

# Google Workspace for Education: Parent/Guardian Consent Policy

## Purpose

Glenfield College uses **Google Workspace for Education** to support teaching, learning, communication, and collaboration. This policy outlines how student information is managed and seeks parent/guardian consent for student use of these services.

## What is Google Workspace for Education?

Google Workspace for Education is a suite of online tools provided by Google, including Gmail, Google Classroom, Google Drive, Docs, Sheets, Slides, Meet, and other services that support learning and communication.

Students use these tools to:

- Complete and submit schoolwork
- Communicate with teachers and classmates
- Store and collaborate on documents
- Develop digital citizenship skills

## Types of Google Services Used

### a) Core Services

Core Services are the main educational tools (e.g. Classroom, Drive, Docs, Gmail). These are provided under the school's agreement with Google.

- The school may provide consent for students to use Core Services on behalf of parents.
- However, as best practice, [School Name] seeks parent/guardian acknowledgement and agreement.

## **b) Additional Services**

Additional Services may include tools such as YouTube, Google Maps, and other non-core applications.

- **Parental/guardian consent is required** for students under 18 to access these services.
- These services may collect additional user data as outlined in Google's Privacy Policy.

## **Information Collected and How It Is Used**

When students use Google Workspace for Education:

- The school provides student information (such as name and school email address) to Google.
- Google may collect information created, uploaded, or shared by students, as well as usage data.
- This information is used to:
  - Provide and maintain services
  - Improve functionality
  - Ensure security and safety

Google does not use personal information from Core Services for advertising purposes.

## **Student Privacy and Safety**

Glenfield College will:

- Manage and control student access to services through administrative settings
- Apply age-appropriate restrictions
- Monitor use in line with school digital safety policies
- Comply with New Zealand privacy and education requirements

Parents and students can review and manage account information via their Google account settings.

## **Acceptable Use**

Students must use Google Workspace responsibly and in line with the school's **Cybersafety Use Agreement**, which outlines expectations for:

- Appropriate online behaviour
- Cyber safety
- Responsible use of school digital systems

## **Parent/Guardian Choices and Rights**

Parents/guardians have the right to:

- Give or withhold consent for their child's use of Google Workspace for Education
- Request access to their child's information
- Request correction or deletion of their child's data (where applicable)
- Withdraw consent at any time

If consent is not provided:

- The school may not be able to provide a Google Workspace account
- Alternative arrangements for learning may be required

## **Third-Party Services**

If students use third-party applications via their Google account:

- The school will inform parents where appropriate
- Consent will be obtained where required

## **Contact**

For questions or requests regarding this policy or your child's account, please contact:

**David Keenleyside – IT Technician**  
**d.keenleyside@gc.ac.nz**

## **Parent/Guardian Consent**

By giving consent, you confirm that you:

- Have read and understood this policy
- Consent to the creation and management of a Google Workspace for Education account for your child
- Consent to your child using the approved Google services as outlined above