



## Acceptable Use Guidelines

The use of SD22 Google for Education student accounts are bound by the Expectations for Students using School or District Electronic Communications Systems:

Policy No [9.14.0](#) and Reg [3.16.0](#) and any future revisions to these policies. Inappropriate or prohibited use of SD22 Google for Education will be subject to the terms defined by district policy and regulations.

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 SD22 Google for Education platform.

Personal account information and any created or uploaded content is hosted by Google beyond Canada therefore there are important limitations to the types of information that can be shared within the SD22 Google for Education system.

***Students must remember that the purpose of the Google for Education 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 minimize sensitive and personally identifiable information in the SD22 Google for Education system.***

Staff and students who are using the SD22 Google for Education 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
- Multimedia objects created by students (videos, pictures, audio files, animations, etc)
- Quizzes, tests, surveys
- Professional development materials and documents
- Summative assessments (e.g., teacher comments, peer feedback)
- Calendars for assignment dates, project deadlines, events
- Communication with teachers and other students related to educational purposes

### *Unacceptable Uses/Types of Information*

- Avoid unnecessary personally identifiable information
- Any personally identifiable information about others who have not provided consent
- Health information and history (e.g., specialist assessments, psychology reports, IEPs)

**The use of the Google for Education service is not an educational requirement for students. Students will not be obligated to use these digital tools, and all school activities that rely on the use of these digital tools will have some equivalent means of student participation. At no time will students be denied participation in a school-sponsored event or activity because they have not been issued a Google for Education account.**