



Our vision



Waverley School

Acceptable Use Policy

Google Apps for Education

Name of School	Waverley School
This policy was drafted on	23rd June 2016
This policy was adopted on	23rd June 2016
The policy to be reviewed on	June 2017

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Google Apps for Education (GAFE)

Waverley School has established a Google Apps for Education (GAFE) account to support teaching and learning and to allow for the easy sharing of documents, file storage, and connectivity within our school and classrooms. This service is available through an agreement between Google and Waverley School (Waverley).

This software will allow teachers and staff to create, collaborate, and share documents, spreadsheets, presentations, websites, and more, allowing for flexible access from any device – both at home and school – with Internet access and a web browser.

While GAFE provides for greatly enhanced flexibility over traditional desktop software, it also allows staff to work in a safe, protected environment in a private domain (waverley-sch.co.uk). While all documents are stored online, no one outside our school can access them*. GAFE enables us to move towards developing a paperless environment in our school and promoting 21st century skills. Passwords are set by the staff but can be reset by the Network Manager.

This account will be considered the staff official school account until such time as the member of staff is no longer employed at Waverley School. The Waverley-sch.co.uk account will be for school purposes only. GAFE runs on an Internet domain purchased and owned by the school and is intended for educational use. Teachers will be using GAFE for storage and communication. Emphasis will be made that this account is not to be used for any social or entertainment purposes, and should only be used for school work**.

Students will not have access to email within the WAVERLEY Google account. At this time, apps will be enabled for staff use only. This is a supervised account to aid 21st century collaborative skills. GAFE is also available at home, the library, or anywhere with Internet access. The administration, Network Manager will monitor the use of GAFE at school.

GAFE Privacy and Safety

The senior leadership team and administrators have access to all stored Data, for monitoring purposes. staff should have no expectation of privacy on GAFE. Staff may not use Apps tools for personal projects (only for school use). GAFE is used as an extension of the classroom to enhance student learning.

School-issued GAFE account Prohibitive

Conduct:

- Disguising or attempting to disguise your actual identity during any form of communication.
- Sending an attachment with a virus
- Cyber-bullying - threatening or bullying another person online in any form
- Misrepresenting, slandering or defamation of Waverley School, staff or students.
- Any unlawful activities
- Using the account for commercial purposes
- Displaying or propagating inappropriate sexual material or other offensive content
- Displaying or propagating violent content or promoting weapons of any kind

GAFE Social Media Policy

Staff are not allowed to use school-issued GAFE email account to create any social media accounts***.

GAFE Access Restriction

Due Process: Access to GAFE is accorded at the discretion of Waverley. Waverley maintains the right to immediately withdraw the access and use of GAFE when there is reason to believe that violations of law or Waverley policies have occurred. In such cases, the alleged violation will be referred to the Headteacher for further investigation and account restoration, suspension, or termination will occur. As a party of the Agreement with Google, Waverley also reserves the right to immediately suspend any user's account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

*Hacking is a possibility because data is being stored "online". Waverley tries to mitigate this risk by ensuring that: 1. no personal or sensitive data is stored on this facility 2. Google has update their security and data policies to meet EU data regulations (a result of the Safe-harbour ruling)

**Staff will receive GAFE training. This will enable them to work safely, understand the dangers and realise what information is acceptable to upload.

***This includes but is not subject to: Facebook, Twitter
Instagram, LinkedIn, YouTube, Pinterest

Waverley is responsible for protecting and safeguarding the confidentiality of student information. Waverley has a contract with Google to provide access to Google Apps for Education to its users (staff) in a closed and secure environment that is not accessible by anyone outside of Waverley. Google Apps is governed by detailed privacy policy and security measures which Waverley has reviewed and is satisfied they appropriately protect the privacy of its users of these tools. Under the Terms of Service Agreement with Google, like Waverley, they are

obligated to comply with EU regulations. Additional information about GAFE security & privacy may be found:

<http://www.google.com/apps/intl/en/edu/privacy.html>.