

## **ROUTINE USE AND DISCLOSURE OF STUDENT PERSONAL INFORMATION**

School boards collect and use student personal information to provide educational services and programming under the authority of the Education Act and in accordance with Municipal Freedom of Information and Protection of Privacy Act. School Boards are not required to obtain consent for these activities, but if any parent has concerns they are welcome to contact the school principal in writing so that an alternate resolution can be found.

**The Education Act** requires the school principal to establish and maintain an **Ontario Student Record (OSR)** for each student attending school. The OSR is a record of a student's educational history and progress through school in Ontario and follows the student when they transfer from one school to another in the province. The Ministry of Education, under the Education Act, sets out the guidelines for how the OSR is managed.

**The Municipal Freedom of Information and Protection of Privacy Act** sets out rules that school boards must follow when collecting, using and/or disclosing personal information. Under the Act, personal information refers to recorded information about an identifiable individual and may be used or disclosed:

- for the purpose for which it was obtained or a purpose consistent with the reason collected;
- to Board administration and employees who require access to the information in the performance of their assigned job duties and responsibilities;
- to comply with laws, a court order or subpoena to aid in law enforcement by a law enforcement agency; or
- in compelling circumstances affecting the health and/or safety of staff or students in accordance with the law.

### **THE FOLLOWING OUTLINES THE ROUTINE USE AND DISCLOSURE OF STUDENT PERSONAL INFORMATION:**

#### **Student Instruction, Achievement and Well-Being**

- Parent/guardian contact information is shared for communications between school and home.
- Student personal information, including OSR information, will be used by school and Board staff for the purposes of designing and delivering programs to meet student needs, promoting student achievement and well-being and supporting the transition of students between schools and programs. Staff working with the classroom teacher or directly with the student may include individuals working in areas such as early childhood education, special education, guidance counselling, student success, administration, etc.

- Student information such as learning profiles and achievement levels will be shared between staff within a school to best address student needs as they progress through grade levels.
- Secondary schools will receive information about pre-registered Grade 8 students in advance to facilitate the appropriate program planning for the student.
- Secondary schools may share information about student progress with the student's prior elementary school to support the continuous improvement of the elementary program for all students.
- Contact information, marks and transcripts are shared with Ontario colleges and universities to support the student's post-secondary applications.
- Photographs and videos of students, collectively or individually, may be taken by their classroom teacher in school or during school activities as part of their educational program or assessment of learning.
- Students may participate in video conferencing to support the classroom program. Conferences may be organized with students in other LKDSB schools, students in other countries, and subject area experts.
- Student work may be displayed in the classroom or in school hallways or may be shared with the public at events such as science fairs, colouring/writing/poster contests, and other community events outside of the school setting. The first name and last initial of the student's name will be printed on work displayed.
- As part of the LKDSB's commitment to 21<sup>st</sup> Century Learning, students will use Ministry and LKDSB approved online education tools in classrooms to support curriculum instruction and provide collaborative learning forums. These applications include: Google Apps for Education, Microsoft Office 365, Desire 2 Learn, myBlueprint. Approved applications have been assessed from a security and privacy perspective.
- Schools/teachers wishing to use additional third-party online tools will assess the application to ensure the protection of personal information. If the application uses or stores personally identifiable information, written consent will be obtained from parents/guardians as per Board Administrative Procedure Use of Third Party Online Educational Tools.

### Health / Safety / Transportation

- Student information (name, primary parent/guardian contact information, date of birth, grade level) is shared with Local Public Health Units in accordance with the Education Act and Immunization of Pupils Act, as well as for vision and dental screening. Communicable diseases shall be reported in accordance with the Health Promotion and Protection Act and the Education Act.
- In the event of a medical emergency, student information may be shared with first responders or the hospital.
- Parent/guardian contact information and basic student information may be used for safety and emergency purposes to facilitate contact with parents/guardians during an emergency (i.e. inclement weather or injury); safe arrival programs to contact parents/guardians where a student is absent, and the school has not been notified of the absence. Notifications may be made by authorized volunteers or by a secure externally hosted automated system.
- Under the Education Act and the Personal Health Information Protection Act, written signed consent is required prior to conducting intelligence or behaviour tests, or prior to the involvement of Psychology or Speech and Language staff.
- Student medical/health information provided by parents/guardians or adult students will be used to address the student's medical needs at the school and during school activities. This will include development of a plan of care and emergency response for the student and for administration of medication. Information will be shared with appropriate staff to ensure the safety of the student. Medical plans of care, accessibility and safety needs will be provided to the Chatham-Kent Lambton Administrative Services (CLASS) Transportation Services Department and the contracted bus company responsible for transporting students.
- Parent/guardian contact information and basic student information will be provided to Chatham-Kent Lambton Administrative Services (CLASS) Transportation Services Department to facilitate the coordination of transportation services.
- Surveillance equipment may be used in schools and on buses to enhance the safety of students and staff, to protect property against theft or vandalism, and to aid in the identification of intruders and of persons who endanger the health, well-being, or safety of school community members.
- Student accidents that take place during school or on school-sponsored activities will be reported to the Board's insurer. Reports include the name of the injured student(s) and details about the incident as well as the name and contact information of witnesses to the accident.

### School Events and Activities

- Students participating in extra-curricular activities or events where the public is invited or otherwise attends (i.e. field trips, school concerts, athletic events) may be photographed and/or reported on by the media or the general public. This may result in photos or recordings being posted on social media sites. If photography or video recording is permitted at these events, it is not possible for the school/Board to control the use of recordings. We kindly remind anyone taking pictures to be respectful of the privacy rights of others they may capture in their recordings by only posting photos of other students with permission of the individual or their parent/guardian.
- Personal information such as student name, date of birth, year of entry into grade 9 and credits achieved, shall be shared with Lambton Kent Secondary Schools' Athletic Association and Ontario Federation of School Athletics Association (OFSAA) for participation in school sports programs and determining eligibility requirements to participate in inter-school competitions.
- Student names and/or photographs may be printed in school yearbooks, school programs/brochures (i.e. commencement, graduation, school plays and concerts) or on academic or athletic awards.
- Student information such as name, student number, grade and school are provided to contracted school photographers. These photos will be used for administrative and archival purposes, student identification cards, school yearbooks, and offered to parents/guardians for purchase.
- Birthdays may be announced over the PA system and/or in classrooms. Class lists with student first names and last initial may be distributed to other parents to address cards or invitations in connection with holidays, birthday parties etc.
- Personal information such as student name, number and date of birth are shared with the Board's online payment system provider to allow parents to remit student activity and other fees online.

**If you have any questions or concerns regarding the use or disclosure of student personal information as outlined above, please contact the school principal as soon as possible.**

**The above will apply unless an objection is made in writing with the principal and an alternative resolution can be found.**

**June 2019**

**A-PR-215 Protection of Student Information**