

Google G Suite for Education – Terms of Use Protocol for Staff and Students

G Suite for Education is a globally used collection of secure, online, “cloud computing” tools that provide SD50 staff and students with a set of tools for digital productivity, file storage, collaboration and communication.

SD50 provides access to and manages G Suite for Education accounts for staff and students in the district. These applications are different from public Google applications (such as Gmail or Google Apps) 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 SD50 system administrators.

G Suite for Education tools may store data outside of Canada and are subject to section 30.1 of the British Columbia Freedom of Information and Protection of Privacy Act (FIPPA). As such, consent is required for the use of all G Suite for Education tools such as but not limited to:

- Gmail
- Drive
- Calendar
- Docs, Sheets and Slides
- Forms
- Classroom
- YouTube

The G Suite for Education and Google Terms of Service state that Google will not share any SD50 G Suite for Education information with any 3rd party, except under legal obligation as mentioned in this document below. Therefore, SD50 cannot guarantee protection of secret disclosures of information to a foreign authority as a consequence of foreign laws.

Consent

Before a teacher instructs a student to use one of the non-Canadian hosted tools identified above as storing data outside of Canada, a consent letter must be signed. The SD50 consent letter is found here: <https://sd50.bc.ca/wp-content/uploads/2019/05/Student-FOIPPA-.docx>

Personal Information for Account Creation

The G Suite for Education platform allows SD50 to set up, manage and delete all our own staff and student accounts. To create an SD50 G Suite for Education account, the following pieces of personal information are shared with Google’s servers: First and Last name; School; password.

Acceptable Use of G Suite for Education

The use of G Suite for Education by SD50 staff and students is bound by the SD50 (C.9 – Electronic Technology Systems policy). 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 SD50 G Suite for Education platform.

As part of providing access to G Suite for Education, schools must share the following appropriate use guidelines:

- G Suite for Education is an educational tool. Any personal information stored in your account may be subject to access by school staff as well as being subject to the Google terms-of-use.
- Sending email or sharing documents to individuals outside of the District may expose the information in that email to 3rd parties beyond the intended recipient (for example, if the recipient uses a non-Canadian based email system, your email may be subject to foreign privacy laws). You should always use caution whenever sending personal information to 3rd parties via email.
- Understand that some G Suite for Education tools may be hosted outside of Canada. When using these tools, students should avoid including personal information. Teachers instructing students to include personal information in these tools are required to request the completion of a consent form prior to use.

Access to G Suite for Education by SD50 System Administrators

All activities conducted on the SD50 G Suite for Education platform are not private, and may be monitored or reviewed at any time, and without prior notice.

Access to SD50 G Suite for Education by Google

As per the G Suite for Education Terms of Service and Privacy documents, all the personal account information and any content created or uploaded into the SD50 G Suite for Education platform is owned by SD50 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 personal or content data on the SD50 G Suite for Education platform under the following circumstances:

- Google has obtained additional consent from the user to share personal information
- SD50 grants Google explicit permission for troubleshooting purposes
- For legal reasons, Google will share personal information with companies, organizations or individuals outside of Google if they 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, their users or the public as required or permitted by law.

Google Terms of Use and Privacy

The full G Suite for Education Terms of Use and Privacy Statements can be found here:

https://edu.google.com/intl/en_ca/why-google/privacy-security