

# Google Workspace for Education:

## Important Information for Parents and Guardians Regarding Student Data Privacy

This notice outlines the personal information Hutchinson Public Schools provides to Google for student Google Workspace for Education accounts and details how Google collects, uses, and discloses personal information from students in connection with these accounts.

### Core Services

Upon establishing a Google Workspace for Education account, students will have access to and may utilize the following "Core Services" offered by Google (as defined in the [Google Workspace for Education Terms of Service](#)):

- Gmail
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Meet
- Keep
- Sites
- Vault

### Additional Services

In addition to the Core Services, Hutchinson Public Schools permits students to access certain other Google services using their Google Workspace for Education accounts. Specifically, your child may have access to the following "Additional Services":

- Google Earth
- Google Groups
- Google Maps
- Google My Maps
- Google Takeout
- Google Scholar
- YouTube
- Google Translate
- Google Arts & Culture

### Google's Privacy Practices

Comprehensive information regarding Google's data collection, usage, and disclosure practices for Google Workspace for Education accounts is available in the Google Workspace for Education Privacy Notice, which

can be reviewed online at [Google Workspace for Education Privacy Notice](#). We strongly encourage you to read this document in its entirety. For your convenience, we have provided answers to some frequently asked questions below:

## **Frequently Asked Questions:**

### **What personal information does Google collect?**

When a student account is created, Hutchinson Public Schools may provide Google with specific personal information about the student, such as their name, email address, and password. Google may also directly collect personal information from students, including a telephone number for account recovery or a profile photograph added to the Google Workspace for Education account.

Furthermore, when a student utilizes Google services, Google collects information related to the use of those services, including:

- **Device Information:** Hardware model, operating system version, unique device identifiers, and mobile network information (including phone number, if applicable).
- **Log Information:** Details of service usage, device event information, and the user's Internet Protocol (IP) address.
- **Location Information:** Determined through various technologies such as IP address, GPS, and other sensors.
- **Unique Application Numbers:** Such as the application version number.
- **Cookies and Similar Technologies:** Used to collect and store information about a browser or device, including preferred language and other settings.

### **How does Google use this information?**

Within the Google Workspace for Education Core Services, Google utilizes student personal information to provide, maintain, and safeguard the services. Importantly, Google does not serve advertisements within the Core Services, nor does it use personal information collected within these services for advertising purposes.

For Google Additional Services, information collected across all Additional Services is used to provide, maintain, protect, and enhance these services, to develop new offerings, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

### **Does Google use student personal information from K-12 schools for targeted advertising?**

No. For Google Workspace for Education users in primary and secondary (K-12) schools, Google does not utilize any user personal information (or any information associated with a Google Workspace for Education account) to target advertisements, either within Core Services or other Additional Services accessed through the Google Workspace for Education account.

### **Can my child share information with others using the Google Workspace for Education account?**

Students may be permitted to access Google services such as Google Docs and Sites, which offer features enabling users to share information with others or publicly. When information is shared publicly, it may be indexed by search engines, including Google.

### **Will Google disclose my child's personal information?**

Google will not share personal information with external companies, organizations, or individuals unless one of the following conditions is met:

- **With Parental or Guardian Consent:** Google will share personal information with external entities when it has obtained parental consent (for users below the age of consent), which may be facilitated through Google Workspace for Education schools.
- **With Hutchinson Public Schools:** As school-managed accounts, Google Workspace for Education accounts grant administrators access to the information stored within them.
- **For External Processing:** Google may provide personal information to affiliated entities or other trusted businesses or individuals to process it on Google's behalf, under Google's instructions, and in compliance with the Google Workspace for Education Privacy Notice and other appropriate confidentiality and security measures.
- **For Legal Reasons:** Google will share personal information with external companies, organizations, or individuals if it has a good-faith belief that access, use, preservation, or disclosure of the information is reasonably necessary to:
  - Comply with any applicable law, regulation, legal process, or enforceable governmental request.
  - Enforce applicable Terms of Service, including the investigation of potential violations.
  - Detect, prevent, or otherwise address fraud, security, or technical issues.
  - Protect against harm to the rights, property, or safety of Google, Google users, or the public as required or permitted by law.

Google may also share non-personal information, such as aggregated trends regarding the use of its services, publicly and with its partners.

### **What choices do I have as a parent or guardian?**

Firstly, you have the option to provide consent for the collection and use of your child's information by Google. If you do not provide your consent, a Google Workspace for Education account will not be created for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request the deletion of your child's Google Workspace for Education account by contacting your school administrator. If you wish to cease any further collection or use of your child's information, you can request that we utilize available service controls to limit your child's access to features or services or to delete 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 review and manage the personal information and settings of the account.

### **Where can I find more information or have further questions answered?**

If you have any questions regarding Hutchinson Public Schools' use of Google's Google Workspace for Education accounts or the choices available to you, please contact your student's school administrator. 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 & Security Center](#), the [Google Workspace for Education Privacy Notice](#), and the Google Privacy Policy ([Privacy & Terms](#)).

The Core Google Workspace for Education services are provided to Hutchinson Public Schools under [Google Workspace for Education Terms of Service](#) and the [Cloud Data Processing Addendum](#).