

Google Workspace for Education Permission Form

Dear parents and guardians,

Life School will continue to utilize Google Workspace for Education during the school year. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. We are requesting your permission to provide and manage a Google Workspace for Education account for your child.

At Life School, students will use their Google Workspace for Education accounts to view lessons, complete assignments, collaborate on group projects, communicate with their teachers, and learn digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a Google Workspace for Education account for your child.

If you choose not to provide consent for the creation of a Google Workspace for Education account for your child, it may impact their ability to fully participate in the educational experience. For example:

1. **Access to Tools:** Many assignments and classroom activities rely on Google tools like Google Docs and Google Classroom. Without an account, your child may need to use alternative methods, which could make completing and submitting work more challenging.
2. **Collaboration:** Students often use Google services for group projects and peer collaboration. Without an account, your child may miss out on these opportunities.
3. **Chromebook Access:** Life School is distributing Chromebooks to students as part of our 1-to-1 initiative. Students without Google accounts may not be able to effectively access these devices or the resources preloaded on them.
4. **Digital Literacy:** Google tools are widely used in education and the workforce. Not having access could limit your child's exposure to these essential skills.

We will work with you to explore alternatives, but it's important to understand the potential challenges this decision may present.

All Life School technology use is governed by federal laws including:

- **Children's Internet Protection Act (CIPA):**

<http://www.fcc.gov/guides/childrens-internet-protection-act>

CIPA's policies require schools to have safety and security measures in place to protect children from accessing inappropriate content on the Internet (via Internet content filtering). CIPA parameters also prescribe student Internet access and use.

- **Family Educational Rights and Privacy Act (FERPA):**

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, a student's education records are protected from disclosure to third parties.

Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google when creating student Google Workspace for Education accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://workspace.google.com/terms/user_features.html):

- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail
- Google Chat
- Google Chrome Sync
- Google Meet
- Google Vault
- Google Workspace
- Groups for Business
- Jamboard
- Keep
- Migrate
- Read Along
- Sites
- Tasks

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “**Additional Services**”:

- Applied Digital Skills
- Chrome Web Store
- CS First
- FeedBurner
- Google Arts and Culture
- Google Bookmarks
- Google Books
- Google Cloud Platform
- Google Earth
- Google Groups
- Google Maps
- Google My Maps
- Google News
- Google Photos
- Google Play Console
- Google Public Data
- Google Search Console
- Google Translate
- Looker Studio
- Material Gallery
- NotebookLM
- Programmable Search Engine
- Third-Party App Backups
- Timeline – Location History
- YouTube

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student’s Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Life School may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the [Google Privacy Policy](#):

- activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.
- apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.
- location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](#) for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the [Google Privacy Policy](#) for more details.

Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K-12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by itsecurity@lifeschools.net. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact itsecurity@lifeschools.net. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at https://workspace.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) at <https://www.google.com/intl/en/policies/privacy/>), and the [Google Cloud Privacy Notice](https://cloud.google.com/terms/cloud-privacy-notice) at (<https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing-addendum>).

By acknowledging below, I confirm that I have read and understand the following:

- My digital signature confirms my consent to allow my child access to the Google Workspace for Education. Please review the privacy policy associated with the use of Google Workspace for Education. To learn more about the Privacy Notice, please review the policy at https://gsuite.google.com/terms/education_privacy.html.
- I understand that my child will be provided a Google Workspace for Education student account issued by Life School.
- I understand that this permission will stay in effect for as long as my child is enrolled in Life School.
- I understand that I may ask for my child's Google Workspace for Education student account to be removed at any time by notifying the teacher in writing.
- I understand that my child's information stored in Google Workspace for Education system will be accessible to Life School. Examples of such information include emails (if applicable), student created assignments, notes, calendars and projects.
- I understand that my child will be expected to adhere to the Acceptable Use Policy for Students.

I give permission for Life School to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Full name of student

Printed name of parent/guardian

Signature of parent/guardian

Date