



## CWAA ADOPTS GOOGLE APPS FOR EDUCATION

To align with the technology goals of the Department of Education, Alberta Conference of SDA, CWAA has provided students with Google Apps for Education accounts. Google Apps for Education includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and the Alberta Conference of SDA Education Department. Google Apps for Education runs on an Internet domain purchased and owned by the school district and is intended for educational use. Your student's teachers will be using Google Apps for lessons, assignments, and communication. Google Apps for Education is free of advertisement and information stored there, including student information, is safely managed by CWAA. Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times.

### Acceptable Use (Privacy and Safety)

Apps for Education is primarily for educational use. Students may use Apps for personal use subject to the restrictions below and the additional school rules and policies that may apply.

- **Privacy** – For monitoring purposes, school staff, administrators, and parents all have access to student email, documents and other information with the Google Apps system. Students have no expectation of privacy on the Apps system. Parents have the right at any time to request permission to investigate the contents of their child's email and Apps for Education files.
- **Limited Personal Use** – Students may use Apps tools for personal projects but may not use them for: Unlawful activities, Commercial purposes (running a business or trying to make money), Personal financial gain (running a web site to sell things), Inappropriate sexual or other offensive content, Threatening another person, Misrepresentation of CWAA, staff or students, Apps, sites, email, and 2 groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

### Safety – Student Safety Is Our Highest Priority

- Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.

- Students agree to avoid individuals from outside of the school setting and never to agree to meet with someone they have met online.
- Students will tell their teachers or other school employees about any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

### **Access Restriction – Due Process**

Process Access to Google Apps for Education is considered a privilege accorded at the discretion of CWAA. CWAA maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or CWAA policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, CWAA also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

### **Consumer Safety (Advice for Students and Parents)**

**Don't get spammed & don't get scammed!** Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam. Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called phishing. Don't trust links or web pages sent by email. Instead, open a new browser window and type in the address yourself, or simply delete the email and do not attempt to open the link. Don't get spammed.

### **Digital Citizenship (Advice for All)**

- Treat others well. It hurts to get a mean email just like it hurts when someone is mean in the school hallway. When using email or making a post on a forum or web page, be kind. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself.
- Respect the rights of copyright owners. Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
- Students have first amendment rights to free speech. However, if you post something via email or on a school web page that disturbs the learning environment in your school, your right of speech may be limited. School websites, email, and groups are for educational use and are not considered public forums for debating ideas. This means that a school has the right to limit student speech that disturbs the learning process in these areas. These are the laws and policies that help to protect our students online.

### **Child Protection Act (Online Sexual Exploitation, Bill C-58)**

The school is required by CPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. We work to block 100% of email containing harmful content. On the rare occasion that an inappropriate email is received by a student, he or she should report this to their teacher or to a school administrator immediately. ([www.parl.ca/DocumentViewer/en/40-2/bill/C-58/first-reading](http://www.parl.ca/DocumentViewer/en/40-2/bill/C-58/first-reading))

### **Personal Information Protection and Electronic Documents Act (PIPEDA)**

The Personal Information Protection and Electronic Documents Act (PIPEDA) is the federal privacy law for private-sector organizations which sets the ground rules for how businesses must handle personal information in the course of commercial activity. No personal student information shall be collected for commercial purposes. The school's use of student information is solely for educational purposes. ([www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-personal-information-protection-and-electronic-documents-act-pipeda/r\\_o\\_p/](http://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-personal-information-protection-and-electronic-documents-act-pipeda/r_o_p/))

### **Personal Information Protection Act (PIPA)**

The Personal Information Protection Act (PIPA) protects the personal information of the public and employees of private sector organizations operating in Alberta. It governs the collection, use and disclosure of personal information by organizations in a manner that recognizes and balances the right of an individual to have their personal information protected, and the need of an organization to collect, use or disclose personal information for purposes that are reasonable. CWAA is bound by the requirements of this Act and collects, uses or discloses personal information in accordance with its provisions. (<https://servicealberta.ca/pipa-overview.cfm>)

If you have additional questions or need additional information, please contact Lara Melashenko.