which can be seen by all class members, the class teacher and Mrs Johnson.

The only personal information which we provide to Google to run this service are names. Your child's logon ID is derived from their first letter of their first name and surname:

- Child's name: John Bold
- Child's username: jbold@bottisham.cambs.sch.uk

No personal information whatsoever, such as dates of birth, gender, addresses is provided or linked to names. A lot of the privacy concerns which apply to the "public" Google do not apply to G-Suite for Education:

- Google does not enable profiles, or web history or provide its social Google+ web pages on our system.
- Google does not place advertising on pages in Google Apps for Education.

For further information regarding GSfE compliance with the latest data protection act please refer to <https://edu.google.com/k-12-solutions/privacy-security>.

The school can access all the data stored in your child's account and suspend or delete an account at any time.

As this is a new venture, we have spent a lot of time discussing with other schools that have already established their Google accounts the best approach, and researching the most secure way to implement this.

We ask for your permission to create a G suite account for your child, but you can withdraw this permission at any time and we will delete your child's account. However, this will mean that there will be important parts of the ICT curriculum that your child cannot access.

Yours sincerely,



Mr Legge

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### G Suite for Education Account Permission Form

Student Name (Please Print) \_\_\_\_\_

(Please select)

**I give / I do not give** permission for my child to be assigned a G-Suite for Education account.

Please tick if you feel you would like a parents presentation to learn more about G-Suite for Education.

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

Print name: \_\_\_\_\_

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