

GOOGLE ACCOUNTS AND GMAIL PRIVACY AND SECURITY

Who is responsible for use of your Google account?

Students and staff are responsible for using Google account appropriately and in accordance with all DDSB policies and applicable laws. DDSB authorizes use of your Google account for educational purposes only. You should use non-DDSB services to send and receive personal communications with friends and family members and to store your personal data.

Is email a secure tool?

Email is a special type of communication tool because you can use it in a variety of different ways. We want you to understand that e-mail is not an appropriate tool for sending and receiving time sensitive communications or communications that you want to keep private. Email may be forwarded, redirected, blocked, or intercepted in transit because of the nature of email technology.

Does Google own your data?

Google does not own your data. The DDSB may access it for its legitimate purposes.

How will Google and the DDSB use account data?

Google may use data relating to your account to provide its services, to operate maintain and enhance its infrastructure, to comply with your or the DDSB's proper directions and to respond to customer support requests.

The DDSB routinely logs data related to use of Google accounts for its IT administration and security purposes. It may also access this data and the content of accounts in order to respond to security concerns, audit for account misuse and investigate a breach of DDSB policy or applicable laws. Users should have a limited expectation of privacy in light of this DDSB right of access.

Where does Google store its data?

Your data will be stored in Google's network of data centers. Google maintains a number of geographically distributed datacenters. Google's computing clusters are designed with resiliency and redundancy in mind, eliminating any single point of failure and minimizing the impact of common equipment failures and environmental risks. Your data will be subject to the laws of multiple jurisdictions.

Have all apps available been approved?

DDSB maintains a [list of applications](#), vetted through a formal technology application process (TAP). Any application that is not present in [this list](#), has not been vetted by DDSB through the technology application process.

Will advertisements be displayed on the accounts?

There will be no advertisements and data mining on staff and student Google accounts.

What is the email retention guideline and how do I export my emails to a personal email account?

Students will have access to the email and other data in their Google accounts while enrolled in DDSB and for 7 days after unenrollment. The account will be de activated after 7 days and all data will be kept for 30 days. For instructions on exporting all data to your personal account, please [click here](#).

Read about our policies, procedures, guidelines, and resources

1. Acceptable use procedure:
https://durhamschboard.service-now.com/sys_attachment.do?sys_id=75ee7c2ddb1bf405f6be3a84b96191e&view=true
2. Online Learning and Student Privacy Statement:
<https://www.ddsb.ca/en/programs-and-learning/resources/Documents/Distance-Learning/DL-and-Student-Privacy.pdf>
3. Student Code of Conduct and Virtual Learning:
<https://www.ddsb.ca/en/programs-and-learning/resources/Documents/Digital-Learning/Parent-Safe-Schools-and-Student-Discipline-During-Distance-Learning.pdf>
4. Student Email Video
<https://youtu.be/logKalgrxxM>
5. Student Email Best Practices
<https://docs.google.com/document/d/1rLHcWtjS6r4GVQIsnPibNdXT2Yelzh5Tsu6JLC3pA9c/edit>

Tips to protect your data

Tips to protect yourself and your data can be found on the [DDSB Online Safety and Digital Citizenship](#) section of the DDSB.ca website.