

G. Information Technology

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G Information Technology

G1 Digital Citizenship Policy and Procedure

Background

Headway School recognizes the role digital technology and media play in the lives of staff and students in their work, social life and in learning. In light of continuous social and educational changes Headway School encourages the use of information technology and digital communication to prepare students and staff as digital citizens and life-long learners, however it has been the policy of the school, since its inception, to forbid students from bringing their digital devices to school because they can be a serious distraction from learning. In complying with Ministerial Order (#014/2024), Headway School may, at the discretion of the Principal, permit students to have limited and strictly prescribed access to portable digital devices.

Definitions

1. **Digital Device:** are electronic apparatus that use digital signals to process and transmit information. Examples of these “personal digital” devices include cellphones, notepads, tablets, iPads, laptops and Smartwatches, or any other such devices, that enable us to communicate and access information online.
2. **Social Media:** refers to online/digital platforms that enables users to share information and connect virtually through text, video, photos, and other content. These platforms allow users to form online networks and communities for socializing, sharing information, and posting user-created content. Examples include: Facebook, YouTube, WhatsApp, Instagram, TikTok, SnapChat and others.

Procedures

1. Digital Access

Students and staff have ubiquitous access to the web. Access, when used appropriately, has the potential to positively impact student learning.

1.1 Staff and students will have equitable access to Headway School technology.

1.2 Personal devices have never been permitted in the school however, “Limited Use” may be permitted at the discretion of the Principal. These limitations include access for “health or medical reasons, to support special

needs”, or for strictly prescribed “educational purposes” including their in-class use as educational tools supporting student learning.

1.3 Students may NOT use personal digital devices during instructional time. Headway School does NOT permit students to bring these devices to school unless they are to be used for a prescribed educational activity authorized by the principal.

1.4 Students may NOT access social media on school networks or on school devices on the school premises.

1.5 Consequences:

Students who bring personal digital devices such as cellphones to school for personal reasons, other than for a specifically authorized purpose will have the device(s) confiscated and held until they pay a fine of \$100.00. The device(s) will be returned to the student after payment of the fine, at the end of the school day.

Monies collected from these fines will be donated to the School Spirit Committee and used to support their approved projects.

2. Digital Commerce

Students and staff spend large amounts of money online every year. Therefore, understanding digital commerce is important and users need to understand the associated risks and opportunities.

2.1 Users will be educated in ways to protect themselves from identity theft and internet purchasing scams.

2.2 The use of Headway School resources for commercial endeavours is not permitted.

2.3 Users will be educated in the risks and opportunities associated with purchasing/commercial transactions across the internet.

3. Digital Communications

Technology has changed the way people communicate with each other. Communication tools in our educational setting must maintain a meaningful balance. Headway School seeks to be proactive rather than reactive when dealing with digital communications.

3.1 Users will be educated in appropriate communications and parameters will be provided when communicating using Interweb tools and social media.

3.2 Students will be made aware that everything they do online is part of developing their digital identity.

3.3 Employees of Headway School need to be aware of their identity and its connection to the school when posting online publicly viewable content.

3.4 Users will be educated about the nature of public sharing via Social Media and the associated issues.

3.5 A variety of approaches and tools, across grade levels, will be used when enabling communication. These will be incorporated using technical approaches and education in digital citizenship.

3.6 Users will be educated in how to handle inappropriate communications.

3.7 Students with special needs will have higher levels of access to online communications and information.

4. Digital Literacy

Staff and students need to have explicit instruction in digital literacy. Teachers and students need to understand ways to use digital tools in meaningful and appropriate ways.

4.1 Students will be educated in appropriate and inappropriate uses of technology.

4.2 Educators will be supported in their professional development specific to the use of

technology and how they can use technology tools in the classroom.

4.3 Students will be provided opportunities to understand and use digital tools and will have time to explore their appropriate use.

4.4 Students will understand how to be appropriately critical of information on the internet, screening it for authenticity and validity.

5. Digital Etiquette

Staff and students will be educated in what constitutes an appropriate standard of conduct when communicating within digital contexts. Parents, who once took primary responsibility for education of etiquette, are often without adequate knowledge to do so in the digital world. Social cues in the digital world are not the same as in the physical world. Educators in the physical world are able to guide student etiquette. In the digital world much of the interaction students are involved in is private, which calls for explicit guidance and instruction.

5.1 Staff and students will be given explicit guidance and instruction in digital etiquette.

5.2 Digital etiquette will include a Sikh perspective where appropriate.

6. Digital Law

Canadian digital law relies upon existing law and follows the approach that if it is illegal offline it is illegal online.

6.1 Staff and students will be educated in plagiarism and copyright and the nuances in the digital world.

6.2 Staff and students will be made aware of identity theft, software theft or piracy, FOIP, PIPA, online bullying, and about privacy rights.

7. Digital Security

Living in a digital world requires precautions to ensure safety and security.

7.1 Staff and students will be educated in the purpose of password security.

7.2 Staff and students will be educated in the risk of viruses and virus containment.

7.3 Students will be educated in the risks of excessive online self-revelation and cyber bullying – mostly occurring in Social Media settings.

8. Digital Health and Wellness

Considering the frequency that today's citizens use technology it is important to consider the physical and psycho-social impact on users.

8.1 Staff and students will understand the physical risks of frequent technology use including but not limited to repetitive stress injuries, eye strain and carpal tunnel syndrome.

8.2 Staff and students will understand excessive use of the internet and technology and how compulsive behavior can lead to stress on family, friends, and the work environment. Staff and students will understand the importance of achieving balance in leading a healthy life.

9. Digital Rights and Responsibilities

Citizens in digital communities, like traditional communities, are afforded rights and responsibilities. There are expectations of staff and students to use technology in ethical, safe, secure and responsible ways.

9.1 Rights and responsibilities will balance control and management and will correspond to the amount of education users have received.

10. Storage of Personal Digital Devices

In the event that the use of personal digital devices is permitted, by the Principal, for a specific instructional purpose, students will be required to bring their devices to the teacher conducting the lesson or demonstrating how to connect with school-based systems (such as Google Workspace or PowerSchool). The devices must be turned in as the students arrive at the school. The teacher will keep the devices secure in a locked cabinet until they are used in the lesson, returned to storage, and then returned to the students at the end of the day.

11. Use of Personal Digital Devices

Use of Personal Digital Devices, when used for a permitted school project, must comply with Headway School Policy [G2 Headway School Online Code of Conduct For Device Use](#). Compliance is mandatory.

References:

Ribble, M. (2011). *Digital Citizenship in Schools* (2nd ed.). Eugene, OR: International Society for Technology in Education (ISTE).
Alberta Education. (2012). *Digital Citizenship Policy Development Guide*. Headway School Teacher Handbook
Alberta Education. Ministerial Order (#014/2024)

Adopted: June 2016

Amended: February 2025

Amended April 2025

To be reviewed annually

G2 - Headway School Online Code of Conduct For Device Use

Policy/Procedure

The Headway School Society provides online systems and resources for use by employees and students. Online resources include all material that is accessed through a computer or telecommunications network.

All policies, procedures, codes of behaviour and rules of the employees of Headway School apply to those using online systems and resources provided by or on behalf of the school. The Code of Online Conduct; pertains to the use of all online systems and resources (iPad, Chromebook, etc.)

This Code has been prepared to protect the rights and safety of all. Headway School takes appropriate measures to ensure the security of the facilities and information that may be contained in them. Headway School reserves the right to monitor the use of online resources by ALL that access the systems.

1) Personal Safety Rules

Never reveal information about your personal identity (such as your name, address, phone number, age, physical description or school) to strangers whom you may encounter online. Likewise, do not reveal such information in a public online forum where you may not know everyone who might see the information.

Never reveal personal information online about someone else unless you have their prior permission and you know the information will not be used for harmful purposes.

Never reveal your access password or that of anyone else.

Never send a picture of yourself, another person or a group over an electronic network without prior informed permission of all the individuals involved and, in the case of minors, their parents or guardians.

Report immediately to a teacher any message or request that you receive that bothers you or that suggests personal contact with you.

Never publish the specific dates, times and locations of field trips to people who are not directly entitled to such information or to public forums where unknown persons might access the information.

2) Unacceptable Sites and Materials

On a global network such as the Internet it is impossible to effectively control the content of the information. On occasion, users of online systems may encounter material that is controversial and which other users, parents or staff might consider inappropriate or offensive. It is the responsibility of the individual user not to intentionally access such material. If such material is accessed by accident, the incident must be reported immediately to a teacher or appropriate authority.

Headway School is committed to meeting obligations under the Canadian

Charter of Rights and Freedoms and Alberta Human Rights legislation by providing safe schools and workplaces that respect the rights of every individual. Discrimination and harassment will not be tolerated. It is not acceptable to use online systems to knowingly access sites, which contain material of a discriminatory or harassing nature.

Users of Headway School's Online systems will not knowingly access, upload, download, store, display, distribute or publish any information that:

- is illegal or that advocates illegal acts or facilitates unlawful activity;
- threatens or intimidates any person or suggests violence, hatred or discrimination toward other people;
- uses inappropriate and/or abusive language or conduct;
- contains inappropriate religious or political messages;
- violates or infringes the rights of any other person according to Headway School policies, Alberta Education policies, Alberta Human Rights legislation, or the Canadian Charter of Rights and Freedoms;
- is racially, culturally or religiously offensive;
- encourages the use of controlled substances, participation in an illegal act or uses the system to incite criminal actions;
- is of a defamatory, abusive, obscene, profane, pornographic or sexually explicit nature;
- contains personal information, images, or signatures of individuals without their prior informed consent;
- constitutes messages of sexual harassment or which contains inappropriate romantic overtones;
- solicits any users on behalf of any business or commercial organization without appropriate authorization;
- supports bulk mail, junk mail or spamming;
- propagates chain letters, or other e-mail debris;
- attempts to hide, disguise or misrepresent the identity of the sender.

3) Use Guidelines

All users of Headway School online systems will do the following:

Keep use of online services within reasonable limits in terms of time and volume of information transferred through the system. Excessive use of the system may disrupt services for all users (e.g. sending mass mailings of large documents or transferring large files at times of peak system usage).

Report to an appropriate authority any harm to the system or to information on the system whether that harm has been caused accidentally or intentionally.

4) Prohibited Uses and Activities

All users of the school's online systems will NOT do the following:

Copy, download, install or run viruses or other inappropriate or unauthorized materials such as games, files, scripts, fonts, or dynamic link libraries from any source.

Cause damage to any computer(s) and/or equipment including, but not limited to computer hardware, furniture, projectors, connectors, keyboards, storage devices (e.g. disk drives), and pointing devices (e.g. mice).

Damage or erase files or information belonging to any person without authorization.

Use any other person's account on the system.

Cause any user to lose access to the system - for example, by disabling accounts or changing passwords without authorization.

Open a computer case, move a computer, tamper with computer cables or connections without proper authorization.

Attach unauthorized devices to a computer or network. Such devices include but are not limited to portable computers, disk drives, protocol analyzers, and other electronic or mechanical devices. Move, copy, or modify any of the system files or settings on any computer, server or other device without proper authorization.

Compromise themselves or others by unauthorized copying of information, work or software belonging to others, encouraging others to abuse the computers or network, displaying, transferring or sharing inappropriate materials. Software pirating and unauthorized copying of material belonging to others is regarded as theft.

Copy, transfer or use files, programs or any other information belonging to Headway School for any reason whatever unless the licensing specifically permits such actions.

Attempt to subvert Headway School networks by breaching security measures, hacking accessing records without authorization or any other type of disruption.

Take the ideas, writings or images of others and present them as if they were yours. Under copyright laws, all information remains the property of the creator(s)/author(s) and therefore, permission is required for its use. The use of copyright materials without permission can result in legal action.

5) Consequences

Inappropriate use of online access by students and staff could result in disciplinary action that may include legal action and/or involvement of police.

Upon discovery of a breach of Headway School policies and /or rules, the offending student'(s') parents will be notified and asked to come into the school for a discussion of

the situation with the Administration.

Minor infractions could result in detention or in-school suspension. More serious infractions could result in out-of-school suspension and possibly legal action with involvement of the police.

The Principal will determine the disciplinary action to be applied based on severity of the infraction and discussion with the offender's parents.

6) Online Publishing

Information published on the Internet or Intranet can reach millions of people who are mostly unknown to the original publishers. For this reason, it is important to regulate information that is published through the facilities of Headway School.

The electronic publication of information using the facilities of Headway School is subject to all Headway School policies and guidelines.

A means of contacting the publisher of any collection of information (such as a Web site) must be clearly identified on the opening screen of the collection.

The information published online must be kept current and accurate with no conscious attempt to mislead the reader.

Personal information such as personal addresses, phone numbers, individual or group pictures, or signatures cannot be published without express informed permission according to Headway School procedures.

For the safety of our students, schools or departments must NOT publish specific dates, times and locations of future field trips.

The appropriate school or department administrator is responsible for ensuring that all work published is original or has been cleared for copyright with the originator and ownership of the copyright is clearly indicated.

Advertising on any Headway School related electronic publication is subject to the approval of the appropriate supervisory officer.

All Web pages posted to the Internet must be linked to the official central site of Headway School.

All Web pages hosted on the Headway School corporate site or paid for by Headway School are considered property of Headway School.

7) Recording of Lessons

Headway School's preferred platform for delivery of Online lessons is Google Meet, part of a collection of applications in Workspace for Education (formerly known as G-Suite for Education). Recently, Google Meet has added a feature enabling students to record sessions (lessons). This was done to improve the Workspace for Education. While this feature is a welcome addition from a pedagogical perspective, it does bring with it concerns about security of personal information, pictures, etc.. The FOIP Act indicates that

anyone recording a meeting, lesson, etc. MUST advise all participants that the session is being recorded. In addition, permission to be recorded MUST also be obtained from all participants. It is the position of Headway School that any teacher who records a lesson in which students are participants, MUST obtain permission from the parents of the students prior to recording the session. [See Permission Form for Recording of Lessons in the School Forms collection]. Only Google sanctioned software or features may be used to record the lesson. Furthermore, the lesson may only be posted in a secure place within the Google Workspace, so that students may use the recorded lesson for review or study purposes.

The recorded lesson may NOT be used for any purpose other than review or study. Use outside of this restriction will be considered illegal and possibly actionable.

The use of software or applications outside of those approved by Headway School Administration is NOT permitted – even if the person recording the lessons is granted permission by participating students. Software and applications other than those in the Google Workspace may not be secure and could potentially result in major security breaches and contravention of FOIP and other legislation.

8) Liability

The Headway School Society of Alberta makes no warranties of any nature or kind, expressed or implied, regarding its online services or resources, the continued operation of these services, the equipment and facilities used and their capacities, or the suitability, operability and safety of any program or file posted on Headway School systems for any intended purpose.

Teacher Use of Computers, Cellular Phones and Other Devices Use of Cellular Phones, Laptops, Tablets by Staff While On Duty

Teachers are NOT to use cellular phones, laptops, tablets or any other device when they are teaching or supervising students. The only time that a computer, laptop or other device may be used during instructional time in the classroom is:

- a) to facilitate a presentation i.e. the device is hooked up to a projector or similar device which is projecting an image or program as part of the delivery of the lesson.
- b) to scan data and compute results as part of a lesson in progress.

Staff are NOT to use their cell phones while they are on duty either teacher teaching or supervising students. This is a serious safety issue. Staff must not be distracted when actively observing student activities. Accidents can happen “in the blink of an eye” and the staff member should be engaged enough either to prevent the accident, or to provide timely response to it. It is Headway School policy that teachers should NOT be using computers, laptops, cellular phones, or other similar devices during lessons, while on duty teaching, unless these devices are an integral component of the lesson. Similarly, teachers must NOT be using cellular phones or other devices while supervising student activities.

iPad Acceptable Use Policy

Elementary school students, in school, will have access to iPads from time to time. All of the rules around computer use in the school apply to these users, with the exception that teacher supervision of users will be very strict, i.e. students will be closely guided through use of the device, and “random” searching of the Internet for the purpose of research will not be permitted.

Chromebook Acceptable Use Policy

Students in Headway School’s Junior and Senior High School will have access to use Google Chromebooks in school. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen. Students and their parents/guardians are reminded that use of technology is a privilege and not a right and that everything done on any device, network, or electronic communications device may be monitored by the school authorities. Inappropriate use of the technology can result in limited or banned computer use, disciplinary consequences, removal from school, receiving a failing grade, and/or legal action. Students and their parents/guardians are responsible for reviewing/signing the Headway School Network User Agreement and returning it to their classroom teacher prior to use.

TRAINING:

Before students are allowed to use the Chromebooks they will be issued a Student Email Address and computer system access code(s). Additionally, the students must be trained on how to use the Chromebook by their technology teacher and classroom teacher.

RESPONSIBILITY for the CHROMEBOOK:

1. Students are solely responsible for the Chromebooks issued to them.
2. Must comply with the Chromebook Acceptable Use Policy and all policies of the school when using their Chromebook.
3. Must treat their device with care and never leave it unattended.
4. Must promptly report any problems with their Chromebook to the teacher leading the lesson.
5. May not remove or interfere with the serial number or other identification.
6. May not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or casing.
7. May not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.

8. Must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.
9. No food or drink is allowed next to your Chromebook while the screen is open.
10. Chromebooks should be shut down when not in use to conserve battery life, and “parked” in the charging station over-night.
11. Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time.

RESPONSIBILITY for ELECTRONIC DATA:

Users of Headway School technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

COPYRIGHT and FILE SHARING:

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against Headway School’s Online Conduct Policy.

MANAGING YOUR FILES and SAVING YOUR WORK:

Students may save documents to their Google Drive which will make the files accessible from any computer with Internet access. Students using Google Drive to work on their documents will not need to save their work, as Google Drive will save each keystroke as the work is being completed. Students will be trained on proper file management procedures.

ORIGINALLY INSTALLED SOFTWARE:

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. From time to time, the school may add software applications for use in a particular area of study. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school. Students are not permitted to add apps or extensions to their Chromebooks and are blocked from this type of function. A list of applications currently being used on the chromebooks are available from the Technology Teacher or designated classroom teacher(s).

INSPECTION:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care, maintenance and inappropriate use.

DIGITAL CITIZENSHIP:

Students must follow the six conditions of being a good digital citizen:

1. **RESPECT YOURSELF:** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the personal information and images that I post online. I will NOT be inappropriate. I will not visit sites that are inappropriate.
2. **PROTECT YOURSELF:** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or schedule of my activities. I will report any inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
3. **RESPECT OTHERS:** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or bother other people. I will show respect for other people in my choice of websites.
4. **PROTECT OTHERS:** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations.
5. **RESPECT INTELLECTUAL PROPERTY:** I will request permission to use resources. I will cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information.
6. **PROTECT INTELLECTUAL PROPERTY:** I will request to use the software and media others produce. I will use free and open-source alternatives rather than pirating software. I will act with integrity.

CONSEQUENCES FOR VIOLATIONS OF THE CHROMEBOOK ACCEPTABLE USE POLICY

1. Violations of these policies may result in one of the following but not limited to these disciplinary actions:

- Restitution (money) paid in compensation for theft, loss, or damage
- Student/Parent Conference with school administrator/principal or other school official
- Removal of unauthorized files and folders

- Restriction of Internet and Chromebook privileges*
- Detention, suspension, or expulsion
- Police referral

2. If a violation of the Student Chromebook Acceptable Use Policy violates other rules of Headway School's Student Code of Conduct, consequences appropriate for violation of those rules may also be imposed.

*If a student's Internet privileges are restricted, this means that for the period of the restriction, the student may only access the Google Drive offline and will not be permitted to access the Internet without strict teacher supervision.

References:

Headway School Policy G1 Digital Citizenship Policy and Procedure
Ribble, M. (2011). Digital Citizenship in Schools (2nd ed.). Eugene, OR:
International Society for Technology in Education (ISTE).
Alberta Education. (2012). Digital Citizenship Policy Development Guide.
Headway School Teacher Handbook
Alberta Education. Ministerial Order (#014/2024

Revised: May 2021

Amended December 2024

Amended April 2025

To be Reviewed Annually.

G3 Headway School Network Responsible Use Agreement

In order to provide quality education to students in a dynamic learning environment, Headway School provides network resources that support learning for students and staff. “Network resources” refers to all hardware, software, services (e.g., e-mail or Internet) and information resources accessed by authorized users of the Headway School technology network.

Having students learn responsible use of the Internet as an educational resource and maximizing its potential as a learning resource, depends on the coordinated effort, involvement and commitment of the student, the school and the parents. One aspect of that commitment is for parents and students to review this *Network Responsible Use Agreement* and accept its terms and conditions.

Student

I have read and understand the terms of the ***Headway School Network Responsible Use Agreement*** and I agree to comply with them. I understand that if I violate these Guidelines, my network privileges may be revoked and may lead to additional discipline. I understand and agree that my computer use may be monitored at any time. I understand that this document will remain in my school file and will be in force for the period of my enrolment or tenure as a student of Headway School. I grant permission to issue an account to me and consent to the release of information necessary to establish said account and any others required to support instruction.

Student’s Name

Date

Signature of Student (Grades K-3 do not need to sign)

Student ASN Number (to be filled in by teacher)

Parent or Legal Guardian (if student is under age 18)

As the parent or guardian of this student, I have read this document and have reviewed it where applicable with my child. I understand and agree that my child’s computer use may be monitored at any time. I understand that some materials on the Internet may be objectionable and that my child may manage to access those materials despite the best efforts of Headway School and its staff; therefore, I accept the responsibility for guiding my child and conveying to him or her appropriate standards for selecting, sharing and exploring information and media on the Internet.

I understand that this document will remain in my child’s school file and will be in force from the beginning of their enrolment at Headway School.

I hereby grant permission for the school to issue a network account to my child and I grant

permission for my child to use Headway School Network resources.

Expectations for Students Using Headway School Network Resources

Students must follow the following rules when utilizing network resources, on school computers or personal devices, including accessing the Internet or using e-mail. Network use is a privilege, not a right. Failing to follow these rules may lead to losing your privileges.

1. Students will keep their user name and login password private.
2. Student will follow and respect the law and all Headway School policies and rules when using network resources. Students will never use network resources for any illegal activity.
3. Students will not access, download, save, display, send or receive any inappropriate material. Inappropriate material includes anything which is:
 - sexually explicit
 - hateful or discriminatory based on sex, race, religion, origin, sexual orientation, etc.
 - offensive
 - profane or using profane language
 - harassing or intimidating
 - illegal
 - otherwise not appropriate for school.
4. Students will not use network resources to bully or harass any person. Bullying is more than just physical – it includes personal attacks, intimidation, gossiping, humiliating, negative comments, threats, harassment and other unkind online activity. These types of behaviours may lead to much more severe discipline under our school’s discipline policy.
5. Students will not vandalize any computer or computer system, or try to break computer security. This includes damaging or infecting any computer hardware, software, network, or information on them, including creating computer viruses. Students will not attempt to access any other student’s or staff member’s information, or any other “hacking” activity. Students will not attempt to access any website which is blocked.
6. Students will not download music, video, games or any software on school computers, unless specifically allowed for a school project.
7. Students will not use school computers to play games, including Internet games, or access Internet gambling sites.
8. Students will respect the copyright on all material accessed by the Internet and will not illegally download material. Remember that plagiarism is very serious and that materials from the

Internet should be cited, just as you would cite other materials. You also agree that you will not illegally copy material protected under copyright law, or make that material available to others for copying, including software, music or video files.

9. Students will follow accepted rules of network etiquette. These include (but are not limited to) the following:

- Students must be polite. Do not be abusive in your messages to others.
- Students must use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Students must not reveal personal information about themselves, family members, fellow students, teachers, friend or others over the Internet.

Notice to Students and Parents/Guardians

All Headway School network accounts are the property of Headway School. Files may be inspected and copied and a history of visited sites and utilized services may be searched in the event of suspected violation of this Network Responsible Use Agreement, school rules, or of the policies and regulations of Headway School.

I certify that the information supplied on this form is correct. I also consent to the release of information necessary to establish a Headway School Network Account.

Signature of Parent/Legal Guardian

Email address

Date

Notice template for schools when gathering parent or guardian consent

To parents and guardians,

At Headway School, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Headway School, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a Google Workspace for Education account for your child.

I give permission for Headway School to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Thank you,
[Insert name of school administrator]

Full name of student

Printed name of parent/guardian

Signature of parent/guardian

Date

Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://workspace.google.com/terms/user_features.html):

- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail
- Google Chat
- Google Chrome Sync
- Google Meet
- Google Vault
- Groups for Business
- Keep
- Migrate
- Sites
- Tasks

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “**Additional Services**”:

- YouTube and Google Maps. A list of additional services is available at <https://support.google.com/a/answer/181865>, and instructions for administrators about how to enable or disable them are available at <https://support.google.com/a/answer/182442>.]

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student's Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third-party services. Additional information about these third-party services is available from the school Administration.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, [insert name of school/district] may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the [Google Privacy Policy](#):

- activity while using additional services, which includes things like terms your student

searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.

- apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.
- location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](#) for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the [Google Privacy Policy](#) for more details.

Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search

engines, including Google Search.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting the Principal of Headway School at (780)951-6677 or email: jss@shaw.ca. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also

visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact the Principal at Headway School. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at https://workspace.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) at <https://www.google.com/intl/en/policies/privacy/>), and the [Google Cloud Privacy Notice](https://cloud.google.com/terms/cloud-privacy-notice) at (<https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing-addendum>).