



PCS Cloud Computing

Google (GAFE) Acceptable Use Guidelines

The use of PCS **Google Apps for Education** staff and student accounts is bound by the Acceptable Use expectations outlined in the applicable policy documents. For students these include the applicable Student Handbook as well as the school's Anti-bullying policy.

Put simply, acceptable use means that users will conduct themselves in a courteous, ethical and responsible manner that reflects the school community's values as a Christian school.

As information created and/or stored with **GAFE** is hosted by Google on international servers it is important to consider the types of information that should be stored there. Staff and students must remember that the purpose of the **GAFETools** are for educational use and to better meet the needs of learning in a digital age. Steps should be taken to minimize sensitive and personally identifiable information in the **GAFE** system.

Staff and students who are using the PCS **GAFE** 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

Unnecessary personally identifiable information
Personally identifiable information about others who have not provided consent
Health information and history (e.g., specialist assessments, psychology reports, Learning Plans)