



Sept 2015

Dear Parent(s),

West Vancouver School District allows teachers and students access to a district-managed Google Apps for Education (GAFE) account. GAFE consists of online collaboration and productivity tools, as well as unlimited file storage space, specifically intended for educational purposes.

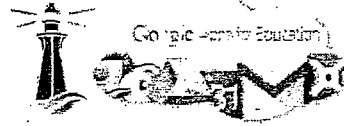
Each student will have their own secure login and password to access their files. To use the West Van GAFE platform, personal information will be collected by the School District under the authority of the *Freedom of Information and Protection of Privacy Act* (FIPPA). If you have any questions about this collection, please contact Sean Nosek, Director of Instruction; Learning and Innovation, at (604) 981-1341.

Using the West Vancouver 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 West Van GAFE platform by students. Content will typically take the form of assigned projects, presentations, documents, multi-media, and calendar entries created by your child or other West Van students (eg. students working together on group project). This content may contain personal student information reasonable for education 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 West Vancouver GAFE Google platform in ways that protect confidential and/or sensitive personal student information.

Note: 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.



Google Apps for Education

The West Vancouver School District aspires to be the finest in the country. To this end, we are committed to providing our students and teachers with access to excellent learning resources and tools. We know our students will need to thrive in an increasingly digital world. We are pleased to be able to offer our students an opportunity to use a collection of digital tools designed to empower their learning.

West Vancouver Google Apps for Education (GAFE) is a suite of online tools. GAFE is designed specifically for universities and K-12 school districts, and provides access to powerful district-managed online collaboration and productivity resources. GAFE is currently used by hundreds of school districts and post-secondary institutions, with over 40 million student accounts around the world.

Some of the features of Google Apps for Education are:

- a secure, private and ad-free environment
- no scanning or data mining of student information
- no sharing or selling of information to third parties
- ownership of data by the school district, not Google
- the ability for a school district to control, monitor and filter student use for safety and security
- integration into all technology platforms (e.g., PC, Mac, iOS)

As a BC school district, we are subject to the *BC Freedom of Information and Protection of Privacy Act*. In accordance with this Act, we must at all times protect the privacy of students under our care. Therefore staff and students will be provided with training on how to use their Google account in ways that avoid posting sensitive and confidential student information.

Through the West Vancouver GAFE platform, students will have access to:

- Google Drive - unlimited cloud storage for any file type
- Google Doc - an online productivity tool for creating documents, presentations, and spreadsheets
- Google Classroom - a new tool allowing teachers to manage files with their students
- Google Calendar - a tool for students to keep track of deadlines, dates, etc
- Google Mail - a district hosted Gmail account

Along with this letter you will find a consent form that will allow your student access to a district-managed Google Apps for Education account. While this is not an educational requirement for your student, we hope that you will see the value in providing these tools for your son/daughter. If you choose to grant permission, please sign the consent form and return it to the school. Your student's classroom teacher will then provide further instructions on how to access the new collaboration system.

If you have further questions, please do not hesitate to contact your child's teacher.

Sincerely

Sean Nosek

Director of Instruction, Learning and Innovation



September 2015

Acceptable Use of GAFE

The use of GAFE by West Vancouver staff and students is bound by the West Vancouver School District *Information System Acceptable Use Procedure* (Administrative Procedure 140). 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 West Vancouver 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 West Vancouver 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. Steps must be taken by all users to ensure that other 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 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 sensitive or confidential information)

Unacceptable Uses/Types of Information

- Personal contact information (e.g., home addresses, phone numbers, email address)

- Confidential, sensitive personal information
- Any personally identifiable information (i.e, 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 West Vancouver GAFE by West Vancouver System Administrators

As per the *West Vancouver School District Information Systems Acceptable Use Procedure (5.6.1)*, all activities conducted on the West Vancouver 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.

West Vancouver system administrator(s) may block messages or remove files that are unacceptable and/or in violation of the School Board policies or administrative procedures. *Information Systems Acceptable Use Procedure (8.3)*

West Vancouver 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. *Information Systems Acceptable Use Procedure (8.4)*.

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

Access to West Vancouver 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 West Vancouver GAFE platform is owned by the West Vancouver 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 West Vancouver 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 West Vancouver 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.



Consent:

I understand that my child's (if parent is signing) information in the Google Apps for Education Account will be disclosed, stored and accessed from outside of Canada, specifically the United States, for the purposes outlined above. This consent will be considered valid from the date at which it is signed until the end of the current school year (June 30). I also hereby acknowledge that I have read and understood the School District's Guidelines on the Use of Google Apps for Education ("The Acceptable Use Guidelines").

Name of student: _____

Signature of student: _____

Date Signed (MM/DD/YYYY): _____

Name of parent: _____

Signature of parent: _____

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 below.
Note: Parents cannot consent on behalf of any student that is of capable mind and maturity to consent for themselves.

Student Details

Student First Name: _____

Grade: _____

Student Last Name: _____

Student School: _____