
ESI Online Education Platform Policy

Date: 28 March 2020

Why is E.S.I introducing Workspaces for Education?

- We believe online education is the way our children will learn in future. We want to give our students a head-start by introducing the use of various technology platforms of additional technology measures in, and out, of the classroom.
- While efficiency is at our core, we believe these tools will further increase our efficiencies and provide more valuable time for our students and easier communication to our parents
- Google Workspaces for Education comes at no additional costs to parents or students

What is Workspaces for Education

- Workspaces for Education is a suite of tools (apps) that can help you increase opportunities for critical thinking, communication, collaboration, and creativity, all while supporting the learning objectives that you have for your students. Students can work together, in class or at home, to complete assignments and group projects.
- The apps/classroom is designed to assist teacher, students and parents
- Allows ability remote working
- Engage In Professional Growth And Leadership
- Workspaces for Education tools are:
 - Free,
 - Ad-free,
 - Reliable,
 - and most importantly, secure.

How is E.S.I using Workspaces for Education?

Not all work will be available online as certain students require in-person attention. Some of the applications we're looking at are noted below:

- Centrally and securely storing all student information
- Providing a portfolio of work for all students which can be viewed any time
- Online class schedules and reminders
- Some classes will be recorded and will be available to review any time
- Communication channels between parents, students and teachers such as chat, voice and video
- Homework assignments will be assigned online and available to complete anywhere
- Class collaboration between groups of students
- Learning using the vast amounts of information available online
- Digital book libraries accessible to all students and teachers



- Immediate quizzes to assess understanding of work
- Remote learning if students or teachers are unable to attend school
- Track learning goals
- And various other methods yet to be discovered...

Requirements for Google Workspaces

If you have a Google account already, you may be familiar with some of the services, but students require the following to reap the full benefits:

- A computer or laptop with a webcam, microphone and internet browsers such as Google Chrome, Mozilla Firefox and/or Microsoft Edge
- Reliable Internet Access
- Android or IOS based Tablet or Smartphone with the following installed Workspaces Apps
 - Gmail, Drive, Docs, Sheets, Classroom, Calendar and Hangouts Meet & Chat
 - Workspaces 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 Workspaces for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- **Google Classroom, Google Chrome Sync, Gmail, Google Drive, Google Calendar, Google Vault, Google Docs, Google Sheets, Google Forms, Google Slides, Google Drawing, Google Sites, Google Hangouts Chat and Meet, Jamboard, Google Keep, Google Tasks, Google Groups, Google Contacts.**

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

- **Google Chrome, YouTube, Google Maps/Earth, Blogger**

A list of additional services is available at <https://support.google.com/a/answer/181865>

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Workspaces for Education accounts in its Workspaces for Education Privacy Notice. You can read that notice online at https://gsuite.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, E.S.I 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 numbers for account recovery or a profile photo added to the Workspaces 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.

1) How does Google use this information?

In Workspaces 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.

2) Does Google use student personal information for users in schools to target advertising?

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

3) Can my child share information with others using the Workspaces 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.

4) 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 Workspaces for Education schools.
- With E.S.I. Workspaces 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 Workspaces 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.

5) 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 Workspaces 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 Workspaces for Education, you can access or request deletion of your child's Workspaces for Education account by contacting Maryke Magua. 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 Workspaces for Education account to view and manage the personal information and settings of the account.

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

If you have questions about our use of Google's Workspaces for Education accounts or the choices available to you, please contact Andre Supra or Maryke Magua. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the **Workspaces for Education Privacy Center** (at <https://www.google.com/edu/trust>), the **Workspaces for Education Privacy Notice** (at https://gsuite.google.com/terms/education_privacy.html), and the **Google Privacy Policy** (at <https://www.google.com/intl/en/policies/privacy/>).

The Core Workspaces for Education services are provided to us under **Google's Apps for Education agreement** at: https://www.google.com/apps/intl/en/terms/education_terms.html