



## **Board of Education**

### **Chromebook Deployment Handbook**



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## **1. Procedures and Information for Students and Parents**

The purpose of the USD 266 1-to-1 Chromebook deployment is to create a collaborative learning environment for all learners that is consistent with advances in technology, resource sharing, critical thinking, innovation, creativity, collaboration, increased productivity and mobile learning. It is the expectation of the Board that district staff and community members will all play a role in the development of these effective and high quality, educational experiences.

To further this goal, USD 266 will deploy a Chromebook personal computing device to 5th through 12th grade students. Elementary students will also have access to classroom Chromebooks but will not take them out of the building. The Chromebook will allow student access to educational applications and web-based tools. The Chromebook is an educational tool and all users will be expected to follow the district's Acceptable Use Policy as well as all other state and federal laws, board policies and administrative procedures. Violations may result in disciplinary action.

This document provides students information about the general use of technology, ownership of the Chromebooks, rights and responsibilities for possession of the device, care of the Chromebook, its educational use, and good digital citizenship.

## **2. Use and Ownership**

### **2.1 What is a Chromebook?**

A Chromebook is a personal computing device that runs Google Chrome as its operating system.

Chromebooks are designed to be used while connected to the Internet and support applications like Google Docs that reside on the Web, rather than traditional PC applications like Microsoft Office.

### **2.2 Receiving the Chromebook**

Every student in grades 5-12 will be issued a Chromebook, power adaptor and protective case for educational use in school and at home (if applicable). Chromebooks, power adapters, and protective cases will be distributed within the first week of each school year. Although students will be issued a Chromebook for the duration of each school year, USD 266 retains ownership of the Chromebook device.

All parents/guardians and students are required to read and electronically sign the USD 266 Chromebook Loan Agreement before a Chromebook will be issued to their student.

### **2.3 Chromebook Misuse**

To protect the assets of USD 266, students who have violated the Acceptable Use Policy or any other provisions included in the Chromebook Deployment Handbook will be subject to disciplinary action.



## **2.4 Returning the Chromebook**

The Chromebook, power adapter and protective case, will be collected at the end of the 8th grade and 12th grade school year (if applicable). Failure to turn in a Chromebook, power adapter, and protective case will result in the student being charged the full replacement cost. Additionally, a report of stolen property with the local law enforcement agency should be filed by the student and/or the student's family.

Any student who transfers, withdraws or is expelled prior to graduation will be required to return his/her Chromebook, power adapter and protective case upon termination of enrollment. Failure to turn in the Chromebook, power adapter, and protective case to the school office on the last day of attendance will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving USD 266 may be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency may be filed, if the district sees fit.

## **2.5 Care of the Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the media center for repair. The student will complete a repair ticket. A loaner Chromebook will be checked out to the student while the Chromebook is being repaired. The Chromebook should NEVER be taken to an outside computer service for any type of repairs or maintenance. Self-repairs are not allowed.

## **2.6 General Precautions**

- No food or drink should be next to the Chromebook while in use.
- Cords, cables and removable storage devices must be inserted carefully into Chromebooks.
- Be aware of using the Chromebook while the device is plugged in to alleviate a tripping hazard.
- Never transport the Chromebook with a power adapter attached.
- The Chromebook must remain free of any writing, drawing, stickers and labels unless approved by the school administration.
- Students may only decorate the Chromebook case. Any decorations must adhere to district policies.
- Heavy objects should never be placed on top of Chromebook.
- Never cover or otherwise obstruct the Chromebook's vents while the device is turned on.
- Only use the cords and cables provided with the device.
- Devices are never to be left in an unlocked locker or unlocked car. A stolen device report must be made to a law enforcement agency.

## **2.7 Carrying Chromebooks**

- Always transport Chromebook with care and with the screen closed.
- Never lift the Chromebook by the screen.
- Leave protective cover on at all times.



## 2.8 Screen Care

- The Chromebook screen can be easily damaged if subjected to heavy objects, rough treatment, some cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not place anything on or in the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils or earbuds).
- Clean the screen with a soft, dry cloth only.

## 2.9 Chromebooks Left Unattended

Under no circumstances should the Chromebook be left in a car or any unsupervised areas. Unsupervised areas include, but are not limited to, the school grounds, the lunchroom, vehicles, bathrooms, locker rooms, computer labs, library, unlocked classrooms and hallways. Any Chromebook left in any of these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the school office.

## 2.10 Damages, Repairs and Warranties

All Chromebook problems must be reported to the media center staff, where the student will be directed to the repair kiosk. The district will repair or replace damaged equipment resulting from normal use. Students will be asked to complete a repair ticket.

### 2.11 Repairs for damage:

Students are responsible for any of their actions that void the warranty (i.e. take the Chromebook apart; remove its parts, self-repair, etc.). Students will be held responsible for the full cost of any parts replaced and associated labor costs due to such actions up to and including the cost of total replacement of the Chromebook.

### 2.12 Repair costs for damage and loss:

- The district will charge for the entire repair or replacement cost of the Chromebook and/or power adapters and/or protective cases if damage or loss occurs due to the student's, parent's/guardian's, or other third party's intentional acts or as the result of their negligence in handling the device. [See current fee schedule.](#)
- Students are responsible for any losses or damages resulting from attempts to harm or destroy the chromebook or data of another person as outlined in the Acceptable Use Policy.
- In case of theft, vandalism or other criminal acts, whether at school or off campus, the district will request a police report to be filed with the local police department and a copy submitted to district technology director at 905 W. Academy Ave. Maize, KS 67101.



### **2.13 No Expectation of Privacy**

- Students should have no expectation of confidentiality or privacy with respect to any usage of their Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law.
- The school may without prior notice or consent log, supervise, access, view, monitor and record use of student Chromebooks at any time for any reason. By using the Chromebook, students agree to such access, monitoring and recording of their use.

## **3. Educational Use**

School-issued Chromebooks should be used for educational purposes. Students are to adhere to the Acceptable Use Policy, Chromebook Deployment Handbook policies, and all corresponding administrative procedures at all times.

### **3.1. Using the Chromebook at School**

The Chromebook is intended for use at school every day. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks and grades using their Chromebook. Students who take their Chromebooks home are expected to bring a fully charged Chromebook to school every day. Students who fail to bring their Chromebook to school are responsible for getting the coursework completed as if the Chromebook were present.

### **3.2 Chromebook Repair**

A limited number of Chromebooks have been assigned to the media center in the 5th - 12th grade schools. These Chromebooks are available to students who have left their device for repair. All policies as outlined in this document apply to the loaned device.

### **3.3 Charging Chromebooks**

- Chromebooks must be brought to school each day with a full charge.

### **3.4 User Settings and Preferences**

- Inappropriate media may not be used as Chromebook backgrounds or themes. Examples of inappropriate media include, but are not limited to, the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures.
- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have a personal set of headphones for sanitary reasons.

### **3.5 Printing**

Students will have the ability to print, digitally publish, and share their work with their teachers and peers when appropriate.

### **3.6 Account Access**

- Students will only be able to log in to their Chromebooks using their school-issued Google account.



- Students must never share their Google account password with others, unless needed by building administration or technology staff to address time-sensitive issues.

### **3.7 Managing and Saving Your Digital Work**

- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Files that are stored on the Chromebook's local hard drive are not backed up to the G-Suite.
- Students should remember to save frequently when working on digital media.
- The district is not responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work.

### **3.8 Content Filter**

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All student Google accounts on Chromebooks, regardless of physical location and Internet connection, will have Internet activity filtered. Despite the filter, the district cannot guarantee that all controversial or inappropriate materials will be blocked.

### **3.9 Using the Chromebook Outside of School**

Students in selected grade levels may use the Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the USD 266 Acceptable Use Policy, administrative procedures, Board policies, state and federal laws, and all other guidelines in this document wherever and whenever they use the Chromebooks.

Use of the Chromebook is for educational purposes only by the student.

## **4. Rights and Responsibilities**

Use of district technology is a privilege and not a right. Actions performed on any district-owned computer, network or electronic communication device may be monitored by school authorities. Inappropriate use of district technology will result in the associated disciplinary action as identified in the student handbook, 1:1 Deployment Handbook, district administrative procedures and Board policies.

### **4.1 Student Responsibilities**

- The student will treat the Chromebook with care.
- The student will maintain possession of the Chromebook at all times.
- The student will only use pre-approved applications and resources.
- The student will not install peer-to-peer file sharing programs.
- The student will not remove programs or files from the Chromebook.



- The student will follow all board policies and administrative procedures when using the Chromebook both at and away from school.
- The student will use discretion when giving personal information while using the Internet (college applications, FAFSA, creating teacher-approved academic content).
- The student will not attempt to repair the Chromebook.
- The student will report damage or needed repairs immediately.
- The student will recharge the Chromebook each night.
- The student will bring the fully charged Chromebook to school every day.
- The student understands that all Chromebook use with the given login credentials will be monitored.
- The student will submit to a Chromebook audit if requested.

#### **4.2 Parent Rights/Responsibilities**

- The parent/guardian will support the Chromebook policy at home.
- The parent/guardian will not attempt to repair the Chromebook.
- The parent/guardian will not load or delete any software from the Chromebook.
- The parent/guardian understands that all Chromebook use with the given login credentials will be monitored.
- The parent/guardian has the right to contact the school at any time should questions arise.

## **5. Frequently Asked Questions**

*Will students/parents/guardians have to purchase a Chromebook?*

No. USD 266 will provide a Chromebook for every student grades 5-12.

*Is there a technology fee at enrollment?*

No.

*Will students be able to take the Chromebook home?*

Yes. Students will be able to take the device home during the school year.

*Can other family members use the Chromebook?*

No. The Chromebook can only be operated by a USD 266 account. The student is responsible for any activity performed on the Chromebook.

*How will Chromebooks be inventoried?*

USD 266 will inventory the Chromebook devices by using the serial number. Students will be assigned a Chromebook, keeping the same device during their attendance in 5-8th grade and issued a new device in 9th-12th grades

*Can students personalize their Chromebooks?*

Each Chromebook will have an identification sticker on the case. There should be no further decoration on the unit.



Students will be shown acceptable ways of personalizing their Chromebook when they receive it.

Guidelines:

- Student personalization is only allowed on the front protective cover, not on the actual Chromebook.
- Permanent markers and very sticky stickers are prohibited. Students should make sure that any personalization is easy to remove.
- NEVER personalize the back cover as this may block the device vents causing the Chromebook to overheat and malfunction.
- All personalization must be school-appropriate; district policies apply. If it is determined that a student has personalized his/her Chromebook inappropriately, that student will be responsible for removing the offensive material. If the offensive material cannot be removed, the student will have to replace the cover.

#### *What if a Chromebook is damaged or broken?*

If the Chromebook is damaged, the student will turn the device to the media center for repair. If the device is damaged beyond repair, the student will be responsible for the replacement cost of the device. (See [fee schedule](#)) If the device was willfully broken, the building discipline policies will be in effect.

A limited number of Chromebooks have been assigned to the media center. These Chromebooks are available to students who have left their device for repair. All policies as outlined in this document apply to the loaned device.

#### *What happens if the Chromebook is lost?*

If a device is lost, the student will be charged the cost of the Chromebook and will be issued a replacement.

#### *Will there be an insurance policy parents/guardians are required to purchase or is one offered?*

USD 266 will not provide an insurance policy to cover the device. After researching the options, it was decided that it would not yield any real savings to families. Parents are encouraged to explore their homeowners' insurance and other insurance as options.

#### *If I have to replace a Chromebook, would I have to pay the same replacement cost, even if the Chromebook is not brand new?*

Yes. No matter the age of the device, it costs the same amount of money to replace it.

#### *What happens if another student steals my student's Chromebook?*

As with any theft, the authorities should be contacted immediately. A police report should be filed, and the school should be contacted. It will be possible to identify anyone who logs onto a Chromebook with a USD 266 Google account, which will help authorities track the Chromebook. Furthermore, the student shall be liable for the replacement cost of the Chromebook.

#### *What happens if a person unaffiliated with USD 266 steals my student's Chromebook?*

Based on how a Chromebook is set up, your student's device becomes unusable if someone outside of the district tries to log into the Chromebook. Only people with USD 266 Google



account usernames and passwords can log into the devices. Furthermore, the student shall be liable for the replacement cost of the Chromebook.

*What if a student forgets his/her Chromebook at home? Is the student provided a loaner for the day?*

Students who fail to bring the Chromebook to school are responsible for getting the coursework completed as if the Chromebook were present. The student will not be provided a loaner Chromebook for the day.

*Will a case/cover be required? If so, will the school purchase the case/cover?*

Yes, a case/cover will be required and provided by the district. It is expected that these covers remain on the Chromebooks at all times. These covers serve two purposes: 1) to help protect the Chromebook from everyday wear and tear; and 2) to help absorb some of the impact associated with regular use of the Chromebook. Keep in mind that no cover will protect the Chromebook from severe or negligent treatment. It is up to each student to practice good care of his/her Chromebook.

*What if the device malfunctions? Can my student access his/her online files with another device other than the Chromebook?*

Students can access their documents stored in their Google Education account (their Google Drive) wherever they can access the Internet.

*What if a student does not have Internet at home?*

Many Google Drive items can be accessed when not on the Internet if they were set up to do so. Students will receive instructions on how to make their files available offline. Additionally, the district believes that there are enough free options to access the Internet around Maize that Internet service will not be provided by the district. Many coffee shops, fast food restaurants and the Wichita Public Library offer free internet access.

*Does the Chromebook automatically accept hot spots? If not, how do I go about getting the Chromebook to recognize a new hot spot?*

The Chromebook will pick up Internet connections, including hot spots, that are within range. If it is the first time connecting to a hot spot or if there are several internet connection options available, the user will have to select the connection and enter the security password (if there is one). After the first time, that process will be automatic.

*Will students be able to print at home (wired or wireless)?*

Students will be able to print from their Chromebook while at school; however, they would only be able to print from their Chromebook at home if they have access to a Cloud printer (<http://goo.gl/Zr2BO>). An alternative to purchasing a new printer is for students to log into their Google Apps for Education account from a home device (desktop or laptop computer) that is connected to a home printer, pull up their work that is stored in their Drive and print from that home device.

*Who sees the information my student saves or posts (photos or documents)?*

Students can control who sees docs, spreadsheets, presentations and Google sites by setting sharing permission. It is anticipated that students will share various classroom



assignments with others as part of the collaborative process. USD 266 administration has the ability to access all content on USD 266-owned devices and managed accounts.

*How is the technology/software updated?*

The device automatically updates after the student signs off and shuts down. It is recommended that the student sign off and shut down the device every 2-3 days to allow updates to be installed.

*How is my student's Google account different from a regular Google account?*

Google offers G-Suite for Education, a suite of apps and services designed for students. This allows the district to control the level of access to each of the products in G-Suite.

## **6. Google Workspace for Education Notice to Parents and Guardians**

At USD266, 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 USD266, 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.

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)):

- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail
- Google Chat
- Google Chrome Sync
- Google Meet
- Google Vault
- Groups for Business
- Jamboard
- Keep
- Migrate
- Sites
- Tasks



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”:

- Youtube
- Google Maps
- CS First
- Google Groups
- Google Search
- Google Translate
- 3rd Party Backup
- Blogger

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student’s Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services. Additional information about these third-party services is available at <https://portal.classlink.com/usd266>.

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, USD266 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 core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student’s settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version



number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.

- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the [Google Privacy Policy](#):

- activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.
- apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.
- location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](#) for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the [Google Privacy Policy](#) for more details.

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

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.



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. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrators will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

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 your school administrator. 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 access personal information, limit your child's access to features or services, or delete personal information in the services or 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 your school administrator. 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](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) at <https://www.google.com/intl/en/policies/privacy/>), and the [Google Cloud Privacy Notice](https://cloud.google.com/terms/cloud-privacy-notice) at (<https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (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 Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing-addendum>).