

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



Share



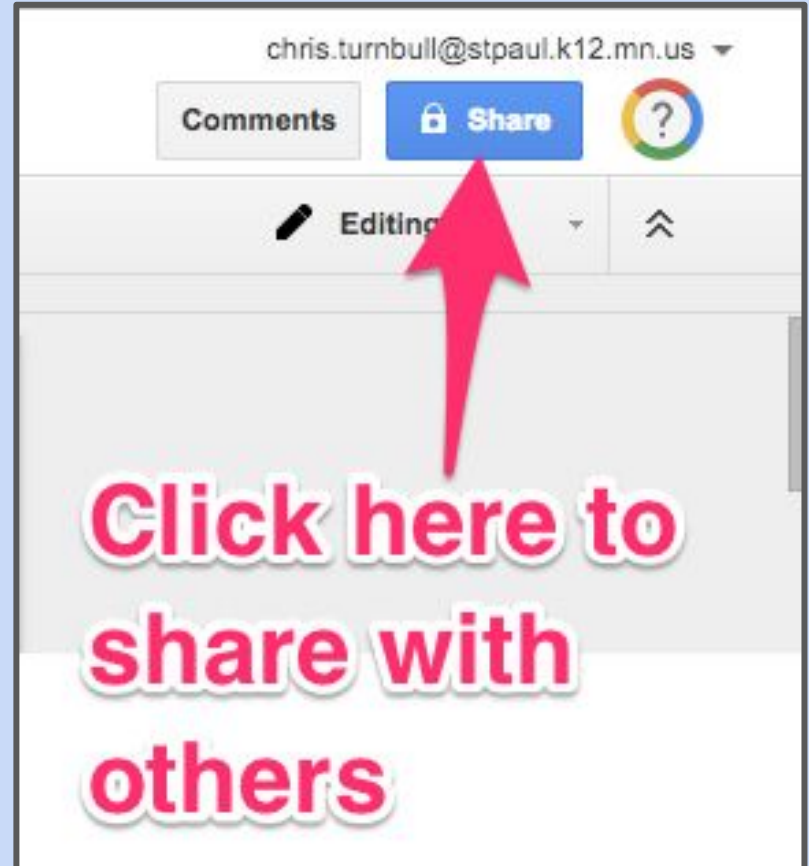
Limit Access To Those With A Legitimate Need To Know

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.



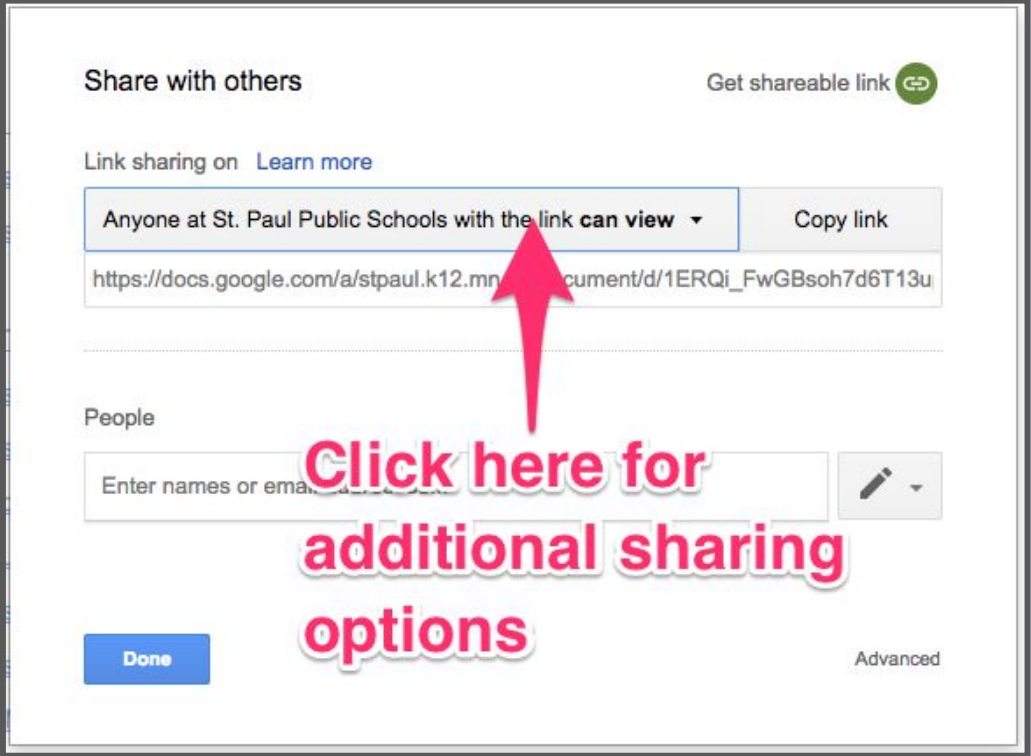
Document Sharing

- 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.



The screenshot shows the 'Share with others' dialog box in Google Docs. At the top right, there is a 'Get shareable link' button with a link icon. Below this, the text 'Link sharing on' is followed by a 'Learn more' link. The main sharing options are displayed in a dropdown menu, currently set to 'Anyone at St. Paul Public Schools with the link can view'. To the right of this dropdown is a 'Copy link' button. Below the dropdown, the shareable URL is shown: 'https://docs.google.com/a/stpaul.k12.mn/document/d/1ERQi_FwGBsoh7d6T13u'. A red arrow points from the text 'Click here for additional sharing options' to the dropdown menu. Below the URL, there is a 'People' section with a text input field 'Enter names or email addresses' and a pencil icon. At the bottom left is a blue 'Done' button, and at the bottom right is the text 'Advanced'.

Share with others Get shareable link

Link sharing on [Learn more](#)

Anyone at St. Paul Public Schools with the link can view Copy link

https://docs.google.com/a/stpaul.k12.mn/document/d/1ERQi_FwGBsoh7d6T13u

People

Enter names or email addresses


Click here for additional sharing options


Done Advanced


Document Sharing


- Click next to the options to set the appropriate document access.
- Change editing rights if necessary.
- Click the **Save** button.


Link sharing

 **On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.

 **On - Anyone with the link**
Anyone who has the link can access. No sign-in required.

 **On - St. Paul Public Schools**
Anyone at St. Paul Public Schools can find and access.


 **On - Anyone at St. Paul Public Schools with the link**
Anyone at St. Paul Public Schools who has the link can access.

 **Off - Specific people**
Shared with specific people.

Access: Anyone within St. Paul Public Schools [Can view](#) ▾

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

[Save](#) [Cancel](#) [Learn more about link sharing](#)



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](#)