

Dear Parents and Carers,

This letter is to inform you of an exciting new innovation in teaching and learning at the Grove Junior School and to seek permission to provide and manage a G Suite for Education account for your child.

Over the past 6 months, staff have been working hard to engage with the online platform, G suite for Education. We are now ready to begin the gradual process on introducing G Suite to pupils across the school.

G Suite will provide the pupils with a range of web-based tools for communication, collaboration and document storage, plus many more features. All of these tools are housed on the Internet and can be accessed from any Internet-connected computer with a web-browser. No special software is required.

These tools include:

- Google Classroom: an application that enables teachers and pupils to share activities/work and work collaboratively to access and edit work
- Google Docs: word processing
- Google Slides: presentation application
- Google Sheets: spreadsheet application
- Plus many other useful applications that have educational potential

Our primary reasons for supplying these tools are:

- To give our pupils practise in using current technology applications and tools
- To give pupils the capacity to work on 'no cost' common software both at school and outside of school
- To facilitate 'paperless' transfer of work between pupils and teachers
- To provide adequate long-term storage space for children's work
- To help pupils work collaboratively
- Prepare pupils to be responsible digital citizens

We will continue to focus throughout the year on eSafety to ensure that the pupils are adequately educated about smart, safe and acceptable use of technology practices. This will include a range of activities:

- Experience with blogging, to increase their understanding of 'public conversation' and the 'digital footprint.'
- The reading and signing on an updated Acceptable Use Agreement by all pupils, which is also shared with and signed by parents.

- Direct measures being put in place to assist with filtering any unacceptable communication between pupils, when using the G Suite tools.

Once this new innovation has been integrated into lessons, please ask your child about this exciting new addition to their daily education program, and have him/her demonstrate to you how it works. Your child will be issued with a password: please ask them for this information. If your child does not communicate the password to you, please see their class teacher as they have access to a database of these passwords, as well as full access to any content within the children's account. In relation to this, it is important to note that the Google Drive should be used for school-based work storage only.

If you have questions about our use of Google's G Suite 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 G Suite for Education Privacy Centre at <http://www.google.com/edu/trust>, the G Suite for Education Privacy Notice at http://gsuite.google.com/terms/education_privacy.html, and the Google Privacy Policy at <https://www.google.com/intl/en/policies/privacy/>.

Thank you,

Miss Lorna Urquhart - Headteacher

G Suite for Education Permission slip

I give permission for the Grove Junior School to maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes as detailed (see above for links).

Full name of pupil _____

Class _____

Printed name of parent/carer _____

Signature of parent/carer _____ Date _____