AP334 – 5 Acceptable Use Guidelines for Google Apps for Education

The use of GAFE by Abbotsford staff and students is bound by the Abbotsford School District *Information and Communication Services* (Administrative Procedure 417) and Social Media - Students and Parents (AP 334). As an overview, this document states that users will conduct themselves in a courteous, safe, ethical and responsible manner while using all district technology resources, including the Abbotsford 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 Abbotsford GAFE system. Both staff and students must remember that the purpose of the GAFE tools are for educational use only including 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 appropriate use of the GAFE platform:

- Classroom assignments, research notes, presentations, school based projects
- 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 to enhance learning
- Use creative commons (non-copyright) materials and provide sources for content whenever possible
- Harassment or bullying behaviour is not acceptable
- Avoid sensitive or confidential information including home addresses, phone numbers, personal email addresses, birthdates, student records/marks, health information

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, and collective agreements or contracts.

Consent Form for Google Apps for Education

Dear Parent(s) or Guardian(s):

Abbotsford School District allows teachers and students access to a district-managed Google Apps for Education (GAFE) account. Each student will have their own secure login and password to access GAFE. To use the Abbotsford GAFE Learn34 platform, personal information will be collected by the School District under the authority of the Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about this collection, please contact the school principal.

Using the Abbotsford GAFE platform involves the storing and accessing of two types of personal information:

- Student name, grade level and school name (required to create the GAFE account)
- Content created in and/or uploaded to the Abbotsford GAFE platform by students

Content will typically take the form of creating projects for learning by your child or other Abbotsford students (e.g. students working collaboratively). This content may contain personal student information reasonable for educational purposes (for example, student names on written assignment).

We have established “Acceptable Use Guidelines” to outline which types of information are acceptable and unacceptable for staff and students to create or share within the Google Apps platform. All staff and students will receive instruction on how to use the Abbotsford GAFE Learn34 Google platform in ways that protect private student information.

Information will be stored on secured Google servers located outside of Canada. According to the Google Apps for Education Terms of Service, all information shared with Google is owned by the school district and can be removed at any time. While stored outside the country, information in your child’s GAFE account may be subject to the laws of foreign jurisdictions including, in the United States, the USA Patriot Act. Privacy legislation requires that we inform you of this and obtain your consent to this arrangement.

Consent:

I understand the information above and the School District's "Acceptable Use Guidelines for Google Apps for Education."

School _____ Grade _____

Name of Student: _____ Signature: _____
(Mid/Sec students only)

Name of Parent/Guardian: _____ Signature: _____

Date Signed (MM/DD/YYYY) _____

This form must be returned, signed and dated, to the student's school in order for a District Google Apps for Education account to be activated for the student named above.