



## Queen's Hill Primary School

### Google Suite Acceptable Use Policy (Updated 26.03.20)

**Queen's Hill Primary School** will provide students with filtered, monitored Google Suite accounts for the purpose of facilitating teacher-student communication and participation in web-based classroom activities, such as collaborative projects. The goals of the school are to provide a tool for more effective and meaningful classroom instruction, and to ensure that these tools are used in a safe and ethical manner. Student **Google Classroom Suite accounts** will be actively monitored by staff. Student Google accounts are intended for educational purposes only. Failure to comply with the acceptable use policy of Queen's Hill Primary School by students can result in restrictions being placed upon the accounts, loss of access, and possible disciplinary consequences. Queen's Hill Primary students will have access to Google Suite programs, including Drive and Docs. They will not have access to Gmail, Youtube or any other social media apps provided through Google Suite.

#### 1. Account security and safety.

It is the responsibility of students to maintain the confidentiality of their Google account information. Students will not share usernames, passwords, or other account information. Students will report any possible unauthorized use of their accounts to a teacher immediately. Under no circumstances will students attempt to login to another student's Google account. Cyber-bullying and harassment will not be tolerated. Students are expected to report any suspicious or threatening communication immediately. Students will not use Google Suite to share personal information, such as full names, locations, family information, phone numbers, etc.

#### 2. Student use guidelines.

Student Google accounts are to be used for the following purposes only:

- Teacher-student correspondence
- Accessing/submission of classroom assignments or materials
- Creation of documents for classroom work
- Correspondence with students/partners in collaborative class activities.

Students may not use Google Suite accounts for:



- Unauthorized personal communication
- Bullying or harassment of other students
- Forwarding of chain mail, spam, or commercial content
- Sending inappropriate or immoral content or language

### **3. Privacy.**

Student Google accounts are the property of Queen's Hill Primary School. Students should expect Google Suite to be subject to monitoring at all times and should not expect any documents to be private. Additionally, active software-based filtering will monitor student Google Suite accounts for content and dangerous/malicious programs.

### **4. Consequences of violation of acceptable use policies.**

Students who violate Queen's Hill Primary School policies with regard to acceptable use of student Google accounts are subject to any of the following:

- Restrictions placed upon accounts, such as limiting accounts to teacher-student communication only.
- Temporary or permanent loss of access to student Google accounts.
- Disciplinary action as determined to be appropriate by teachers or senior leadership staff.

### **Parent/Guardian Consent:**

Google Classrooms suite runs on an Internet domain purchased and owned by Norfolk Local Authority and is intended for educational use. Your student's teachers will be using G Suite for lessons, assignments, and communication. G Suite is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of G Suite when/if students are at school. Parents are responsible for monitoring their child's use of G Suite when accessing programs from home. Students are responsible for their own behaviour at all times.



In setting up access to this platform, **you are agreeing** to give your child permission to use Google Suite in line with the guidelines as set out above. You have also read and agree to the **G-Suite for Education Privacy Notice** linked here and written in full below:

[https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)

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### **G Suite for Education Privacy Notice**

*This Privacy Notice is meant to help G Suite for Education users and parents understand what data we collect, why we collect it and what we do with it. This Notice includes information about our privacy practices that are specific to G Suite for Education and summarises the most relevant portions of the [Google Privacy Policy](#), which provides additional examples and explanations that may be useful. We hope that you will take the time to read this Notice and the Google Privacy Policy, which both apply to G Suite for Education accounts.*

#### **Information that we collect**

*A G Suite for Education account is a Google Account created and managed by a school for use by students and educators. When creating this account, the school may provide Google with certain personal information about its students and educators, which includes a user's name, email address and password in most cases, but could also include secondary email, phone and address if the school chooses to provide that information. Google may also collect personal information directly from users of G Suite for Education accounts, such as telephone number, profile photo or other [information](#) they add to a G Suite for Education account.*

*Google also collects information based on the use of our services. This includes:*

- device information, such as the hardware model, operating system version, unique device identifiers and mobile network information including the user's phone number;*
- log information, including details of how a user used our service, device event information and the user's Internet protocol (IP) address;*
- location information, as determined by various technologies including IP address, GPS and other sensors;*
- unique application numbers, such as application version number; and*
- [cookies or similar technologies](#) which are used to collect and store information about a browser or device, such as preferred language and other settings.*

#### **How we use information that we collect:**



1. *In G Suite for Education Core Services*
2. *The G Suite for Education Core Services ('Core Services') are listed in the [Services Summary](#) and include Gmail, Calendar, Classroom, Contacts, Drive, Docs, Forms, Groups, Sheets, Sites, Slides, Talk/Hangouts, Vault and Chrome Sync. These services are provided to a school under its [G Suite for Education agreement](#) and, as applicable, [Data Processing Amendment](#). (Users and parents can ask their school whether it has accepted the Data Processing Amendment.)*
3. *User personal information collected in the Core Services is used only to provide the Core Services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.*
4. ***In Google services generally***
5. *Besides the Core Services, G Suite for Education users may have access to other Google services that we make generally available for consumers, such as Google Maps, Blogger and YouTube. We call these 'Additional Services' since they are outside of the Core Services.*
6. *The Google Privacy Policy describes fully [how Google services generally use information](#), including for G Suite for Education users. To summarise, we use the information that we collect from all of our services to provide, maintain, protect and improve them, to develop new ones and to protect Google and our users. We also use this information to offer users tailored content, such as more relevant search results. We may combine personal information from one service with information, including personal information, from other Google services.*
7. *Google may serve ads to G Suite for Education users in the Additional Services. For G Suite for Education users in primary and secondary schools, Google does not use any user personal information (or any information associated with a G Suite for Education Account) to target ads, whether in Core Services or other Google services accessed while using a G Suite for Education account.*

*[Learn more](#) about Core and Additional Services for G Suite for Education users.*

### **Information that users share**

*A school may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google. Our services provide users with various options for [sharing](#) and [removing content](#).*

### **Information that we share**



Information that we collect may be shared outside Google in limited circumstances. We do not share personal information with companies, organisations and individuals outside Google unless one of the following circumstances applies:

- **With user consent.** We will share personal information with companies, organisations or individuals outside Google when we have user consent or parental consent (as applicable).
- **With G Suite for Education administrators.** G Suite for Education administrators have access to information stored in the Google accounts of users in that school or domain.
- **For external processing.** We provide personal information to our affiliates or other trusted businesses or persons to process it for us, based on our instructions and in compliance with our Privacy Policy and any other appropriate confidentiality and security measures.
- **For legal reasons.** We will share personal information with companies, organisations or individuals outside Google if we have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
  1. meet any applicable law, regulation, legal process or enforceable governmental request.
  2. enforce applicable Terms of Service, including investigation of potential violations.
  3. detect, prevent or otherwise address fraud, security or technical issues.
  4. protect against harm to the rights, property or safety of Google, our users or the public, as required or permitted by law.

We may share non-personal information publicly and with our partners – such as publishers or connected sites. For example, we may share information publicly to show trends about the general use of our services.

### **Transparency and choice**

We provide a variety of user controls that enable G Suite for Education users to make meaningful choices about how information is used in Google services. Depending on the settings enabled by the school, users can use the various controls described in the [Privacy Policy](#), such as [Google activity controls](#), to manage their privacy and information. We provide additional information for parents, students and administrators on the [G Suite for Education Privacy Centre](#).

### **Parental review and deletion of information**

The parents of G Suite for Education users in primary/secondary schools can access their child's personal information or request that it be deleted via the school administrator. School administrators can provide for parental access and deletion of personal information consistent with the functionality of our services. If a parent





wishes to stop any further collection or use of the child's information, the parent can request that the administrator use the service controls available to them to limit the child's access to features or services, or delete the child's account entirely. Guidance for administrators on how to use service controls to accomplish this is available in the G Suite [Help Centre](#).

### **Interpretation of conflicting terms**

This Notice is intended to provide the key information about our collection and use of data for G Suite for Education users, and is consistent with the Google Privacy Policy and the G Suite for Education agreement, which provides additional examples and explanations that may be useful. Where there are terms that differ, as with the limitations on advertising in G Suite for Education, the [G Suite for Education agreement](#) (as amended) takes precedence, followed by this Privacy Notice and then the [Google Privacy Policy](#).

### **Contact us**

If you have any questions about the management of G Suite for Education accounts or use of personal information by a school, please contact the G Suite for Education account administrator. If you have any questions about our practices, please visit the [G Suite for Education Privacy Centre](#). Also see our [Privacy Troubleshooter](#) for more questions about privacy and Google's products and services. G Suite for Education administrators can contact Google about the information in this Notice by submitting the [contact form](#) while signed into their administrator account.

Google

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