



# Computer Rules and Regulations

School Year 2021-2022



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## Table of Contents

Computer Rules and Regulations	<b>3</b>
Computer Requirements	<b>5</b>
Students from Year 1 to MYP 3	5
Obligatory Software:	6
Students from MYP 4 to DP2	7
Classroom Computers	8
Office Computers	9
School Provided Laptops	9
Borrower Computers	9
Possible software Staff/Student:	11
Forbidden software:	11
Smartphone and tablets requirement:	11
E-Safety Statement	<b>12</b>
The policy statement applies to all staff, students and anyone involved in La Garenne’s activities.	12
Consequences in case Computer Rules and Regulations are not Followed	<b>14</b>
Computer Rules During School Holidays	14
School Email	<b>15</b>
Sign in via Google Education	15
Student Email, Google Services and Other Online Accounts Provided by the School	16
Staff School Email, Google Services and Other Online Accounts Provided by the School	16
IT Service Prices	<b>17</b>
Teacher Laptop Agreement	<b>18</b>
Google Workspace for Education	<b>20</b>
Google Workspace for Education Notice to Parents and Guardians	21
What personal information does Google collect?	22
Does Google use student personal information for users in K-12 schools to target advertising?	23
Will Google disclose my child’s personal information?	23
What choices do I have as a parent or guardian?	24
IT Equipment Form	<b>24</b>
IT Administration of Student Computers Contract	<b>26</b>

## 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 internal 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 making 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 is acceptable as long as they do not overload the school’s network and do not violate the current IT Policy. This applies to the full calendar year.

The School implements devices and software to control and monitor LG IT resources used 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 the equipment is damaged the staff/student will be charged for its repair or replacement.

**Violation of these Rules will result in a 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 a 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 the 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](#).

### Students from Year 1 to MYP 3

- **Only Apple computers are permitted and supported from Year 1 to MYP 3.**
  - OS X 10.11.6 or later is supported (**OS X 10.14.6 recommended**)
  - Please refer to this [link](#) for OS compatibility on various Macs.
- Chargers for every electronic device brought to the school (compatible with Swiss electrical sockets).
- A protective sleeve or a bag (neoprene if possible).
- Accounts on student computers should be set up 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 the [IT EQUIPMENT 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 bypass 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
- If a device with USB-C ports is used, the student is required to have a USB-C to USB-A adapter

### 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. Scratch Desktop - Free on Apple AppStore
6. Google Chrome - download [link](#)
7. LibreOffice - 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.*



## Students from MYP 4 to DP2

- **Parents or legal guardians must sign the [IT Administration of Student Computers Contract](#), if this is not done same rules as for MYP3 or below would apply**
- Any computer/tablet that is able to fit the below requirements is allowed for MYP 4 to DP 2
  - Able to run Google Chrome
    - See OS requirements for computers here: [link](#)
    - For Chrome OS devices needs to be able to run Google Chrome 92 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 electrical sockets).
- A protective sleeve or a bag (neoprene if possible).
- A USB drive (8GB or larger)
- Headphones/Earphones with a microphone
- If a device with USB-C ports is used, the student is required to have a USB-C to USB-A adapter

## 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 is 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 is 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 the 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 log out of any personal accounts at the end of the session using a local account. This is because local account login credentials are shared and another student/staff member may gain access to data they should not have access to.

Any data stored on local accounts can be wiped 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 the installation of any software that does not comply with the IT Policy.

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 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.

## School Provided Laptops

Some staff members have a laptop provided by the school. The laptop comes with all required software, a local account used by the IT department, a local account for the staff member using it, the NextCloud syncing tool that syncs data between the staff member's local home directory on the computer and the respective home directory network share on the school server.

All rules that apply to [office computers](#) also apply to the school provided laptops. Staff members are not granted administrative privileges on their school provided laptop and should consult with the IT Department if they require to install software that is not made available through the Munki Software Center managed by La Garenne IT Department.

When staff are given the school provided laptop they must agree to its terms of use by signing the [Teacher Laptop Agreement](#). Once that document is signed the staff member is responsible for keeping the computer in working condition and will be charged the cost of repair or replacement in case the computer is returned damaged once the staff member leaves La Garenne.

## 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
- **A 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.)
- Any software made available through the Munki Software Center managed by La Garenne IT Department

*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
- 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 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 in case 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 set up 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 the 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 treat their school accounts the same way they should treat a future account assigned by their employer, or by their 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 that 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 their 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 from establishing 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 Google Workspace 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 Google Workspace 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

- **Macbook Pro - M1** CHF 1'600\* (price in August 2021, subject to change)
- **Macbook Air 13 - M1** CHF 1'300\* (price in August 2021, subject to change)
- Work on computer/electronic device CHF 130/per hour
- Rental fee 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. Prices are for the base model of the computer, if a higher spec model is selected the price will be higher.

\*\*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.

## Teacher Laptop Agreement

La Garenne is pleased to be able to offer MYP teachers a laptop computer for use in their classroom and for school business elsewhere.

This offers the ability to move the computer easily around the classroom or to be able to take the computer home to complete work for classroom projects at school.

Teachers who elect to use a laptop computer as their assigned classroom computer will need to agree to certain terms of use as outlined in this document.

### The terms of use are listed below:

1. The laptop computer remains the property of La Garenne school, and is issued to employees for the purpose of conducting school business. It is intended only for the use of the school employee to whom it is assigned.
2. We would expect the laptop must be at school during regularly scheduled workdays in order to receive administrative communications, upgrades to antivirus and other software, to take daily attendance and other requirements of the student records management system, etc.
3. The laptop computer may be taken home or to other locations after school hours by the employee. However, the employee is responsible, at all times, for the care and appropriate use of the laptop computer.
4. Each user who is assigned a laptop computer must have a signed copy of the school's Acceptable Use Policy on file.
5. It is essential that the employee assigned a laptop notify the IT Department on [it@la-garenne.ch](mailto:it@la-garenne.ch) immediately if the laptop is lost or stolen.
6. Laptops which are damaged beyond reasonable wear and tear, or laptops which are lost, will be the responsibility of the employee to replace at face value.
7. The laptop computer is configured to be used on the school network. The IT Department will not be able to assist you at your home in order to connect the laptop to other internet providers.
8. The laptop is issued to you in your current teaching position. If your role changes, the laptop may be reassigned to other teachers.
9. The laptop computer will need to be returned to the IT department from time to time to receive regular maintenance and upgrades. You will be notified when this becomes necessary.
10. Any and all educational information collected, stored or created on your school laptop shall not be deleted and will be retained as the property of La Garenne school.
11. Laptops must be returned immediately at the end of contract.
12. School policies regarding appropriate use, data protection, computer misuse, health and safety must be adhered to by all users of the computer.

## Form to be completed by teacher requesting school laptop

If you have read and agree to the terms listed above and wish to be assigned a school laptop computer, please complete the information below and sign this agreement.

First Name: (Print) \_\_\_\_\_

Last Name: (Print) \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Mobile telephone number: \_\_\_\_\_

Computer Serial Number:

Computer Make and Model:

Additional Equipment Assigned: Charger, earphones, carry bag etc \_\_\_\_\_

**I have received the equipment listed above and agree to the terms listed on this form.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Google Workspace for Education

### To parents and guardians,

At La Garenne School we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is 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 School, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

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 Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a Google Workspace for Education account for your child.

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

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 Google Workspace for education at La Garenne prior to the start of the academic year. Students **who cannot use Google services** may need to use other software to complete assignments or collaborate with peers.

**I give permission for La Garenne School to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.**

Thank you,  
La Garenne IT Department

\_\_\_\_\_  
Full name of student

\_\_\_\_\_  
Printed name of parent/guardian

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date



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

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

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

- Applied Digital Skills
- Blogger
- Chrome Web Store
- CS First
- Google Bookmarks
- Google Books
- Google Cloud Platform
- Google Cloud Print
- Google Custom Search
- Google Data Studio
- Google Earth
- Google Groups
- Google Maps
- Google Messages
- Google My Maps

- Google Pay
- Google Photos
- Google Play
- Google Search Console
- Google Takeout
- Google Translator Toolkit
- Google Trips
- Individual Storage
- Partner Dash
- Play Books Partner Center
- Scholar Profiles
- Search and Assistant
- Socratic
- Third-Party App Backups
- Tour Creator
- Web and App Activity
- YouTube

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice.

You can read that notice online at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.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 numbers for account recovery or a profile photo added to the Google Workspace 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 Google Workspace 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.

In **Google Additional Services**, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

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

No. For Google Workspace 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 Google Workspace for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using a Google Workspace for Education account.

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

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

## Can my child share information with others using the Google Workspace 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 Google Workspace for Education schools.

- **With La Garenne School.** Google Workspace 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 Google Workspace 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.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

## 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 Google Workspace 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 Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting the IT Department at [it@la-garenne.ch](mailto:it@la-garenne.ch). 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 Google Workspace 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 Google Workspace for Education accounts or the choices available to you, please contact the IT Department at [it@la-garenne.ch](mailto:it@la-garenne.ch). If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the Google Workspace for Education Privacy Center (at <https://www.google.com/edu/trust/>), the Google Workspace for Education Privacy Notice (at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)), and the Google Privacy Policy (at <https://www.google.com/intl/en/policies/privacy/>).

The Core Google Workspace for Education services are provided to us under Google Workspace 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)) and the Data Processing Amendment (at [https://www.google.com/intl/en/work/apps/terms/dpa\\_terms.html](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html)).

## IT Equipment Form

All electronic devices brought to the school are the responsibility of the student; La Garenne does not take responsibility for any device that a student may lose or damage. La Garenne IT Department recommends to only bring electronic devices required by the school program (please see the [Computer Requirements](#) section for more details). Configuration or repair of any device other than the primary computing device of the student is not the responsibility of the IT Department and will be charged at the standard rate to the student account as indicated in the [IT Service Prices](#) section.

The IT Department must be made aware of any electronic device brought to school. Please fill out the form below clearly indicating all electronic devices the student intends to use on school premises:

### Primary Computing Device:

Must be compliant with the [Computer Requirements](#)

Device Maker (Ex. Apple): \_\_\_\_\_

Device Model (Ex. MacBook Air M1 2020): \_\_\_\_\_

### Other Electronic Devices:

Please list all other electronic devices indicating the device maker and model below:

Thank you,  
La Garenne IT Department

\_\_\_\_\_  
Full name of student

\_\_\_\_\_  
Printed name of parent/guardian

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

## IT Administration of Student Computers Contract

La Garenne IT Department administers student computers as per Computer Rules & Regulations document. Students are not granted administrative privileges on their computers in order to stop them from accidentally installing malicious software rendering their computer not suitable for classwork.

These rules are not optional for students in MYP3 and below. No student in these grades is allowed to have administrative privileges on their computer and must present all electronic devices to the IT Department for configuration. The primary computing device used in the classroom must be compliant with the Computer Requirements section of the Computer Rules & Regulations document for the age group in question. If a student wishes to install an application that has not been pre installed by the IT Department the student is free to come by the IT Department and if the application does not violate the Computer Rules & Regulations it will be installed. All computer configurations necessary for school work such as connecting to the school network are performed free of charge by the IT Department. Any other works on the computer that are beyond the scope of program installation and configurations required for classwork, including computer repair are charged at CHF 130/hour with prior allowance from the student's parents or legal guardians.

Students in MYP4 and above are considered responsible by the IT Department and can request to not have their computer managed by the IT Department. They are required to get this form signed by their parents or legal guardian. Unless the form is signed and provided to the IT Department the same rules apply as for MYP3 and below students. Once the form has been signed the student is responsible for managing their device. The student is then able to use any device that is suitable for classroom use; Please see Computer Rules & Regulations for clarification on computer requirements in the classroom. The IT Department is not responsible for any configuration or installation of software on the device. Students will be provided with credentials to use school systems as required, connecting their devices to school systems including the school network is the responsibility of the student. In case the student is not able to do so the IT Department can be of assistance, however, the student's parents will be charged CHF 130/hour.

By signing this document I confirm that \_\_\_\_\_ (**student full name**) is in MYP4 or above grade in La Garenne International School

I would like to grant him/her the right to administer their computer and accept that the La Garenne IT Department is no longer responsible for configuring it and keeping it functional for classroom use.

### Parent / Legal Guardian Details:

**Full Name:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_