

# Computer Rules and Regulations

School Year 2020-2021



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# Computer Rules and Regulations

This document details all the IT rules and regulations that non-IT staff and students should be aware of. In addition to this document the IT Department has additional documents that cover rules that apply to IT staff, documentation on how IT in La Garenne is managed and general policies used by the IT department when taking decisions. We use the term “*Computer Rules and Regulations*” when referring to this document. We use the term “*IT Policy*” when we refer to the set of internal IT documents and this document.

The Rules in this document apply to all staff and students who use IT resources at La Garenne: desktop computers, laptops, smartphones, tablets, smart-watches, game consoles, software, peripherals, servers, local network, wireless network, and Internet connectivity provided within the school’s premises. La Garenne uses modern reliable equipment to ensure that every staff member and every student has Internet access in every area of the school. LG IT resources are to be used for educational purposes and communication with parents. Recreational use of these resources are acceptable as long as they do not overload the school’s network and do not violate current Rules and Regulations. This applies to the full calendar year.

The School implements devices and software to control and monitor LG IT resources usage within the context of these Rules. The usage of all IT resources as well as any information exchanged via the network may be randomly checked and analysed by members of the IT Department.

Students/staff members must respect all copyright regulations and laws. No attempt should be made to download music, video, software or any other copyright protected materials from any resources without payment and/or authorisation. Voluntary research of inappropriate websites (pornographic, xenophobic, violent or racist content, etc.) is strictly prohibited.

Students/staff members must communicate in a clear and correct language. No one is permitted:

- To attack someone’s dignity, integrity or sensitivity, via text messages, cyber-bullying, email, or provocative and unlawful images;
- To attempt obtaining another individual’s password;
- To hide their identity or to use a false one, whether fabricated or stolen;
- To reveal on the Internet their own home address and phone numbers, home address and phone numbers of staff members, students or parents.

Students/staff members are to take care of IT resources. They are not permitted to modify/remove any configurations of devices that are put in place by the IT Department; to eliminate data on the School network; to interfere with system security.

Students are not permitted to modify/remove certain configurations on their personal devices:

- Remove/Modify Management Profiles
- Gain administrative access to their device
- Remove EFI/Firmware passwords put in place by the IT Department

IT equipment installed around the school is not to be displaced by non-IT staff. If a piece of IT equipment is no longer required in a location or is required in a different location, IT personnel are to be informed and it

is up to the IT department to allocate time and personnel to its displacement. At no time should non-IT staff help themselves to displace IT equipment without informing the IT department first and getting approval to do so. This includes:

- Unplugging desktop computers/monitors/TVs/SmartBoards/network switches/etc. from power
- Disconnecting devices from wired networks
- Disconnecting Video/Audio cables connecting desktop computers and Video/Audio devices

Necessary IT support for hardware and software will be provided. Devices scheduled for repair may have all of their data wiped off. Students/staff are responsible for backing up their own data, however the IT Department may assist in backing-up/restoring data from malfunctioning/broken devices.

This data will be compressed, encrypted and stored in a redundant, secure storage solution. The IT Department will not process this data in any way, other than in attempts to keep it safe and secure.

This data will be automatically deleted after 6 months for current staff/students and 3 months for staff/students that have left the school. At any point in time the staff/student may request to delete this data.

Any damage to staff/student devices, any loss or theft is at the owner's responsibility. Any damage to school owned equipment is the responsibility of the staff/student using it at the time. In case equipment is damaged the staff/student will be charged for its repair or replacement.

**Violation of these Rules will result in definitive loss of access to IT resources and disciplinary action.**

## Computer requirements

Every student studying in La Garenne must have a computing device available to them in every lesson, homework period, extracurricular activity. Availability of this device is the responsibility of the student. For definitions of such a device see requirements on the following pages.

If such a device is not available for any reason the school will provide a suitable alternative device for use by the student free of charge for the first 3 days, after this grace period this service is subject to charge (see [IT Service Prices 2020/2021](#)). The 3 day period gives the IT department time to contact the student's parents and propose options such as repair of student's device, purchase of a new computer for the student, etc. For more information about the use of such a computing device see [Borrower computers](#).

## Compulsory computer requirements for students primarily studying on La Garenne Campus

- **Only Apple computers are permitted and supported.**
  - OS X 10.11.6 or later is supported (**OS X 10.14.6 recommended**)
  - The school does not recommend apple devices that do not have USB-A ports
    - If a device with USB-C ports is purchased the student is required to have a USB-C to USB-A adapter
  - Please refer to this [link](#) for OS compatibility on various Macs.
- Chargers for every electronic device brought to the school (compatible with Swiss electricity sockets).
- A protective sleeve or a bag (neoprene if possible).
- Accounts on student computers should be setup in the following manner:
  - An administrator account (full administrative privileges) with the login “admin” for use by the IT Department
  - A standard account for use by the student
  - All account details and passwords are to be communicated to the IT Department at the start of the school year (see form at the end of this document)
  - Students are not to know the administrator account details
  - Computers are to be used by the student only and are not to be shared with a family member
  - The administrator password will be changed by the IT Department and will remain secret until it is removed at the end of 3rd Term or in case the student leaves the school indefinitely.
  - Both accounts have to be set to **English or French interface**
  - If this is not done the IT Department will have to contact the parents or crack the passwords, the parents will be charged for the time spent by the IT Staff (see “Computers and Prices”)
- A USB drive (8GB or larger)
- Headphones/Earphones with a microphone

## Obligatory software:

1. OS X 10.11.6 or later (OS X 10.14.6 is recommended)
2. iMovie - Free on Apple AppStore
3. GarageBand with base sound package - Free on Apple AppStore
4. The Unarchiver - Free on Apple AppStore
5. Google Chrome - download [link](#)
6. LibreOffice - download [link](#)
7. Scratch Desktop - download [link](#)
8. Blender - download [link](#)
9. Gimp - download [link](#)
10. VLC - download [link](#)
11. Google Earth Pro - download [link](#)
12. Audacity - download [link](#)
13. ScreenSharePro - download [link](#)

*In case the above software is not installed the parents will be charged for the IT time, there is no charge for the software itself since it is all free. Software from the Apple AppStore requires the student to have an Apple ID. The IT Department is not responsible for the creation and management of a student's Apple ID.*

## Compulsory computer requirements for students primarily studying on Le Roc Campus

- Any computer/tablet that is able to fit the below requirements is allowed
  - Able to run Google Chrome
    - See OS requirements for computers here: [link](#)
    - For Chrome OS devices needs to be able to run Google Chrome 83 or above
    - For Android devices Android version 5.0 or higher and GMS services are required
    - For iOS devices ability to run iPadOS 14 or newer is required for information on device support see this [link](#)
  - Ability to use Google Services
  - Ability to connect to 802.1x wireless networks
  - Have a webcam, microphone and speakers
  - Display size of at least 10 inches
- Chargers for every electronic device brought to the school (compatible with Swiss electricity sockets).
- A protective sleeve or a bag (neoprene if possible).
- A USB drive (8GB or larger)
- Headphones/Earphones with a microphone



## Classroom computers

Classroom computers are configured with network accounts created for every teacher. Teachers are to use their respective accounts only. Passwords for such accounts are not to be shared with other staff members or students.

Although it is the responsibility of each staff member to make sure that their data is stored safely and backed up. The system is configured in a way that parts of the home folder (Desktop/Documents/Pictures/etc.) are stored on the school server and backed up regularly. In case any loss of files occurs, staff may request the IT department to attempt and recover it. For more detailed information on what parts of the home folder are backed up and what are stored locally please contact the IT department. At the point of writing the following directories part of the home folder are not backed up and are stored on each classroom computer locally:

- ~/Downloads
- ~/Library/Caches
- ~/Library/Application Support/Google

Classroom computers also have 2 local accounts. One used by the IT department for management and one used by teachers in case network accounts are unavailable due to any reason.

The account used by the IT department is to be used by the IT department only, its password is not to be shared with anyone other than members of the IT department.

The account used by teachers is to be used by school staff and students with permission from school staff. Login credentials for this account are not shared with anyone not part of La Garenne.

The IT department reminds any staff or student to remove their personal details and logout of any personal accounts at the end of the session using a local account. This is because local account login credentials are shared another student/staff member may gain access to data they should not have access to.

Any data stored on local accounts can be whipped at any point in time. Storing important information on local accounts in classroom computers is not recommended. Backing up this information is up to the user.

All software required for the educational process is installed on classroom computers. In case new software becomes a requirement, this is to be communicated to the IT department. The IT department will then take a reasonable amount of time to test software compatibility and its compliance with the IT policy. Once that is done the software will be installed on classroom computers. The IT department reserves the right to deny installation of any software it does not comply with IT department's internal rules and regulations.

Use of classroom computers is monitored and should not be used for malicious purposes. IT equipment should be used with care and the user is responsible for not damaging it. At no time should any cables connected to IT equipment by the IT department should be disconnected from it by staff other than members of the IT department. This includes unplugging Audio/Video cables, power cables, network cables, etc.

## Office computers

Most office computers are configured with a local account used by the IT department and a local account for every staff member using it. Some office computers are configured with network accounts created for every staff member as required. Staff are to use their respective accounts only. Passwords for accounts are not to be shared with other staff members or students.

If your office computer uses a network account all regulations in [Classroom computers](#) apply. If your computer uses a local account please read the regulations below. If you are not sure please get in contact with the IT department. Not knowing which regulation you should follow does not free you from the consequences that would follow for breaking the regulations.

The IT department is not responsible for any data stored locally on office computers. It is up to the user to securely back up any important information in the appropriate location such as the school server, Google Drive or other locations approved by the IT Policy.

## **Borrower computers**

The school possesses several computers that can be borrowed to students in case their primary computing device is not available for any reason. As per Computer Rules and Regulations, every student is to have a suitable computing device available to them during any lesson, homework period, activity, etc. For more detailed information about this see [Computer requirements](#).

The borrower device is borrowed to the student free of charge for the first 3 days, followed by a flat fee of CHF 20 per day. The 3 day grace period gives the IT department enough time to contact the student's parents and propose a solution such as purchasing a new computing device for the student or organizing a repair of their device.

During the borrowing period the person borrowing is fully responsible for the device. In case the device is returned damaged or without its original charger, the repair or replacement of the device must be repaid in full. The device must be brought back to the IT office and handed over to a member of the IT department, who will then note the device as returned in the system, simply leaving the device on school campus is not sufficient. If this is not done the daily charge will continue up until the device is returned.

Borrower devices are mainly intended for student use, staff may request to borrow a computer for up to 1 day from the IT Department. However, the device will only be borrowed if enough devices are available for students. If a device is required by a staff member for longer than 1 day special permission needs to be requested from the direction.

## **Possible software Staff/Student:**

New software has to be confirmed with the IT department prior to its implementation in the school environment. Software compatibility needs to be tested in different operating systems.

- Software to communicate with parents (e.g. Skype, WhatsApp, WeChat, Telegram, etc.)
- Class resources software
- Translators
- **Reasonable** number of games only for the student's age
- Reading software (e.g. Kindle, etc)
- Cloud software solutions (e.g. Google Drive, DropBox, Evernote etc.)

*The above software is not obligatory and its installation or functioning is not the responsibility of the IT Department.*

## **Forbidden software:**

- Software that enables to download music, video, software, etc from any resources without payment including (e.g. Youtube downloader)
- Games that are not for the student's age (e.g. Fortnite 12+, Call of Duty 17+, etc.)
  - If such games are installed written permission from parents/legal guardian, the school's director and student's house parent have to be provided to the IT Department
- Torrent Clients (e.g. uTorrent, Qbittorrent, Transmission, etc.)
- Network settings changing agents (e.g. Hotspot Shield, HolaVPN, etc)
- Any VPN software

*If the above requirements are not met the games/software will be uninstalled, parents charged for the IT time spent, student's houseparent informed and will decide on further consequences.*

## **Smartphone and tablets requirement:**

- English or French interface
- Protective case or folder
- A password for Apple Store or other software provider must be handed to the School
- Any software or applications installed on student devices should comply with the school's IT Policy and should be age appropriate for the student
- Possible software: Translators, reasonable number of games, reading software (e.g. Kindle etc), books archive, archive agent, Evernote, Dropbox, Google Earth and other mapping software, etc.
- Forbidden software: torrent download agents (e.g. Utorrent), network settings changing agents (e.g. Hotspot Shield etc), games that are not appropriate for the student's age.

*If the above requirements are not met the games/software will be uninstalled, parents charged for the IT time spent, student's houseparent informed and will decide on further consequences.*

# E-Safety Statement

**La Garenne International School works with children and families to educate children from 5 to 18 years in Chesières, Switzerland.**

The purpose of this policy statement is to:

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

**The policy statement applies to all staff, students and anyone involved in La Garenne's activities.**

**We believe that:**

- children and young people should never experience abuse of any kind
- children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

**We recognise that:**

- the online world provides everyone with many opportunities; however it can also present risks and challenges
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- we have a responsibility to help keep children and young people safe online, whether or not they are using La Garenne's network and devices
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

**We will seek to keep children and young people safe by:**

- appointing an online safety coordinator and a member of the IT Department
- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online by setting up parental controls on their kids' devices, and reminding them of the dangers of their children 'meeting' people online or giving out details to strangers
- developing an online safety agreement for use with young people and their parents/carers

- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person
- reviewing and updating the security of our information systems regularly
- ensuring that usernames, logins, email accounts and passwords are used effectively ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff and volunteers about online safety examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

**If online abuse occurs, we will respond to it by:**

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

## **Consequences incase Computer Rules and Regulations are not Followed**

If the requirements are not accepted, the students will not be able to use the school network or their devices within the school.

The school has the right to confiscate the computer or device used should the rules and regulations be broken or if the computer is used or treated inappropriately.

The students are responsible for their own devices and may not lend them or share them.

### **Computer Rules During School Holidays**

At the start of the school year the IT Department sets up student devices and starts enforcing the school's IT Policy. During mid-term and half-term breaks as well as weekends parents and legal guardians are responsible for the enforcement of the school's IT Policy. During these periods students are not granted administrative rights on their electronic devices, in order to avoid having to setup the devices again as done at the start of the school year.

As the end of the school year approaches the IT Department will dedicate time to take student devices, class by class and remove all the restrictions. This does not mean that the school's IT Policy no longer applies. Until the student leaves the school for summer holidays, the student should keep following all the rules detailed in the IT Policy.

If the student is to leave school early, the parents are to inform the school in advance in order to allow time to remove all the restrictions from the student's devices.

## School Email

The school account is a professional email account (@la-garenne.ch). Students/Staff should be treated their school accounts the same way they should treat in the future an account assigned by an employer, or by university. Students are expected to still use their personal email account for personal communication with family and friends, and use their school email account for school purposes. This is exactly the same scenario students will encounter when they graduate and move to college or into the workforce. We believe it is important our students understand and practice the difference between professional and personal communication over electronic means. Having a professional email account at high school will facilitate this understanding.

### Sign in via Google Education

Unlike a personal email account, a professional email account is provided by La Garenne School to its members with the purpose of clearly identifying the origin of an email while facilitating collaboration among its members. A school email account bears the name of La Garenne International School issuing the email account and provides the following benefits over a personal email account:

- It provides a well-known means for official communication. For example, we intend to send copies of notifications to the student's official email address.
- It allows recipients of your emails to easily identify the origin of the email and associate it with the issuing institution's name. For example, universities see emails coming from an educational domain more favorably than emails from a generic domain (gmail.com, hotmail.com, etc) because they can clearly identify where the email is coming from.
- It makes it easier for people in the same domain to communicate. For example, teachers now know the email address of their students. Students won't need to share their personal email account with his teachers next term or year.

In the particular case of the accounts we provide, there are a couple of additional benefits:

- The school email account allows access to "Google Apps for Education," which provides online file storage and the ability to share files safely and with ease between staff and students (it is safe, because the accounts are part of the same domain; it is easy because the account addresses are well known).
- The school email account is monitored. Communication between teachers and their students becomes more transparent when there is an official means of communication for school-related work and that channel is open for monitoring. We discourage teachers to establish casual electronic communication with students over personal email accounts.



## **Student Email, Google Services and Other Online Accounts Provided by the School**

Starting from Year 1 Students will be provided with a school email as required. This email will be used to login to other online educational services provided by the school. It will also serve as an online office suite and cloud storage for educational needs of the student.

When a student leaves La Garenne and becomes an alumni of the school, the student may keep on using the school email address, although with limited access rights and functionality. Its main purpose is to preserve contact between the school and alumni students. The school might send out promotional emails as well as invitations to events.

If the account of an alumni student remains inactive for over 2 years, the account will be automatically suspended. We recommend setting up email forwarding from the school's account to a personal account in order to be informed if the account is about to be suspended. If you require any assistance in doing so, please feel free to contact the IT Department and we will gladly assist you.

One year after the account has been suspended it will be automatically deleted. Students are to export all their data of interest (school work, emails, contact lists, files, etc.) from the account provided by the school, if they are planning to keep it inactive for a prolonged period of time.

The school is not responsible for any data stored in the school provided G Suite account as well as any other school provided accounts. If an alumni student is to use the account for malicious purposes, the school reserves the right to block access to that account.

## **Staff School Email, Google Services and Other Online Accounts Provided by the School**

After a staff member leaves the school, the school provided G Suite account will remain active for a period of 3 months, after which the account will be suspended and the staff member will no longer be able to access it.

All data of interest to La Garenne created by the staff member, while working for La Garenne has to be properly stored and transferred to another staff member as needed, before the account is deleted.

The IT Department puts in a great load of effort into keeping staff data safe, secure and takes all the necessary repercussions to make sure no data is lost or corrupted. This is only possible if members of staff follow the IT Policy and follow the recommendations on data storage imposed by the IT Department.

Once the staff member leaves the school, it is the responsibility of that staff member to export all the data from the school provided accounts and school systems. The IT Department is here to assist the staff in case they need help in exporting the data, however, it is the responsibility of the staff to export it and keep it safe.

## IT Service Prices 2020/2021

- **Macbook 12"** CHF 1'500\* (price in August 2019, subject to change)
  - **Macbook Air 13"** CHF 1'400\* (price in August 2019, subject to change)
  
  - Office (Word, Excel, ...)
  - Work on computer
  - Rental fee
- CHF 100 (price in September 2018, without installation)  
CHF 130/per hour  
CHF 20 per day \*\*

\*A protective case and all the necessary settings and software (see *Compulsory computer requirements for student computers*) will be provided with the purchase of a new computer.

\*\*The school may rent a computer should a student not have a computer. The first three days, there is no fee. From the fourth day onwards there is a set fee per day. The student is fully responsible for the rental computer. In case of loss or damage of the rental computer the cost of repair/replacement will be charged to the student's account. Subject to availability.

# G Suite for Education

## To parents and guardians,

At **La Garenne School** we use G Suite for Education, 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 La Garenne, students will use their G Suite accounts to complete assignments, communicate with their teachers and learn 21st century digital citizenship skills.

## It is obligatory to have your permission in order to create an account for your child.

Students **who cannot use Google services** may need to use other software to complete assignments or collaborate with peers

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 G Suite for Education account?

*Please read it carefully. If you don't agree with this, please send an email to [it@la-garenne.ch](mailto:it@la-garenne.ch) and [direction@la-garenne.ch](mailto:direction@la-garenne.ch) to indicate your disagreement about using G suite for education at La Garenne.*

## 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 G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at [https://gsuite.google.com/terms/user\\_features.html](https://gsuite.google.com/terms/user_features.html)):

- Gmail
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Hangouts, Hangouts Chat, Hangouts Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault
- Etc.

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

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.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, La Garenne School 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 G Suite for Education account.

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

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

## **How does Google use this information?**

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

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

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user's personal information (or any information associated with a G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using a G Suite for Education account.

## Can my child share information with others using the G Suite 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. When users share information publicly, it may be indexable by search engines, including Google.

## Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- **With parental or guardian consent.** Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- **With La Garenne School.** G Suite for Education accounts will be shared, because they are school-managed accounts that give administrators access to information stored in them.
- **For external processing.** Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- **For legal reasons.** Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
  - ◆ meet any applicable law, regulation, legal process or enforceable governmental request.
  - ◆ enforce applicable Terms of Service, including investigation of potential violations.
  - ◆ detect, prevent, or otherwise address fraud, security or technical issues.
  - ◆ protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

## 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 G Suite 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 G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting IT Department. 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 limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite 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 G Suite for Education accounts or the choices available to you, please contact the IT Department. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center (at <https://www.google.com/edu/trust/>), the G Suite for Education Privacy Notice (at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)), and the Google Privacy Policy (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under Google's Apps for Education agreement (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html))

## IT EQUIPMENT FORM

Device	Account	Password	OS Language	Comments
MacBook Air 12"	admin	Qwertz11	English	MS Office missing
MacBook Air 12"	Skypename	Qwertz11		
iPhone X	Whatsapp	123456		