SPPS Google Docs & Student Data Privacy
Sharing Data With PLC Members

Test scores and student data can be shared with PLC members if:

- There is a purpose in sharing the data with all members of your PLC
- The Google doc owner has carefully checked the sharing settings
Limit Access To Those With A Legitimate Need To Know

Document owner needs to ensure:

- Google document is only shared with others who have a need to know.
- Sharing rights are removed from staff who no longer need access.
- Sharing information with anyone outside of district staff follows district policies.
- Medical information is not included in a Google document.
Document Sharing

Click the blue *Share* button on the top right of your document to share it with others.
Document Sharing

- Be careful when typing names to ensure that you are adding the correct person when names pop up automatically.
- Change editing rights if necessary.
Document Sharing

Additional sharing options can be selected by clicking on the options.
Document Sharing

- Click next to the options to set the appropriate document access.
- Change editing rights if necessary.
- Click the **Save** button.
Additional Information About Securing Google Docs

This is optional information that you may be interested in learning.

How to protect ranges of rows or columns or entire sheets