

PROCEDURAL GUIDELINES
GOOGLE G-SUITE

Definition:

The Huron-Superior Catholic District School Board is using Google Apps for Education in grades K-12. These accounts are used for school-related projects and will provide students with very powerful collaboration and sharing tools, including Spreadsheets, Documents, Forms and Presentations.

The email feature on all Google Apps accounts has been restricted to only allow students to send/receive to/from other @hscdsb.on.ca accounts.

The Board encourages the use of student K-12 Google Apps accounts as an effective and efficient way to improve communication between students and staff. The primary purpose of student Google Apps is to support teaching and learning.

Google Apps Account

All K-12 students are assigned an @hscdsb.on.ca student Google Apps account. Students login using their first 3 characters of their first name followed by first 8 characters of their last name followed by the first 3 digits of their OEN number @hscdsb.on.ca.

Example: Michael Mackenzie (OEN #: 999 555 111) = mickmackenzi999@hscdsb.on.ca

Prohibited Conduct:

- Participating in unlawful activities, including forwarding and copying materials without permission.
- Misrepresenting the Huron-Superior Catholic District School Board.
- Sending an attachment that contains a virus.
- Sending emails with any libelous, defamatory, offensive, racist or obscene remarks.
- Disguising or attempting to disguise one's identity when sending an email.
- Attempting to send an email to any domain/address other than @hscdsb.on.ca.
- Engaging in incidents of cyber-bullying* or inappropriate actions while using one's account.

Access Restrictions:

Access to and use of Google Apps is considered a privilege at the discretion of the Huron-Superior Catholic District School Board. The Board maintains the right to immediately withdraw the access and use of Google Apps when there is reason to believe that violations of policy or law have occurred. In such cases, the alleged violation will be referred to the school principal for further investigation and adjudication.

Security:

Huron-Superior Catholic District School Board cannot and does not guarantee the security of electronic files located on the Google Apps system.

Privacy:

Huron-Superior Catholic District School Board and all users should treat electronically stored information in individuals' files as confidential and private. There is an acknowledged trade-off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources. In the normal course of system administration, system administrators may have to examine activities, files, and electronic documents to gather sufficient information to diagnose and correct problems with system software and/or hardware.

Users of Google Apps accounts are strictly prohibited from accessing files and information other than their own. The Board reserves the right to access the @hscdsb.on.ca Google Apps systems when there is reasonable suspicion that unacceptable use has occurred.

Questions:

If you have any questions or comments about these acceptable use guidelines, please contact Patrick Pelletier (Manager of Information Technology) at 705-945-5650, or via email at patrick.pelletier@hscdsb.on.ca

DECLARATION

I have read, understand, and acknowledge receipt of the K-12 Google Apps for Education policy. I will comply with the guidelines set out in this policy and understand that failure to do so might result in disciplinary action.

Parent/Guardian:

I _____ give permission for my child to be assigned an
(Please Print) @hscdsb.on.ca Google Apps account

Student name: _____
(Please Print)

Parent signature: _____

Student:

I agree to adhere to the guidelines stated above for use of my @hscdsb.on.ca Google Apps account.

Student signature: _____