To parents and guardians,




At Berkley Normal Middle School, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gemini for Education, Gemini Notebook, Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Students may also access and use certain additional Google services with their Google Workspace for Education accounts, including Search, Maps and YouTube, if allowed by a school's domain administrator. At Berkley Normal Middle School, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent.

**I give permission for Berkley Normal Middle School to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.**

Thank you, Nathan Leith (Principal)

_____

Full name of student

_____

Printed name of parent/guardian

_____ _____

Signature of parent/guardian Date

## 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):

- Google Calendar
- Classroom
- Drive and Docs
- Gemini for Education
- Gemini Notebook
- Gmail
- Google Chat
- Google Chrome Sync
- Google Meet
- Google Vault
- Google Workspace LTI™
- Workspace Studio
- Keep
- Sites
- Tasks

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"**:

- YouTube
- Google Maps
- AI Studio
- Applied Digital Skills
- Blogger
- Chrome Canvas
- Chrome Remote Desktop
- Chrome Web Store
- Gemini Enterprise
- Google Bookmarks
- Google Books
- Google Cloud
- Google Earth
- Google Groups
- Google Messages
- Google Takeout

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student's Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services. Even with administrative and safety controls on, students may still access content you don't want them to see.

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. This notice is updated periodically. You should regularly review the notice in its entirety, but below are answers to some common questions:

**What personal information does Google collect?**

A Google Workspace for Education account is a Google Account created and managed by Berkley Normal Middle School for use by students and educators. The information that Google collects and stores in your student's account is treated as personal information.
When a student uses Workspace Core Services, Google also collects information based on the use of those services. This includes:

- **account information**, which includes things like name, email address and password. Your school may share other information like secondary email address, phone number, and address, and students can also choose to add information to their account, such as an additional phone number and profile photo.
- **activity while using the Core Services that are enabled**, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the enabled services.
- **settings, apps, browsers & devices**. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- **location information**. Google collects information about your student's location as determined by various technologies such as IP address and GPS. Learn more about location data at g.co/privacypolicy/location.
- **direct communications**. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support.

The Google Additional Services Berkley Normal Middle School allows students to access with their Google Workspace for Education accounts may also collect the following information, as described in the Google Privacy Policy:

- **Activity while using additional services:** This includes things like terms your student searches for, info from sites they visit, videos they watch, content and ads they view and interact with, related media including files and images they upload and voice and audio information when they use audio features, generative AI responses, purchase activity, and activity on third-party sites and apps that use Google services.
- **Info about apps, browsers, and devices.** Google collects the information about your student's apps, browser, and devices described above in the Core Services section.
- **Location information.** Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings. Learn more about location data at g.co/privacypolicy/location.

**How does Google use this information?**
In Google Workspace for Education Core Services, Customer data, which includes personal information like your student's Gmail or documents that they draft and store in Drive, is used to provide, secure, and monitor the Core Services that schools and students use. Google uses Service Data, which includes personal information like your student's settings and account activity, to deliver and maintain the services that schools and students use as well as to improve the security and reliability of these services. Additionally, Service data can be used to make recommendations to optimize the use of the services; provide and improve other services your student requests; assist them; protect our users, customers, the public, and Google; and comply with legal obligations. See the Workspace for Education Privacy Notice, which incorporates the Google Cloud Privacy Notice for more information.
In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the Google Privacy Policy for more details.
Starting later this year, Google will begin rolling out Search Services History and Personalized Recommendations in Search services to help better tailor your student's experiences across Search services, including Search, Maps, Shopping, Hotels, Flights, Translate, and News. When Search Services History (including the Save Media subsetting) is on, Google saves activity in a student's Google Account from the signed-in Search

services available to that student. History is used to tailor a student's experiences on Google services. For example, students will be able to revisit their past searches to continue their learning journeys on multi-day research projects. History includes things like your student's searches, info from sites they visit with Search services, generative AI responses, and related media like images, files, and audio and video recordings from their interactions. History can also include info about your student's location from their device's general area and IP address. Learn more about location data at g.co/privacypolicy/location. When Personalized Recommendations is enabled, signed-in Search services available to your student can offer personalized recommendations based on info in their Google Account, like saved activity across Google sites and apps, including associated info like general location. For example, Search may use students' past queries on science topics to personalize its response so concept explanations are more relevant to what the student is learning. See this Help Center for more details.

**Does Google use student personal information for users in K-12 schools to target advertising?**
No. There are no ads shown in Google Workspace for Education Core Services. Also, none of the personal information collected in the Core Services is used for advertising purposes.
Some Additional Services show ads; however, for users in primary and secondary (K-12) schools who are designated as under 18 years old, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

**Does Google train generative AI models on student personal information when users are signed-in to their Workspace for Education accounts?**
Google does not use your students' data in Workspace Core Services to train generative AI models. Learn more about our privacy commitments in the Generative AI in Google Workspace Privacy Hub.
Google does not use your student's data in Search services, which include Google Search, Maps, Shopping, Flights, Hotels, Translate and News, to train generative AI models. Learn more in the Search Services History and Personalization help center.

**Can my child share information with others using the Google Workspace for Education account?**
As Berkley Normal Middle School 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. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

**Will Google disclose my child's personal information?**
Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:
**With our school:** Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.
- Control the sharing of some information, like your students settings and records of content they create with Google's services, with other educators in our school.

**With your consent:** Google will share personal information outside of Google with parental consent.
**For external processing:** Google will share personal information with Google's affiliates and other trusted third-party providers to process it for us as Google instructs them and in compliance with our Google Privacy Policy, the Google Cloud Privacy Notice, and any other appropriate confidentiality and security measures.
**For legal reasons:** Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting your student and Google.

**What choices do I have as a parent or guardian?**
First, you can elect not to provide your consent to the use of a Google Workspace for Education account for your child. 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. Otherwise, our school will provide consent on parents' behalf to students' use of Workspace for Education Core Services for educational purposes by signing up for and enabling those services.
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 our ICT Manager at support@berkley.school.nz. 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 access personal information, limit your child's access to features or services, or delete personal information in the services or 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 our ICT Manager at support@berkley.school.nz. 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 (at https://www.google.com/edu/trust/), the Google Workspace for Education Privacy Notice (at https://workspace.google.com/terms/education_privacy.html), and the Google Privacy Policy (at https://www.google.com/intl/en/policies/privacy/), and the Google Cloud Privacy Notice (at https://cloud.google.com/terms/cloud-privacy-notice).
The Core Google Workspace for Education services are provided to us under Google Workspace for Education Agreement (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Cloud Data Processing Addendum (as https://cloud.google.com/terms/data-processing-addendum).