

Bottisham Community Primary School



Headteacher: Rachael Johnston

Tuesday 10th March 2020

Dear Parents / Carers,

G (Google) Suite for Education

As you will be aware, the Government has not currently published any plans for school closures as a response to the ongoing situation regarding Coronavirus and we have no plans to do so at the current time. However, in the event that this changes, or that pupils will need to be part of a self-isolation period, we are investigating ways that we would be able to support learning at home through the use of an online platform. We believe it is important to do all we can to support your children to continue learning should the situation emerging in other countries be replicated here.

We had already planned to roll out the use of G Suite over the course of this year before the issue of Coronavirus occurred. It seems timely to do this now given that it means we can support our pupils to continue learning should the need arise. Whatever transpires in the coming weeks, we will continue to develop the use of this platform as a useful resource to support teaching and learning. With this in mind, I am asking for your permission to set up a [G-Suite for Education](#) account for your child or children. This will create, in effect, a virtual classroom where teachers are able to upload work for your child or children to access at home.

As it is Cloud Computing, please be aware that your child will be able to login, anywhere, using any device with internet access; PC, laptop, Apple Mac, iPad, tablet, etc.

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)

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Other Google Apps activated	Google Apps <u>NOT</u> 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)

Although children will be issued with a username that will look like an email address (name@bottishamprimary.org) children will not have email access. Any pupil-to-pupil communication will take place within Classroom> All communication can be seen by all class members the class teacher and myself. This means we can monitor content to ensure it is appropriate.

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

- Child's name: John Bold
- Child's username: jbald@bottishamprimary.org
- No personal information whatsoever, such as dates of birth, gender or addresses is provided or linked to children's 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. 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.

We hope you recognise this as a positive move both, should the need arise, to enable your child to continue learning in the case of Government action to prevent the spread of the Corona virus; and also to facilitate staff to be able to provide a wider range of resources to help your child access learning opportunities from home in the longer term.

Yours faithfully,

Rachael Johnston
Headteacher

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G Suite for Education Account Permission Form

Please complete this permission slip and return to the school office as soon as possible.

Pupil Name/s (Please Print) _____

(Please select)

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

Parent Signature: _____

Print name: _____

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