International School of Ouagadougou
Google Apps for Education Use Protocols

All holders of ISO Google Apps for Education (GAFE) accounts are expected to abide by the guidelines set out in this agreement.

- *Representation:* When you send a letter from your school email address you are representing the school, just as if you were sending a letter on school letterhead. Teachers and students should use personal email addresses for any personal or private business transactions or communications. They should also refrain from using the school logo in any document, digital or otherwise, without express permission from a school administrator.

- School emails should not, under any circumstances, be used to promote the interests of external organizations.

- Institutional mass email groups ("All ISO", "US Teachers", "Gr 5 Parents", etc.) should be used only for school communications and school-related business, and only by those authorized to use them or people appointed by those authorized to use them. Students must get express permission from a school Admin (Director, Divisional Principal or Head of Ed Tech) before sending any mass email.

- When sending communications to groups of people, use the BCC field to hide the email addresses from the other recipients. This also prevents 'reply to all' responses from going to all group members.

- Departing students and teachers should cease using their ISO GAFE accounts, including their email addresses, immediately after their departure from ISO.

- Having an iso.bf email address (and GAFE account) is a privilege; ISO reserves the right to suspend, delete or access any or all of the content of a users GAFE account if the school deems it necessary.

- All content of ISO GAFE accounts is the property if ISO. However, teachers are welcome to make copies of materials they have created for personal retention and future use.