



Food and Finance High School

Roger E. Turgeon, Principal
Michael Bollati, Assistant Principal

525 West 50th Street, New York, NY 10019 Phone 212-586-2943 Fax 212-586-4205

To parents and guardians,

At Food and Finance High School, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite 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 Food and Finance High School, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks and other school computers, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't 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 G Suite for Education account?

Parental consent will be inferred for high school students as this type of communication and access will be critical for learning systems and career preparedness. Since students are over the age of 13 they are legally able to maintain online accounts. This email will be used for academic and school related purposes only. Food and Finance High School will use Google Services in compliance with the NYCDOE Internet Acceptable Use Policy (<http://schools.nyc.gov/RulesPolicies/InternetAcceptableUse/default.htm>). A copy has been included in this mailing.

Unless Food and Finance High School receives a letter opting out of Google Services, you give your permission for Food and Finance High School to create/maintain a G Suite for Education account for your child and for Google to collect, use, and disclose information about your child only for the purposes described in the notice below.

Thank you,

Roger Turgeon

Principal

Michael Bollati

Assistant Principal

G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- Gmail (including Inbox by Gmail)
- Calendar
- Classroom
- Contacts
- Drive
- Docs
- Forms
- Groups
- Keep
- Sheets
- Sites
- Slides
- Talk/Hangouts
- Vault

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following “**Additional Services**”:

- YouTube, Google Maps, Chrome Management, Chrome Sync, Google Earth, Google Groups, Google Finance, Google Bookmarks.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.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, Food and Finance High School 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 number for account recovery or a profile photo added to the G Suite for Education account.

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

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and

cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education **Core Services**, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, 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 for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.

With Food and Finance High School. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.

For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.

For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

- meet any applicable law, regulation, legal process or enforceable governmental request.
- enforce applicable Terms of Service, including 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 also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

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. If you don't provide your consent, we will not create a G Suite for Education account 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 G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting Mr. Bollati in writing. 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 limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite 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 G Suite for Education accounts or the choices available to you, please contact Mr. Bollati in writing. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at https://gsuite.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html) [if school/district has accepted the Data Processing Amendment (see <https://support.google.com/a/answer/2888485?hl=en>), insert: and the [Data Processing Amendment](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html) (at https://www.google.com/intl/en/work/apps/terms/dpa_terms.html)].

FFHS Student Code of Ethics with Digital Tools

1. Students accessing or using digital tools and their @ffhsnyc.org accounts are required to keep all personal information out of postings. Students will not post or share photographs of themselves or others, or personal information identifying themselves or others.
2. Students will not use the login credentials for anyone other than themselves.
3. Students recognize that the ffhsnyc.org accounts are an extension of the classroom community. Any language that is deemed inappropriate for a classroom is not to be used online. Students are expected to show the same respect to students and staff online through their G-Suite account as they would within the classroom.
4. Student online accounts and language must comply with the New York City Department of Education Inter Acceptable Use Policy, the NYCDOE Discipline Code, and Chancellor's Regulations A-832.
5. Students shall not use the internet in connection with the teacher assignments to harass, discriminate, or threaten the safety of others. If students receive a comment on an assignment, or any other digital tool used by the school that makes them feel uncomfortable or is not respectful, they must report this to a teacher, administrator, or any other school staff and not respond to the comment or message.
6. Students shall use their digital tools and access to G-Suite accounts in an appropriate manner, and not download or access any programs, add-ons, without permission. The download or use of any prohibited add-ons or programs may result in the suspension of the student's @ffhsnyc.org account.
7. Students should be honest and fair in gathering, interpreting, and expressing information for the benefit of others. Students are expected to properly identify sources of information and properly cite/attribute the work of others. Any attempt to claim credit for the work of others will be viewed as academically dishonest, which will result in a grade of zero for the assignment, and may result in the suspension of the student's G-suite account.
8. Students will treat all information, sources, subjects, colleagues, and information consumers respectfully. Gathering and expressing information should never cause harm or threaten to be harmful to others.
9. Students are accountable for their online actions and contributions. Students are expected to admit wrongdoing and take corrective actions as soon as possible.
10. Failure to follow this Code of Ethics will result in academic and/or disciplinary consequences.