

St Charles Borromeo Catholic Primary School Templestowe



February 2023

Dear Parents and Carers,

This pack contains the following documents regarding your child and the use of technology at St Charles School:

- **Section 1:** A Student Technology Code of Conduct Agreement (**Must be returned**)
- **Section 2:** Parent information regarding Student Google Workspace for Education
- **Section 3:** Parent information concerning Seesaw
- **Section 4:** Parent information concerning Life Skills Go
- **Section 5:** A Parent/Carer Consent Form for Students to have a Google Workspace for Education and Seesaw Account for 2023 (**Must be returned**)

Section 1: Student Technology Code of Conduct Agreement (Must be returned)

This document aims to provide students with clarity regarding how and when they can use their school digital accounts and how they can contribute towards maintaining a safe, respectful and responsible culture within our school community.

We ask that you read and discuss the Student Technology Code of Conduct Agreement with your child. When finished, please:

- Sign and date the form
- Have your child sign (or write their name) on the form
- Return the Student Technology Code of Conduct Agreement to your child's classroom teacher by **Friday, 17 February 2023**.

Section 2: Parent information regarding Student Google Workspace for Education

At St Charles,, students and staff use a platform called Google Workspace for Education to communicate, create and collaborate. This document provides information for parents and carers regarding what Google can and can not do with your child's personal information.

Section 3: Parent information concerning Seesaw

Seesaw is an online tool used at St Charles to communicate with families and keep them in the loop on the learning their child is doing at school. This document provides information for parents and carers regarding what information is collected by Seesaw and where they store it.

Section 4: Parent information regarding Life Skills Go

Life Skills Go is an online platform that classes will use to support students with their Wellbeing Personal Development and Physical Education program.

Section 5: Parent/Carer Consent Form (For Students to have a Google Workspace for Education, Seesaw Accounts and Life Skills Go for 2023) Must be returned

The final document in this pack is a Parent/Carer Consent Form that permits the school to create/maintain for your child in 2023:

- A Google Workspace for Education account
- A Seesaw account
- Life Skills Go

Please sign and return this form to your child's teacher by **Friday, 17 February 2023**.

If you have any queries, please do not hesitate to contact me.

Kindest regards,

Ellen Pearson

Teaching and Learning Leader

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Section 2: Parent information regarding Student Google Workspace for Education

Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these 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):

- Gmail
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Google Chat, Google Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

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
- Blogger
- Google Arts and Culture
- Google Bookmarks
- Google Books
- Google Earth
- Google Maps
- Google Photos
- Google Translate
- Google Voice
- Locker Studio
- Material Gallery
- YouTube

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, St Charles] 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 services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

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

No. For Google Workspace for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with a Google Workspace for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an Google Workspace for Education account.

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. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- **With parental or guardian consent.** Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through Google Workspace for Education schools.
- **With St Charles Catholic Primary School.** Google Workspace for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- **For external processing.** Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the Google Workspace for Education privacy notice and any other appropriate confidentiality and security measures.
- **For legal reasons.** Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
 - meet any applicable law, regulation, legal process or enforceable governmental request.
 - enforce applicable Terms of Service, including investigation of potential violations.
 - detect, prevent, or otherwise address fraud, security or technical issues.
 - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

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 contacting [insert contact information for school administrator]. 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 limit your child's access to features or services, or delete 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 the school. 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/>).

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 [Data Processing Amendment](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html) (at https://www.google.com/intl/en/work/apps/terms/dpa_terms.html).

Section 3: Parent information concerning Seesaw

For 2023, St Charles Borromeo Primary School (Templestowe) will be using Seesaw (<http://seesaw.me>). Seesaw is a secure online journal where students can document and reflect on what they are learning in class. Your child will be able to add the things we work on (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and we can share them privately with you and other family members to view and comment on throughout the school year.

In order for your child to use Seesaw, the app needs your child's name in order to be able to associate work like their photos, videos or voice recordings with their account. Seesaw only uses this information to provide the service and doesn't advertise in Seesaw, create profiles of students, or share or sell your child's personal information or journal content. You can read more about their strong privacy promises at <https://web.seesaw.me/privacy>.

Seesaw uses a handful of third-party service providers ("subprocessors") which help them provide their services, for example, services that help Seesaw store data or send emails. You can view a list of Seesaw's subprocessors, how they're used, what data they collect, and their security practices at <https://web.seesaw.me/subprocessor>. Rest assured that Seesaw's subprocessors have signed a Data Protection Agreement, which stipulates that any data shared with them will be used exclusively to provide services to Seesaw and not for any other purposes.

I hope that your child will enjoy using Seesaw to document and share their learning this year. To fulfill Australian privacy requirements, we're requesting your permission to use Seesaw with your child.

Please complete and sign below and return this permission slip at your earliest convenience.

Section 4: Parent information concerning Lifeskills Go

We have engaged with Life Skills Group to provide a Wellbeing Personal Development and Physical Education program. This includes an online program to nurture the social and emotional learning of your child so that they can be equipped to thrive in learning and in life.

Life Skills GO - Online Blended Learning Platform

[Life Skills GO](#) (assessed and approved by [BeYou](#)), is an evidence-based, curriculum-aligned online blended learning platform delivering social, emotional and physical learning for students.

- Explicitly teaches and measures social and emotional learning
- Proven to improve concentration, communication, listening and self-regulation skills and effectively support anxiety management
- 150+ age appropriate social, emotional & physical learning lessons
- 200+ videos, activities, games and printables to run or supplement your school's wellbeing program
- Comprehensive wellbeing reports on individual students

For more information please visit the website at: www.lifeskillsgroup.com.au

Free Resources:

- Watch a quick video on [the Student Experience](#) for Life Skills GO
- Download Our [Guide To Teaching Emotions](#)
- Download our [Resilience Activities for Families/Students](#)
- Watch our [webinar on Parenting in an Uncertain World](#)

Please reach out with any questions and we will be happy to help.

Section 5: Parent/Carer Consent Form (2023)

For Students to have a Google Workspace for Education and Seesaw Accounts



St Charles Catholic Primary School - Templestowe

Dear Parents/Carers,

Please sign this document after you have read both the:

- Parent information regarding Student Google Workspace for Education (Section 2 of this pack)
- Parent Information concerning Seesaw (Section 3 of this pack)
- Parent Information regarding LifeskillsGo (Section 4 of this pack)

Signing this document below will be an acknowledgement that you:

- Have read the information contained in this pack regarding Google Workspace for Education and Seesaw
- Give permission for St Charles Catholic Primary School (Templestowe) to create/maintain for your child:
 - A Google Workspace for Education account and for Google to collect, use, and disclose information about my child only for the purposes described in the notice attached (See Section 2).
 - A Seesaw account.
 - A Lifeskills Go account

Student's Name: _____ Class: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Please return this form to your child's teacher by Friday, 17 February 2023