



# Westfield Public School District

## Google Drive/Docs

### Usage Guidelines and Support Agreement

Westfield Public Schools (WPS) has a contractual agreement with Google, Inc. for their Google Apps for Education suite of products, including Google Calendar, Google Drive, and Google Docs. As such, the Google Drive service is available to all faculty, staff, and librarians to provide additional file sharing and document collaboration capabilities that complement the existing WESTFIELD and SCHOOLS home directories and departmental file shares. One of the main advantages of Google Drive/Docs is the ability to share and collaborate on documents with entities external to Westfield Public Schools who would not normally have access to the internal file shares.

Due to the more public nature of Google Drive/Docs and the ability to grant document access to non-WPS persons, the Technology Center in conjunction with WPS administration have developed a set of usage guidelines for Google Drive/Docs that are intended to reduce the potential exposure of materials that might fall under various State and/or Federal document handling policies. **All users of Google Drive/Docs provided under Westfield Public School's Google Apps for Education Agreement are expected to read, understand, and adhere to this guideline as well as all other relevant district computing policies as a condition of use.**

#### **Storage and/or sharing of Private information.**

The Google Drive service is intended to provide faculty and staff with a means to share documents and data among other authorized WPS faculty and staff and authorized third parties who have a legitimate educational or business interest in them.

#### **At no time should materials containing Private information be stored on or shared via Google Drive.**

Some examples of Private information that should not be stored on Google Drive/Docs include, but are not limited to:

- Health Information, including Protected Health Information (PHI) and any data covered under the Health Insurance Portability and Accountability Act (HIPAA)
- Any data covered under the Family Educational Rights and Privacy Act (FERPA) or Children's Online Privacy Act (COPPA)
- Social Security numbers
- Credit card account number, or debit card number and any required security
- code, access code, or password that would permit access to an individual's financial account (e.g. other Cardholder data)
- Personal financial information, including checking or investment account numbers
- Driver's License numbers
- Health Insurance Policy ID Numbers
- Unlisted telephone numbers
- Student directory information that a parent has requested not to be disclosed
- Student and employee ID numbers combined with PINs and/or birth dates
- Usernames or other account names combined with unencrypted password string

#### **Support Agreement**

Support for the Google Drive/Docs service is being offered through the Technology Center and will include basic end-user documentation and troubleshooting assistance. When using this service, users will be expected to leverage the online help functions of Google Drive/Docs wherever possible. For online help documentation please see the following web page: <https://support.google.com/drive/?hl=en%23topic=14940#topic=14940>

In addition, the Technology Center can make no guarantees of the stability or availability of the Google Drive service beyond the Terms of Service that are provided by Google as part of their Apps for Education offering. Please see the following web page for additional detail: [http://www.google.com/apps/intl/en/terms/user\\_terms.html](http://www.google.com/apps/intl/en/terms/user_terms.html)