



SCHOOL DISTRICT No.69 (QUALICUM)

Google Apps for Education GAFE Use Guidelines for Staff and Students

Google Apps for Education (GAFE) is a globally-used collection of secure, online, “cloud-computing” tools that provide Qualicum staff and students with a set of tools for digital productivity, file storage, collaboration and communication.

Qualicum School District provides access to, and manages, Google Apps for Education accounts for staff and students in the School District. These applications are different from public Google applications (such as Gmail) in that they are managed by the District, do not present users with advertising or scan student or staff information for advertising, and allow for more strict filtering and application control by Qualicum School District system administrators.

The personal information required for creating Google Apps for Education accounts, and any digital files created or uploaded into the platform are located on Google servers that reside outside of Canada, and are therefore subject to the *Freedom of Information and Protection of Privacy Act (FIPPA)*. The Google Privacy Policy and GAFE Terms of Service state that Google will not share any Qualicum GAFE information with any 3rd party, except under legal obligation as mentioned in this document below. Therefore, the Qualicum School District cannot guarantee protection of secret disclosures of information to a foreign authority as a consequence of foreign laws.

Consent

Before a Qualicum student can be provided with a GAFE account, a consent letter must be signed. No personal account information is shared with Google for any students where consent has not been obtained. A copy of the Qualicum GAFE consent letter can be found [here](#).

Personal Information for Account Creation

The GAFE platform allows the Qualicum School District to set up, manage, and delete all our own staff and student accounts. To create a Qualicum GAFE account, the following pieces of information are stored on Google’s servers: first name, last name, email address, Qualicum School and account password.

Acceptable Use of GAFE

The use of GAFE by Qualicum staff and students is bound by the Qualicum School District *Internet Access and Network Citizenship – Policy 5056 (Appendix E)*. As an overview, this document states that users will conduct themselves in a courteous, ethical and responsible manner while using all district technology resources, including the Qualicum GAFE platform.

As all account and content information is hosted by Google on servers outside of Canada, there are important limitations to the type of information that can be shared within the Qualicum GAFE system. Both staff and students must remember that the purpose of the GAFE tools are for “educational use” only; that is content related to classroom assignments, projects and curriculum-related work. Therefore steps must be taken by all users to ensure

that sensitive, confidential and/or personally identifiable information is not shared in any emails, attachments, files and documents created or uploaded into the GAFE system.

Staff and Students who are accessing the district GAFE platform need to familiarize themselves with the uses and types of information that are both acceptable and unacceptable:

Acceptable Uses/Types of Information

- Classroom assignments, research notes, presentations, school-based projects (avoiding assignments that involve personally identifiable, sensitive or confidential information)
- Curriculum-based multimedia objects created by students (videos, pictures, audio files, animations, etc.)
- Curriculum-based quizzes, tests, surveys
- Formative assessment material (e.g., teacher comments, peer feedback)
- Calendars for assignment dates, project deadlines,
- Communication with teachers and other students related to these acceptable educational purposes (avoiding personally identifiable, sensitive or confidential information)

Unacceptable Uses/Types of Information

- Personal contact information (e.g., home addresses, phone numbers, email addresses)
- Confidential, sensitive personal information
- Any personally identifiable information (e.g., full names, addresses, emails, contact information) about other persons (e.g., any other student, teacher, parent, family member)
- Student records (e.g., student attendance, schedule, grades, report cards, etc.)
- Classroom assignments involving sensitive or confidential personal information, (e.g., a family history assignment with full names, birthdates, birth locations, etc. of family members)
- Health information (e.g., specialist assessments, psychology reports, IEPs)
- Any files in violation of copyright (e.g., illegally obtained music, videos, copyrighted images)
- Any form of harassment or bullying behaviour

If a student is unsure whether a specific type of information or use of Google Apps is appropriate or inappropriate, they should ask their teacher before creating the document or email. Inappropriate or prohibited use of GAFE may lead to suspension or termination of user privileges, legal prosecution or disciplinary action appropriate under any applicable laws, policies, regulations, collective agreements or contracts.

Access to Qualicum GAFE by Qualicum System Administrators

As per the Qualicum School District *Internet Access and Network Citizenship – Policy 5056 (Appendix E)*, all activities conducted on the Qualicum School District GAFE platform are not private, and may be monitored or reviewed at any time, and without prior notice. Nothing is to be done on the GAFE platform that the staff or student does not want other students, school staff or the District staff to see.

Qualicum system administrator(s) may block messages or remove files that are unacceptable and/or in violation of the School Board policies or administrative procedures. *Internet Access and Network Citizenship – Policy 5056 (Appendix E)*.

Qualicum system administrators will not intentionally inspect the contents of users' GAFE email or documents, or disclose the contents to anyone other than the sender, or intended recipient, without the consent of the sender or intended recipient, unless required to do so by law or the policies of the District, or to investigate complaints regarding electronic files which are alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material. *Internet Access and Network Citizenship – Policy 5056*

(Appendix E).

The system administrators have established content filters for unacceptable content in all email and documents created in the district GAFE platform. Any inappropriate or content is flagged and system administrators are notified.

Access to Qualicum GAFE by Google

As per the GAFE terms of service and privacy documents, all the personal account information and any content created or uploaded into the Qualicum GAFE platform is owned by the Qualicum School District, and will not be shared or sold to third-party organizations. However, as outlined in their privacy policy, Google does maintain the ability to access and share any personal or content data on the Qualicum GAFE platform under the following circumstances:

- If Google has obtained additional consent from the user to share personal information; or
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if we have 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, our users or the public as required or permitted by law.

Google employees will access account data only when one of the Qualicum system administrators grants Google employees explicit permission to do so for troubleshooting purposes. During the course of troubleshooting an issue or other investigation, the Google Support team may ask for the creation of a test administrator account, solely to be used to resolve the particular issue at hand.

Google employees or automated systems may also take down any content that violates the [Terms of Service](#).