



## ADMINISTRATIVE PROCEDURES

**SUBJECT: Procedures and Responsibilities For Student Use Of Google Workspace for Education**

The Lambton Kent District School Board has approved the use of Google Workspace for Education (Google Domain) for teaching and learning purposes. The Board has registered a Google Workspace for Education domain for this purpose. The use of Google for teaching and learning includes creating and sharing a variety of media within the environment for educational purposes (e.g. class projects), completing and submitting assignments, assessment of student work, providing feedback to students, hosting online class meetings, and use of email and other communication tools.

1. The Google domain and accounts must only be used for educational purposes only and must not be used for personal or commercial reasons.
2. The Google domain and accounts may be used to document and transmit confidential or personal information between staff members. Any shared document or folder containing confidential information in Google drive must be reviewed at least annually by the staff member to ensure that only those staff entitled to view the information have access. If staff members move schools or change roles, and are no longer entitled to access that information, the sharing must be removed immediately.
3. The provisions contained within the Lambton Kent District School Board's Responsible Use of Technology Administrative Procedures are applicable to the use of the Google domain and accounts and must be followed.
4. Student accounts will be created automatically by the IT Department upon registration with the Board. Student accounts and all associated data will be removed in the summer following Graduation, or if the student moves outside the LKDSB to another Board. Instructions will be given to students on how they may save/ transfer their e-mail accounts and documents prior to graduation, but it will be the responsibility of the students to do so.
5. Student account settings will not allow personal images to be uploaded as a profile picture.
6. The Google domain and accounts set-up within the domain are to be used as a closed environment – i.e. sites created by students are not to be made publicly available on the internet, sites must always be made private and only known and trusted individuals approved to join and view content. (leave as-is).
7. Google Meet. Google Meet is the prime medium for teacher/student video calls. Teachers must use the following guidance when using Google Meet:
  - a. Protect meeting access codes.
  - b. Create meetings via Google Calendar or Classroom.
  - c. Ensure that the Classroom Meet link option is not permanently available to students. To do this:

- i. Go to Google Classroom
    - ii. Click the Settings icon in the top right corner.
    - iii. Toggle the “Visible to Students” slider to off
    - iv. These recommendations might not be achievable for lower grade students, so check with your school principal if you are having problems with them
  - d. Never share meeting codes on social media/public internet sites
  - e. The organizer/teacher should be first in and last out of the Meet.
    - i. Students must enter a Google Meet using their LKDSB Google Account (first.last@lkdsb.com). If they to join with another account, then they need to be directed to join using their lkdsb.com account.
      - 1. *The exception to this guidance would be for eLearning students from other boards. In this case they may use their ‘home’ board google address, and not an LKDSB.com address. The eLearning teacher must ensure that any external participants are accurately recorded and identified on their class list.*
    - ii. Remove any students still in the Google Meet prior to exiting.
    - iii. Do Not exit a Google Meet while students are still present.
  - f. Use Host Controls to control ability to share screen:
    - i. Using Host Controls, turn off screen sharing for students and only enable when necessary
  - g. Monitor participants at all times
    - i. Make sure you know who is in your video conference at all times. Conduct a roll call at the beginning of the meeting,
    - ii. Ensure you are continuing to review students who enter the Meet throughout the meeting and remove any student who is not on your class list
  - h. Consider using Host Controls to turn off Quick Access so all students must be admitted by you at the start of the meeting. If you turn off Quick Access, take time to review each student you are admitting and ensure they are your student and that they are entering using their LKDSB Google Account ([first.last@lkdsb.com](mailto:first.last@lkdsb.com)).
    - i. *The exception to this guidance would be for eLearning students from other boards. In this case they may use their ‘home’ board google address, and not an LKDSB.com address. The eLearning teacher must ensure that any external participants are accurately recorded and identified on their class list.*
  - i. Be aware of outgoing video and audio. Assume that others in the room/house can see and hear everything so to ensure their privacy is respected in their homes
  - j. Discuss the responsible use of technology with students, particularly inappropriate use of Google domain, such as accessing Google Meets, Hangouts and Chat outside of class time or without a teacher present
8. Any site that is open to the public, or not shared with a teacher, may be deleted by the Google System Administrator immediately.
  9. All content stored in the Google domain, including e-mails, documents, sites etc. may be accessed by the Google System Administrator at any time in the course of their duties.
  10. Failure to comply with these procedures or with the LKDSB Responsible Use of Technology Administrative Procedures, may result in the suspension/ deletion of the Google account, and/or disciplinary and/or legal proceedings against the account holder.

## Key Responsibilities

11. Google System Administrators:
  - a. Oversee the creation, modification and deletion of student and staff accounts.
  - b. Communicate with Principals, Sys Ops and Teachers student login information for newly created accounts.
  - c. Liaison with Manager of IT, Principals, Program Departments, Coordinator of Safe Schools, Privacy Officer, HR.
12. School Principal:
  - a. Responsible for ensuring the use of the Google domain within their school complies with these admin procedures and the RUT. Responding to any concerns and providing advice on the use of the Google domain and raising any concerns or questions through the IT Department. Responsible for discipline of users who violate the appropriate use of Google Workspace for Education.
13. Classroom Teachers:
  - a. Ensuring that the use of the Google domain within their classrooms complies with these admin procedures and the RUT.
  - b. Responsible for reporting inappropriate use of Google Applications or sites to their Principal and Administrators.
  - c. Distribute Google login information to students as requested by the IT Department.
  - d. Assisting students with password changes.

Implementation Date: November 6, 2012  
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