



Castle Camps CofE (VC) Primary School
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 Headteacher: Miss A.E.O'Connor

Friday, 9th October 2020

Dear Parents / Carers,

IMPORTANT: Remote Learning using G-Suite for Education

As you are aware, we have taken the decision to incorporate **G-Suite for Education** into our curriculum, which will see every child in the school have their own personal cloud computing space, accessible from any internet enabled device. They will have their own virtual hard drive and be able to use a raft of **Google** programs that will help them research, produce work and collaborate and communicate with classmates and teachers. It will also give the children the ability to access learning and complete work from home. We are seeking your permission to provide and manage an account for your child.

Given the current COVID-19 situation – and the possibility of families needing to self-isolate - it is important to do this quickly, given that it means we can support our pupils to continue learning should the need arise. Whatever transpires in the coming weeks, we will continue to develop the use of this platform as a useful resource to support teaching and learning. With this in mind, I am asking for your permission to set up a G-Suite for Education account for your child or children. This will create, in effect, a virtual classroom where teachers are able to upload work for your child or children to access at home. It is our intention that we will begin uploading simple tasks within school and as homework to give the children experience of how to access the platform and use its tools.

As it is Cloud Computing, please be aware that your child will be able to login, anywhere, using any device with internet access; PC, laptop, Apple Mac, iPad, tablet, etc.

The main apps we will be using are:

- Google Classroom (Class forum)
- Google Drive (Cloud file storage)
- Google Docs (Google's online version of Microsoft's Word)
- Google Slides (Google's online version of Microsoft's PowerPoint)
- Google Sheets (Google's online version of Microsoft's Excel)

Other Google Apps activated	Google Apps NOT activated
Chrome Sync (Sync bookmarks)	Gmail (Email)
Vault (Back-up)	Hangouts (Messaging)
Keep (Take notes, set reminders)	Groups (Niche forums)
Alerts (Alerts for reminders)	Blogger (Blog creator)
Cloud Print (Printing over the internet)	Google+ (Social media)
Earth (CGI of Earth)	My Maps (Upload travel routes i.e. bike rides)
Maps	Voice (Telephony service)
Translator Toolkit	YouTube (Videos)
Scholar (Research academic papers)	

Although children will be issued with a username that will look like an email address (name@castlecampsschool.org) children will not have email access. Any pupil-to-pupil communication will take place within the Classroom. All



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communication can be seen by the class teacher and myself. This means we can monitor content to ensure it is appropriate.

The only personal information which we provide to Google to run this service are names. Your child's log on ID is derived from their first letter of their first name and surname:

- Child's name: John Bold
- Child's username: jbold@castlecampsschool.org
- No personal information whatsoever, such as dates of birth, gender or addresses is provided or linked to children's names. A lot of the privacy concerns which apply to the "public" Google do not apply to G-Suite for Education:
- Google does not enable profiles, or web history or provide its social Google+ web pages on our system.
- Google does not place advertising on pages in Google Apps for Education.

For further information regarding GSfE compliance with the latest data protection act please refer to <https://edu.google.com/k-12-solutions/privacy-security>.

The school can access all the data stored in your child's account and suspend or delete an account at any time. We ask for your permission to create a G suite account for your child, but you can withdraw this permission at any time and we will delete your child's account.

We hope you recognise this as a positive move both, should the need arise, to enable your child to continue learning in the case of Government action to prevent the spread of the COVID, and also to facilitate staff to be able to provide a wider range of resources to help your child access learning opportunities from home in the longer term.

We will automatically generate an account for your child, unless we hear back from parents refusing permission before Tuesday, 13th October. Permission will last for your child's entire time in Castle Camps Primary school and accounts will be deleted within 6 months of them leaving the school. If you don't provide your consent, we will not create a G Suite for Education account for your child. They will still have access to the school computers, but will not be able to access home learning or join us on the computing journey the school now needs to take.

Further information regarding how to log in to accounts will be sent home later next week.

Thank you for your support and cooperation.

Yours sincerely,



Miss A. E. O'Connor

Headteacher