To parents and guardians,

At The Independent School, we use Google Workspace for Education, Microsoft Accounts and Unifi Identity Account , and we are seeking your permission to provide and manage a Google Workspace for Education, Microsoft, and Unifi Identity account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At The Independent School, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills. Students' Microsoft accounts will be used to sign into Google and any third party accounts and management of the schools assets. Lastly Unifi Identity accounts would be used to securely open school doors with codes, badges, or Apple Touch Pass.

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

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 The Independent School to create/maintain a Google Workspace for Education, Microsoft, and Unifi Identity account for my child and for them to collect, use, and disclose information about my child only for the purposes described in the notice below.

Thank you,
IT Support

_____
Full name of student

_____
Printed name of parent/guardian

_____   _____
Signature of parent/guardian   Date

Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how they collect, use, and disclose 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):

Calendar
Classroom
Cloud Search
Drive and Docs
Gmail
Google Chrome Sync
Google Meet
Google Vault
Groups for Business
Keep
Migrate
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":

Chrome Web Store
Colab (Upper School Students Only)
Google Groups
Google Translate

Further, we allow students to access additional third-party services with their Google, or Microsoft accounts. Our school administrators enable access to these third-party services with your student's Microsoft account, and authorize the disclosure of data, as requested by the third party services.

Google, Microsoft, and Unifi provide information about the information it collects, as well as how it uses and discloses the information it collects from their Privacy Notices. You can read those notices online at the following:

- Google: https://workspace.google.com/terms/education_privacy.html
- Microsoft: https://www.microsoft.com/en-us/privacy/privacystatement
- Unifi: https://www.ui.com/legal/privacypolicy

You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google, Microsoft, and Unifi collect?

When creating a student account, The Independent School may provide Google, Microsoft, and Unifi with certain personal information about the student, including, for example, a name, email address, and password. Google, and Microsoft may also collect personal information directly from students, such as a telephone number for account recovery or a profile photo added to the accounts.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- Account information, which includes things like name and email address.
- Activity while using the core services, 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 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, and Microsoft collect information about your student's location as determined by various technologies such as IP address and GPS.
- Direct communications. Google, and Microsoft keep records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow 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, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google or Microsoft services.
- Apps, browsers, and devices. Google, and Microsoft collect the information about your student's apps, browser, and devices described above in the core services section.
- Location information. Google, and Microsoft collect 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.

Does Google, Microsoft, or Unifi use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education, Microsoft, or Unifi Identity. Also, none of the personal information collected in the core services is used for advertising purposes.

Some Google additional services show ads; however, for users in primary and secondary (K12) schools, 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.

Can my child share information with others using their accounts?

We may allow students to access services such as Google Docs, Sites, Teams, Word, Excel, 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 account, even if

your student removes it from their account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will these services disclose my child's personal information?

Google, Microsoft, and Unifi will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrators 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.

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, Microsoft, Unifi will share personal information outside of them 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 you and them.

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, Microsoft and Unifi. If you don't provide your consent, we will not create a Google Workspace for Education, Microsoft, or Unifi Identity account for your child, and they will not collect or use your child's information as described in this notice.

If you consent to your child's use of these services, you can access or request deletion of your child's accounts by contacting IT@theindependentschool.com. 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, Microsoft, or Unifi Identity accounts or the choices available to you, please contact IT@theindependentschool.com. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the following:

- Google Workspace for Education Privacy Center
    - https://www.google.com/edu/trust/
- Google Workspace for Education Privacy Notice
    - https://workspace.google.com/terms/education_privacy.html
- Google Privacy Policy
    - https://www.google.com/intl/en/policies/privacy/
- Google Cloud Privacy Notice
    - https://cloud.google.com/terms/cloud-privacy-notice

The Core Google Workspace for Education services are provided to us under the following:

- Google Workspace for Education Agreement
    - https://www.google.com/apps/intl/en/terms/education_terms.html
- Cloud Data Processing Addendum
    - https://cloud.google.com/terms/data-processing-addendum

Microsoft & Unifi's privacy policies

- Microsoft: https://www.microsoft.com/en-us/privacy/privacystatement
- Unifi: https://www.ui.com/legal/privacypolicy