



Dear parents, carers and guardians,

Barwon Valley School has decided to use Google Workspace for Education Fundamentals at our school.

We have assessed the value and security of this software with guidance from the Department of Education and Training. Our staff are aware of how to use the software appropriately and how to help your child use it safely.

Your child will have access to this system and start using it later this term.

What Google Workspace for Education Fundamentals will be used for:

Google Workspace for Education Fundamentals is a suite of digital tools which we will use to support our delivery of curriculum. It provides a centralised platform for staff and students to create, store, collaborate on and share schoolwork and related content. We will also use the following communication tools: Gmail. In addition to providing a centralised platform for teaching and learning activities, this software provides a controlled environment in which students can develop digital citizenship skills. These skills will help reduce privacy risks and increase cyber safety.

More information about Google Workspace for Education Fundamentals can be found on their website: [Education Fundamentals | Google for Education](#)

What personal information will be collected and why:

Google Workspace for Education Fundamentals collects and uses information about students and parents in order to register them as users and to allow you and your child to use the software effectively. The following table tells you what information is collected and for what purpose.

Whose and what information	Why this information is collected
Student first name, surname, year level, class name, school name and address.	Account creation and software use
CASES21 ID	Identification
Photo of student	Identification and safety
User location information and preferred language	Google collects this information based on the use of their services
Student responses to learning tasks and assessment	Enables students to show evidence of engagement and completion of assessments
Photos/video of student work or students engaging in tasks where no individual student is recognisable	<ul style="list-style-type: none">Track student achievementShare student learning with parents

In addition to the above, and where appropriate or permitted by law, school staff or service providers may access information in this software for other purposes, for example, when the service provider provides technical support.

BVS VALUES: TEAMWORK RESPECT FUN DIGNITY SUPPORT

Barwon Valley School is committed to safety and wellbeing of all children and young people and has zero tolerance for child abuse. (Child Safe Standards)

How do we protect personal and other information?

We will ensure that information is handled in accordance with the school's policies including: Schools' Privacy Policy, Cybersafety and Responsible Use of Digital Technologies and Digital Learning in Schools. These will be used to explain to the school community how we expect online learning systems, including Google Workspace for Education Fundamentals, to be used at school and at home.

We will manage your child's information including how it is stored and how long it is kept, in accordance with the Department's Records Management Policy for schools.

We will help your child to use Google Workspace for Education Fundamentals safely by providing them with technical or any other assistance they require. You can also assist by having conversations with your child about eSafety and by ensuring that your child is comfortable raising any issues with you and their teacher.

We recommend that parents monitor their child when learning from home and contact the school if they have any concerns relating to the use of Google Workspace for Education Fundamentals.

Information about how Google Workspace for Education Fundamentals handles personal information can be found in their privacy policy: Google Workspace for Education Privacy Notice

Data Location

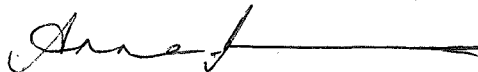
Google Workspace for Education Fundamentals stores your child's information in secure data centres located in the USA, Chile, Taiwan, Singapore, Ireland, Netherlands, Finland, Belgium and others. For full list, refer to <https://cloud.google.com/terms/cloud-privacy-notice>.

What if you have questions?

You do not need to do anything for your child to have access to Google Workspace for Education Fundamentals. However, if you have any questions or concerns regarding your child using Google Workspace for Education Fundamentals or you do not want your child to participate, please contact the school to discuss your options. Ph:52431813

Kind Regards,

Anne Hume



Principal

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