



ADVICE TO STAFF ON THE USE OF GOOGLE APPS FOR EDUCATION TO PROVIDE EMAIL AND ONLINE SERVICES FOR LEARNING

We are currently moving staff to EduCloud our new CEnet Gmail service. The new Gmail and Google Apps for Education service will provide a greatly enhanced service for all users when fully implemented. This service includes 25 gigabytes of online email storage, calendar sharing, online collaboration for document creation and sharing plus much more.

The following advice relates to the implementation of this service.

ADVICE TO STAFF

The Catholic Schools Office (CSO) provides email, document creation and online storage for learning through the Google Apps for Education service, consequently emails, email account details and data may be transferred, stored and processed in the United States or any other country utilised by Google to provide the Google Apps services. In using the CSO / school's email system you consent to this transfer, processing and storage of that information. In order to provide this service, the following data is required to be stored on Google's servers and includes user login information (First Name, Last Name, User name), excluding their network login password. We use Catholic Education Network's (CEnet) software to manage login passwords. The CSO has received advice that Google's privacy policies and security measures regarding the protection of personal information are in accordance with privacy, data usage, and data security policies.

CSO / school personnel responsible for the email system may have the ability to access, monitor, use or disclose emails and associated administrative data for the purposes of administering the system and ensuring its proper use.

Staff are advised that the following are not to be retained in "cloud" services such as Google Apps for Education - taxation records, employee records under applicable industrial legislation, workers compensation records, occupational health records, school attendance records, student reports and health records.

I confirm that I have understood and agree to the above requirements.

Signed _____ Date _____
(Staff member)

Please print , sign and return to your Principal / supervisor.