



ADMINISTRATIVE PROCEDURES

SUBJECT: Procedures and Responsibilities For the Use Of Google Docs

The Lambton Kent District School Board has approved the use of Google Docs for classroom collaboration purposes. The Board has registered a Google educational domain for this purpose. The initial roll-out of this tool has been to Secondary Schools, and it is envisioned that this will be expanded to Elementary Schools. Classroom collaboration includes sharing documents within the environment for educational purposes (e.g. class projects), production of websites, use of email and the submission of individual documents to teachers.

1. The Google domain and accounts must only be used for educational purposes and must not be used for personal or commercial reasons.
2. The Google domain and accounts must not be used to document or transmit any confidential or personal information.
3. The provisions contained within the Lambton Kent District School Board's Acceptable Use of Technology Administrative Procedures are applicable to the use of the Google domain and accounts and must be followed.
4. All student accounts will be created at the beginning of the school year and deleted at the end of the school year (with the exception of summer students). Instructions will be given to students on how they may save/ transfer their e-mail, documents and sites at the end of the year, but it will be the responsibility of the students to do this.
5. The Google domain and accounts set-up within the domain are to be used as a closed environment – i.e. sites 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.
6. Teachers may create sites in the Google domain for external (outside the Board) educational collaboration (to include collaboration with parents), but these sites must be closed and only known/ trusted individuals granted access on an individual basis. The content of the sites must not be publicly accessible.
7. Students may create sites in the Google domain for internal educational collaboration. These sites must be closed and only known/ trusted individuals within the Board (students/ teachers) granted access on an individual basis. All student-created sites must be shared with at least one teacher. The sites must not be publicly accessible.
8. All sites created in the Google domain must be categorized and as part of this categorization, the site must include the school official numerical designation (e.g. AMSS is 111).

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9. Any site that is open to the public, uncategorized or not shared with a teacher, may be deleted by the Google System Administrator immediately and without consultation with the site author.
10. 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.
11. Failure to comply with these procedures or with the LKDSB Acceptable 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

Google System Administrators:

- Create student and staff accounts.
- Delete student accounts at the end of the school year.
- Communicate with Principals, Sys Ops and Teachers student login information for newly created accounts.
- Liaison with IT Manager
- Provide Professional Develop opportunities for staff
- Periodically review sites/ content for compliance

School Principal:

- Responsible for moderating websites created by students and teachers at their respective schools.
- Responsible for discipline of users who violate the appropriate use of Google Apps.

Classroom Teachers:

- Responsible for ensuring that student sites are shared with the teacher and are appropriately labeled and categorized.
- Responsible for reporting inappropriate use of Google Applications or sites to their Principal and Administrators.
- Distribute Google login information to students.

School Google Administrators:

- Responsible for creating new student accounts and resetting student passwords:
- Responsible for creating new student accounts and resetting student passwords.
- Assist staff in use of Google Applications when appropriate.
- Provide support to teachers when appropriate.

Implementation Date: November 6, 2012