

Dear parent or guardian,



**ACT**  
Government  
Education and Training

# Hughes Primary School

*Learning for Life*

Groom Street Hughes ACT 2605  
Telephone: 02 6205 5699 Facsimile: 02 6205 5653  
E-mail: [info\\_hughes@ed.act.edu.au](mailto:info_hughes@ed.act.edu.au)  
Website: <http://www.hughesps.act.edu.au>



At Hughes Primary School, ICT is a very important tool in providing the students with access to up to date information; iPads to practice, create and develop their ideas; the latest technology to ensure all students have access to fast and reliable devices; and utilising the best option for software.

Hughes Primary School is committed to providing a technology rich environment for our students as our community believes the use of Information and Communication Technology (ICT) is fundamental in assisting teaching and learning in all areas of the school curriculum. This has been clearly demonstrated through the P & C's commitment to providing iPads and, this term, in purchasing Chromebooks for use in the classrooms.

Our intent is to adopt the new cloud services provided by the Directorate through the use of Google Apps for Education (GAFE). This provides all students and teachers with fast and efficient means to assign tasks, create work, and share and collaborate in real-time using a safe and secure environment.

GAFE will also be providing the students with email accounts. This email service is hosted on the Directorate's SchoolsNET domain, therefore ensuring better security and oversight.

The Directorate also has a new licencing agreement with Microsoft for Microsoft Office 365. All students can download the latest version of Office Pro Plus completely free on up to 5 personal computers or devices.

As Google Apps for Education and Microsoft Office 365 require some personal information of students in order to provide the service, and that information will be stored in a location outside of the Education and Training Directorate; we seek your consent to provide access to your child.

The Student Privacy Information sheets attached to this letter provide clear information on any student data that may be collected by these services, how the data is stored, used and deleted.

Please return the attached permission forms to your child's teacher. If you have any questions or concerns please don't hesitate to contact **Maryanne Hayes** (Exec Teacher) through the front office on 62055699.

Yours Sincerely,

Kate Smith  
Principal.



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Please complete and return this form to your child's teacher.

Student's name: \_\_\_\_\_

Parent or Guardian's Name: \_\_\_\_\_

I (please circle) **consent** | **do not consent** to the use of **Google Apps for Education** for my child.

I (please circle) **consent** | **do not consent** to the use of **Microsoft Office 365** for my child.

I acknowledge that my child must act in accordance with the Acceptable Use of ICT Agreement when using Education and Training Directorate systems, including the use of the Directorate's systems outside of the school.

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_