

ICSD Parents and Guardians,

The Indianola Community School District utilizes Google Workspace for Education, a suite of productivity tools from Google that includes Gmail, Calendar, Docs, Classroom, and more - empowering tens of millions of students and educators worldwide. Our students use their Google Workspace for Education accounts to complete assignments, communicate with teachers, sign into their Chromebooks, and develop essential digital citizenship skills.

The information below addresses common questions about what Google can and cannot 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?](#)

Although our district has a signed agreement covering Google Workspace for Education [Core Services](#), Google now requires parental permission for students to access Google's [Additional Services](#). **We are seeking your consent for your student to use these [Additional Services](#), many of which have been utilized in our district prior to this new requirement.**

By signing digitally, you authorize the Indianola Community School District to enable Google Workspace for Education [Additional Services](#) for your child.

Google Workspace for Education Core Services

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):

- Assignments
- Calendar
- Classroom
- Cloud Search

- Drive and Docs
- Gmail
- Google Chat
- Google Chrome Sync
- Google Meet
- Google Vault
- Groups for Business
- Keep
- Migrate
- Sites
- Tasks

Note, this list is not exhaustive, as Google may add more Core Services that provide value to our education environment.

Google Workspace Additional Services

In addition to Google Workspace for Education Core Services, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, the district uses the following "Additional Services":

- Chrome Web Store
- Google Arts and Culture
- Google Bookmarks
- Google Earth
- Google Maps
- Google Photos
- Google Translate
- YouTube

Note, this list is not exhaustive, as Google may add more Additional Services that provide value to our education environment.

Google Workspace for Education Privacy

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 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, Indianola Community School District 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 Google Workspace for Education account.

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, and 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.
- direct communications. Google keeps 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 services.
- 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 Google collects depend in part on your student's device and account settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See 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.

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, 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.

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 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.

With your consent: Google will share personal information outside of Google.

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?

You may consent to the collection and use of your child's information by Google for Google's Additional Services. If you don't provide your consent, we will limit your child's access to Google Workspace for Education features to Core Services only.

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 Workspace for Education accounts or the choices available to you, please contact the ICSD [Director of Technology](#). 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](#), the [Google Workspace for Education Privacy Notice](#), the [Google Privacy Policy](#), and the [Google Cloud Privacy Notice](#).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](#) and the [Cloud Data Processing Addendum](#).