



Appendix G

GAFE Acceptable Use Guidelines Use Guidelines for Staff and Students

Gulf Islands District provides access to and manages Google Apps for Education accounts for staff and students in the 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 Gulf Islands 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 may 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 GAFE information with any 3rd party, except under legal obligation as mentioned in this document below. Therefore, the Gulf Islands School District cannot guarantee protection of secret disclosures of information to a foreign authority as a consequence of foreign laws.

Consent

Before a Gulf Islands student can be provisioned with a GAFE account, a consent letter must be signed by both the parent and the student. No personal account information will be shared with Google for any students where consent has not been obtained. **As we are renewing our FIPPA commitments during the 2018-19 school year, we will be aligning our GAFE student accounts with the signed student consent forms received by each school.**

Personal Information for Account Creation

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

Acceptable Use of GAFE

The use of SD64 Google Apps for staff and student accounts are bound by [SD64 Policies and Procedures](#) "131 - Personal Information and Privacy" and "220 – Information Systems: Acceptable Use and Protection of Privacy".

As an overview, these documents state that users will conduct themselves in a courteous, ethical and responsible manner while using all district technology resources, which will be extended to include the SD64 GAFE platform.



Personal account information and any created or uploaded content is hosted by Google which may be hosted by servers outside of Canada and therefore there are important limitations to the types of information that can be shared within the SD64 GAFE system.

Staff and students must remember that the purpose of the GAFE tools are for “educational use” and to better meet the needs of learning in a digital age. Therefore, any and all steps must be taken to ensure that sensitive and personally identifiable information is not shared in any emails, files and documents created or uploaded into the SD64 GAFE system.

Staff and students who are accessing the SD64 GAFE platform need to familiarize themselves with the uses and types of information that are both acceptable and unacceptable. These recommendations are for users who have been given access to the GAFE platform through parent and student consent:

Acceptable Uses/Types of Information

- Classroom assignments, research notes, presentations, school-based projects
- Multimedia objects created by students (e.g., videos, pictures, audio files, animations, etc)
- Formative and specific feedback for individual projects or student work (e.g., teacher comments, peer feedback, surveys, etc)
- Communication with teachers and other students related to educational purposes
- Any material related to the educational program

Unacceptable Uses/Types of Information

- Avoid using sensitive and confidential student information (e.g., driver’s license, SIN number, passwords, etc)
- Unrestricted sharing of any personal information. (e.g., address, phone number, student number, family information, etc)
- Summative performance assessment information about a student or students
- Any personally identifiable information about others who have not provided consent to use GAFE (e.g., photos or mentions of friends or family, etc.)
- Health information and history (e.g., specialist assessments, psychology reports, IEP reports)
- Any material unrelated to the educational program

Inappropriate or prohibited use of SD64 GAFE will be also subject to the terms defined by any other district policy and regulations.



Access to SD64 GAFE by SD64 System Administrators

SD64 system administrators have full access to content stored within SD64 GAFE however they will only access content from SD64 users' GAFE email or documents in the event of suspected violations to the terms and conditions outlined in the [SD64 Policies and Procedures](#) "131 - Personal Information and Privacy" and "220 – Information Systems: Acceptable Use and Protection of Privacy".

Access to SD64 GAFE by Google Administrators

As per the GAFE terms of service and privacy documents, all the personal account information and any content created or uploaded into the SD64 GAFE platform is not owned by Google.

However, as outlined in their privacy policy, Google does maintain the ability to access and share any personal or content data on the SD64 GAFE platform under the following circumstances:

- If Google has obtained additional consent from the user to share personal information; or
- 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.

Designated Google employees will only access account data when an SD64 system administrator grants Google 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.