

# Student Google and Email Accounts

## Purpose:

The Durham District School Board (DDSB) provides Google accounts (including email) to student “users” only for educational communication purposes that comply with this Guideline.

## Guidelines:

All users shall:

- use accounts appropriately and in accordance with their school’s Code of Conduct.
- use accounts in compliance with all DDSB policies and applicable laws; and
- keep their accounts account secure and refrain from sharing access with others.

All users shall access only their own account, and shall refrain from using it:

- for commercial gain;
  - to harass, disparage or discriminate against others;
  - to send and receive obscene or inappropriate images or text;
  - to send or receive content in violation of copyright and other intellectual property laws;
- and
- to violate another person’s privacy.

## Privacy:

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. Users should use non-DDSB services to send and receive personal communications with friends and family members and to store personal data.

## Sanctions:

Failure to comply with this Guideline may result in corrective and disciplinary action, including loss of access to DDSB digital resources.