

STUDENT CLOUD AND WEB SERVICES POLICY

Introduction

Biddenham School provides Google Apps for Education as our primary cloud storage provider. Only Google Apps services provided under the @MyBiddenham.com domain are supported for use in school. Personal Google or other cloud service accounts (such as Microsoft Skydrive, Dropbox, Apple iCloud, or Amazon EC2) **should not** be used under any circumstances for school business. Only Cloud and Web services recommended and supported by the ICT Strategy Group should be used in school supported by the appropriate data sharing agreements.

Cloud Services have huge benefits for collaboration and sharing of information, but there are also risks that you should be aware of when using these services. The following is not to discourage your use of cloud services, but to allow you to make informed decisions on the most appropriate place to store Biddenham's data.

Basic data storage information:

Biddenham Storage	Cloud Storage (Google Drive)
Multiple daily backups.	Document versioning.
9 ~ 12 month data retention period for all data.	A few weeks data retention if document has been deleted from the 'Bin'.
Availability is reliant on network access.	Availability is reliant on Internet access.
Biddenham IT Services take responsibility for the storage of data.	You take responsibility for the storage of data.
Biddenham controls access to all data.	Google ultimately has control of data.

Definitions

Biddenham School defines **Cloud Services** as any storage solution which stores school data in a storage facility not hosted within Biddenham School.

Appropriate Use

Biddenham IT Services takes no responsibility for data stored.

Do not store online any information which could cause significant disruption your school work if inaccessible or lost for any period of time - for example, coursework. If you do wish to store data of this type online, always ensure an up to date duplicate is kept on school servers.

You should take appropriate steps to stay safe and appropriately use cloud and web services in lessons and should not use services that are not suitable or could result in leaking personal information online.

Most online services have a minimum sign up age and this can vary from 13-18, under the GDPR and Data Protection Act 2018 only children aged 13 and above are able to provide their own consent for commercial internet services to process their personal data. You would need consent from your parents/carers if you are under the age of 13 for some services unless it is a school provided service.

Web hosting and websites where you publish data/media also tend to have a higher age limit and should not be used unless supported by the school. As such the only web publishing services you should use are Google sites and Blogger (both Google provided services) that we can disable and can control data usage.

Services that are used in lessons that are not controlled by the school still may be used in lessons but the sign up and data agreement is between you as an individual and the service provider. You should familiarise yourself with the terms of service and privacy policy before signing up (if you are unsure or have any problems speak to your teacher or IT Support). If a teacher is asking you to sign up as a class to the service they may be required to send a letter home for consent to use the site due to age restrictions in the terms of service.

Limitations of Use

This Code of Practice is specific to school Information Assets only and does not pertain to any personal data.

Your Google Apps Account

Your Biddenham Google Apps account may be closed or suspended or related services restricted at the discretion of the Network Manager under the following circumstances: your education at the school has ended; you are taking a leave of absence; as part of an ongoing or potential disciplinary procedure; or where the Cloud Services Policy or AUP is thought to have been breached. An appeal of this decision can be made to the Head Teacher.

Under certain circumstances access to services may be restricted by Google without involvement of Biddenham. For example, if you create a blog on Blogger.com and breach the terms of service of the site by, for example, sharing copyrighted music, your access to Blogger.com may be restricted permanently. In circumstances such as this there is little action that we can take and your blog would be considered lost with continued access to Blogger at the discretion of Google.

Once your Google Apps account has been deleted all data held associated with it (including Google Drive files, Blogs, Calendar data, Emails etc.), and **any shared content of which you are the owner** will be permanently deleted within five days. Biddenham IT Services takes no responsibility for any data lost as a result of closing an account. It is your responsibility to ensure this data is backed up. There is no possibility to recover deleted data after the five day period.

More Information

Biddenham Cloud Services Policy

Data Protection Act: www.legislation.gov.uk/ukpga/1998/29/contents

Freedom of Information Act: www.legislation.gov.uk/ukpga/2000/36/contents

For more information, email: helpdesk@biddenham.beds.sch.uk

Date of Next Review: **March 2023**