

Attachment A

G-Suite for Education (Formerly Google Apps)

Online Services Assessment

General Information

- a) *What is the online service called?* The G-Suite for Education (Formerly Google Apps)
- b) *What does the online service provide?* The G Suite for Education (formerly called Google Apps for Education) core services are the heart of Google's educational offering to schools. The core services are Gmail (including Inbox by Gmail), Calendar, Chrome Sync, Classroom, Contacts, Drive, Docs, Forms, Groups, Sheets, Sites, Slides, Talk/Hangouts and Vault. Google Apps for Education provides students with access to twenty-first century collaboration and learning tools to support their education.
Google Inc. ABN 34 118 972 998
- c) *Who is the service provider?*
- d) *Who will administer the technology at the school?* The G-Suite for Education will be administered by the schools technical personnel and supported by the school online service coordinator and classroom coordinator. Classroom activity will be monitored by classroom teachers.
- e) *How will the school be using the online service?* G-Suite for Education will be used to enhance teaching and learning in the school. School users will have access to a variety of core services offered by G-Suite including: Gmail (including Inbox by Gmail), Calendar, Chrome Sync, Classroom, Contacts, Drive, Docs, Forms, Groups, Sheets, Sites, Slides, Talk/Hangouts and Vault.
Common tasks G-Suite for Education will be used for include
- student and staff email accounts
 - send/receive emails
 - publish school calendars
 - collaborative learning
 - creating documents, sheets, slides and forms
 - share content to other school users
 - publish homework, coursework, assessment tasks and results
 - submit publish homework, assessment tasks and coursework
 - store school related content

THE SCHOOL WILL NOT COLLECT, USE OR DISCLOSE PARENT OR CARERS CONSENT OR MEDICAL INFORMATION TO THE ONLINE SERVICE PROVIDER (GOOGLE INC.)

f) *Where can information about the online service be found?*

Google for Education Privacy & Security Information
<https://edu.google.com/trust/#what-are-google-apps-for-edu>

Further information on how Google handles and uses personal information may be accessed at:
http://www.google.com/apps/intl/en/terms/education_terms.html

https://www.google.com/intx/en/enterprise/apps/terms/dpa_terms.html

<http://www.google.com/policies/privacy/>

<http://www.google.com/about/datacenters/>

Complaints regarding Google's management of this service should be directed to Google or the Office of the Australian Information Commissioner. Complaints regarding the schools management of this service can be made through the schools complaint handling process.

Use and Disclosure by School

g) *What information of individuals will the school use and disclose to the service provider?*

The school will *only* provide the following information to the online service provider (Google Inc.) for the purpose of registration:

- Student first name, surname
- LDAP username/Cases ID e.g. ABC0001
- Student school email address ABC0001@sssc.vic.edu.au
- Staff first name, surname
- Staff school email address, john.smith.1@sssc.vic.edu.au

THE SCHOOL WILL NOT USE OR DISCLOSE HEALTH AND SENSITIVE INFORMATION TO THE ONLINE SERVICE PROVIDER (GOOGLE INC.) FOR PURPOSE OF REGISTRATION.

h) *How will the school use the information of individuals?*

The school will use student Cases ID's to generate an email account. The online service provider (Google Inc.) will then use this email to generate an account using the email as a username. The school will continue to provide Google with first name, surname, username and password information by using the Google Cloud Directory Sync and the G Suite Password Sync utility to synchronise local LDAP information with the online service provider.

i) *Where will the service provider store the information disclosed to it?*

- Overseas

- j) *What school policies will apply to the use of the online service?*
- Acceptable Use Policy**
<http://sssc.vic.edu.au/wp-content/uploads/2016/08/ICT-Swinburne-Acceptable-Use-Agreement-2017.pdf>
- Online Services – Participation and Privacy Consent**
<http://sssc.vic.edu.au/wp-content/uploads/2017/09/OS-Participation-Privacy-Consent.pdf>
- Media Consent Form**
<http://sssc.vic.edu.au/wp-content/uploads/2013/11/consent-form-.pdf>
- School Privacy Policy**
<http://sssc.vic.edu.au/wp-content/uploads/2017/09/Swinburne-Senior-SC-Privacy-Policy.pdf>
- Cyber Safety**
<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/cyber-teach.aspx>
- Office of the eSafety Commissioner**
<http://www.cybersmart.gov.au/report.aspx>

- k) *Will the school be able to access and retrieve all content, including messages or other communications from the online service?*
- Swinburne Senior Secondary College has the capacity to retrieve all user content, including but not limited to online messages and communications, files, emails, comments and contact information.
- Students transferring or leaving the school will be given 14 days to save the content of their account to an external source e.g. *USB drive* or *personal email account*, thereafter accounts will be locked then deleted at the end of the school year.

- l) *Is there an alternate method of access to information, notifications, communications and transactions enabled through the online service?*
- Students of parents who do not consent to the use of G-Suite for Education will be provided with alternate arrangements for accessing information, notifications and receiving communications. Typical arrangements may include using Microsoft Office, a personal email account and access to school servers for storing data.
- Access to the online service (G-Suite for Education) will be widely available to students at school using a school device.
- Teacher aides will provide assistance at school to students who are restricted or impaired by a disability.

Collection by Service Provider

- m) *How will the service provider use information of individuals that is collected from the school?*
- G-Suite will use the data provided by the school to create student and staff email accounts which will be used by users to access their G-Suite account and core learning tools.

SWINBURNE SENIOR SECONDARY COLLEGE WILL NOT PROVIDE PARENT OR CARER INFORMATION TO THE ONLINE SERVICE PROVIDER (GOOGLE INC.).

n) *What information of individuals will the service provider collect in the course of the use of the online service?*

While users are logged into their G-Suite accounts, Google will automatically collect the following information:

- Device ID (mac address)
- Device Location
- Device Model
- Device Operating System
- Last Synced
- Activity Logs
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SWINBURNE SENIOR SECONDARY COLLEGE DOES NOT PROVIDE PARENT OR CARER INFORMATION TO THE ONLINE SERVICE PROVIDER (GOOGLE INC.).

o) *How will the service provider use information collected in the course of an individual's use of the online service?*

This information (which includes personal information) is used to provide, maintain, protect and improve the online services, to develop new technologies, and to protect Google and other users. For more information about Google's privacy policy, please refer to:

<http://www.google.com.au/intl/en/policies/privacy/#infocollect>

Copyright

p) *What content or works will individuals share in the course of their use of the online service?*

Students may create and share work that contains information about them or their family, including:

- art work or photographs
- video or digital story
- comments and insights on information
- school projects and assessment materials
- podcasts and other streaming outputs
- email content
- written work, such as assignments, essays or poetry
- communication with peers.

p) *Who will be able to see the content or work?*

Content collected in G-Suite will not be available publicly, however, users may choose to share their own content to the public. Generally teachers will publish content to their classroom allowing students a fast and easy way to collaborate and learn. Teachers will have full control over their classrooms allowing full control, monitoring and the ability to modify their classroom as required.

ICT Coordinators, Welfare Coordinators and Online Service Coordinators will have administrative access to classrooms and all other spaces within G-Suite for Education.

Students will be allowed to send, receive and share information to local and global email accounts, they will not have permission to modify, create or delete content stored in classrooms or content which they do not own.

Teachers can only invite Swinburne Senior Secondary College students to join their classrooms and participate in collaborative learning tasks.

q) *Whilst students own copyright in the works they produce, who will have rights to reproduce and/or use the works?*

Swinburne Senior Secondary College and the State of Victoria (Department of Education) have the rights to reproduce and/or use student works. The college publishes an annual college magazine, monthly newsletters and other communication with the college and wider community. The college maintains a website and social media sites that are used to promote the school, publish student work and for teaching and learning. A feature of college life is the creation and use of photographs and videos of students, student produced images, video, sound works and artworks. Teachers and students use social media applications for teaching and learning. In order for this to occur the college requires consent from parents and students.

School Privacy Policy

<http://sssc.vic.edu.au/wp-content/uploads/2017/09/Swinburne-Senior-SC-Privacy-Policy.pdf>

Media Consent Form

<http://sssc.vic.edu.au/wp-content/uploads/2013/11/consent-form-.pdf>

College Acceptable Use Agreement

<http://sssc.vic.edu.au/wp-content/uploads/2016/08/ICT-Swinburne-Acceptable-Use-Agreement-2017.pdf>

G Suite for Education (Online) Agreement

https://gsuite.google.com/intl/en/terms/education_terms.html?_ga=2.252699200.836414513.1504744979-484478335.1504744979

Does Google Own Student Data?

https://edu.google.com/intl/en_au/trust/#does-google-own-school-or-student-data

r) *If the school wants to use and reproduce the works of students, what types of work, how and where will it be used or reproduced?*

Swinburne Senior Secondary College may published, reproduced, communicate and share student work to demonstrate excellence and celebrate the efforts of students on their website, newsletter, college magazine and promotional materials.

Students work may be the following whilst a student at Swinburne Senior Secondary College:

- Artwork
- Photograph
- Video
- Blog
- Wiki
- School project
- Sound work
- Poem
- Writing
- Image

Student work will remain the property of the student unless they give permission for it to be displayed elsewhere.