



School District 64 (Gulf Islands)  
112 Rainbow Road  
Salt Spring Island, BC, V8K 2K3  
T: (250) 537-5548  
[www.sd64.bc.ca](http://www.sd64.bc.ca)

## Dear Parent/Guardian,

It is an exciting time for teaching and learning in the Gulf Islands School District as we work to equip our students with the skills necessary to thrive in an increasingly digital world. We recognize the significance of access to appropriate digital technologies and are embracing the use of the Google's G Suite for Education for online tools for students in kindergarten through grade 12.

G Suite for Education is designed specifically for K-12 school districts and is a powerful suite of school district managed online collaboration and productivity tools. It is a secure, private and ad-free environment and offers more control and protection than a personal Google/Gmail account. G Suite for Education is currently used by thousands of schools, with tens of millions of student accounts around the world.

As a public institution, we are subject to the BC Freedom of Information and Protection of Privacy Act. In accordance with this Act, we recognize the importance of protecting the privacy of students under our care. Therefore students will receive instruction from their teacher on how to use their district managed G Suite for Education account in ways that avoid posting private and personal information.

Information will be stored on secure 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 district 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.

While this is not an educational requirement, we hope that you will see the value in these tools for your child. If you choose to grant permission, please sign the consent form along with your son/daughter's signed consent and return it to your child's classroom teacher who will then provide further instructions to your child on how to access G Suite for Education. If you choose not to grant permission, an alternative resource will be provided.

If you have questions about the intended use of G Suite for Education in your child's classroom, please speak with your child's teacher, school principal or myself.

Sincerely,

Doug Livingston  
Director of Instruction – Learning Services



School District 64 (Gulf Islands)  
112 Rainbow Road  
Salt Spring Island, BC, V8K 2K3  
T: (250) 537-5548  
[www.sd64.bc.ca](http://www.sd64.bc.ca)

## GAFE Consent for Parents & Students:

All student account information is identified using the first three characters of the student's first name plus the last four digits of their pupil number. This measure is taken as a privacy feature and to prevent those from outside the SD64 organization from easily accessing student email accounts.

Student emails and any other class or student documents uploaded onto the Google G-Suite for Education platform will be stored on secure Google servers which may be located beyond Canada, and may then be subject to the laws of foreign jurisdictions. Privacy legislation requires that we inform you of this and obtain your consent to this arrangement.

The following Google Suite for Education services apply for students in School District 64:

- G Suite for Education email account - limited to only SD64 domains ([@sd64.bc.ca](mailto:@sd64.bc.ca))
- Google Drive - unlimited storage, including docs, sheets, slides, forms, and drawing; limited sharing to only include [@sd64.bc.ca](mailto:@sd64.bc.ca) with the default for sharing set to private
- Google Calendar, Google Sites and Google Classroom within [@sd64.bc.ca](mailto:@sd64.bc.ca)
- Read&Write by TextHelp extension for Google account holders within [@sd64.bc.ca](mailto:@sd64.bc.ca)

I have read this consent form and understand that my child's personal information will be used for a G Suite for Education account which may include:

- the first three characters of their first name plus the last four digits of their pupil number
- Classroom assignments, research notes, presentations, school-based projects
- Multimedia objects created by students (e.g., videos, pictures, audio files, animations, etc)
- Communication with teachers and other students related to educational purposes that does not include individual student performance information.

This consent will be considered valid from the date at which it is signed until permission has been explicitly withdrawn.

Student's Name (first & last) \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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