

Routine uses and/or disclosures of student personal information

The student's OSR will be used by school and board staff to support the classroom teacher in developing an educational program which best meets the student's needs. Staff working with the classroom teacher or directly with the student may include individuals working in areas such as Special Education, guidance counseling, student success, etc.

In keeping with the requirements of the Education Act and the Personal Health Information Protection Act, informed consent will be sought prior to conducting intelligence or behavioural tests, or prior to the involvement of Psychological, Speech and Language or Social Worker staff.

Secondary schools will receive information about registered Grade 8 students in advance of the student attending the secondary school to help establish an appropriate program for the student.

The secondary school may share information about each student's progress through secondary school with the student's previous elementary school to support continuous improvement of the elementary school program for all students.

Secondary schools will send information of potential graduates (contact information, marks and transcripts) to Ontario Colleges and Universities to support the student's post-secondary applications.

Student home addresses may be released to the Chatham-Kent Lambton Administrative School Services (CLASS)
- Student Transportation Services department - and the contracted bus company responsible for transporting students to and from the school in order to administer the board's contracted bus program.

School sponsored activities may be reported in school and board newsletters, and on school and board websites and social media sites (unless parental permission has not been granted).

The media, such as newspapers, television and radio, may be invited to the school for the purpose of reporting on routine newsworthy events or activities such as graduations, student achievements/awards, and current events.

Students participating in extra-curricular activities or events where the public is invited, i.e. field trips, school concerts, school teams, may be photographed and/or reported on by media or the general public.

Students may be recorded or photographed by their classroom teacher in school or during school activities as part of their educational program. Photos may be shared with the class and parents as appropriate.

Students may participate in video conferencing (a technology which allows for two or more locations to interact via simultaneous two-way video and audio transmissions) to support the classroom program. Conferences may be organized with students in other LKDSB schools, students in other countries, and/or as virtual field trips.

Phone numbers will be used on telephone lists. Examples include:

Emergency contact lists to facilitate contact with parents during emergencies (e.g. inclement weather); field trip rosters; volunteers, authorized by the principal, to contact parents regarding school-related activities which benefit the student and the school community and require parent involvement.

Parent contact information and basic student information may also be used for safe arrival programs to contact parents where a student is absent and the parent/guardian has not notified the school of the absence. These programs may be staffed by parent volunteers, or the information may be sent off-site to a secure externally hosted automated system.

Parents/guardians/adult students are asked to complete Student Medical/Health Data forms in order to develop a medical emergency plan for the purpose of administering medication to the student when necessary. Medical emergency plans may also be provided to Student Transportation Services and/or contracted bus operators to aid in a medical emergency.

In compliance with the Personal Health Information Act, student health numbers (OHIP) will generally not be collected; however parents/guardians/students may be invited to volunteer such information for students going on field trips to facilitate medical services if needed.

Student work, including students' names, may be displayed in the classroom or in school hallways, or may be shared with the public through science fairs, school and board newsletters, writing/colouring/poster contests, community events, fairs, and similar events/locations outside the school setting.

Student accidents that take place during school or on school-sponsored activities will be reported to the LKDSB Insurer (OSBIE - Ontario School Boards' Insurance Exchange). Reports included 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.

In elementary schools birthday congratulations may be announced over the PA system/or in the classrooms.

Elementary schools may share class lists with student first names and last initial only to other parents for the purpose of addressing greeting cards or invitations in connection with holidays, birthday parties, etc.

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, wellbeing, or safety of school community members.

Student names and/or photographs may be printed in school programs (e.g. commencement or graduation programs, school plays and musical productions, student awards, academic and athletic awards and plaques, school brochures, honour roll and classroom assignment during school and semester start up) and in school yearbooks.

Questions regarding the information contained in this notification may be addressed to the School Principal or the Freedom of Information Coordinator of the LKDSB.

Please communicate any concerns you have with regards to the sharing of personal information in any or all of the above mentioned by contacting the School Principal in writing as soon as possible.

The above will apply unless an objection is filed with the Principal and an alternative resolution can be found.

Appendix A

APPENDIX B

NOTIFICATION AND PERMISSION FOR THE USE OF STUDENT PERSONAL INFORMATION

Student Information

Student First Name (please print)	Student Last Name (please print)	Grade
Parent/Guardian/Adult Student (over 18) Name (please print)	Parent/Guardian/Adult Student (over 18) (please sign here)	

The Lambton Kent District School Board (LKDSB) is required to comply with legislation which protects students' personal information, in particular, the *Education Act* (R.S.O., 1990, c.E.2) and the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) (R.S.O. 1990, M.56), as amended. Parents/guardians of students under the age of 18, or adult students over 18 must be informed of how personal information is used and give permission for those uses.

The *Education Act* authorizes school boards to collect personal information for the purpose of planning and delivering educational programs and services which best meet students' needs and for reporting to the Minister of Education as required. The Act requires that the school principal maintain an Ontario Student Record (OSR) for each student attending the school. The OSR is a record of a student's educational progress through school in Ontario and follows students as they transfer schools. The Ontario Student Record Guideline sets out how the record is to be managed. The Lambton Kent District School Board adheres to this OSR Guideline.

The MFIPPA allows for the use and disclosure of personal information if it is for the purpose for which it was obtained or a purpose consistent for the reason collected. This permission is given to Board officers or employees who need access to the information to perform their duties as employees of the LKDSB; to comply with legislation, a court order or subpoena or to aid in a law enforcement investigation; and in compelling circumstances affecting health or safety.

Thank you for taking the time to review this form and complete the approvals.

The following uses of your or your child's personal information require specific consent from you. Please read the following information and check the appropriate checkbox. You will continue to be notified of classroom- or school-specific events (e.g. field trips) as they are organized.

Use of Student Photographs and/or Voice Recordings

From time to time, school/classroom activities such as projects, plays, athletics and presentations are photographed or recorded by school or central Board staff to highlight some of the school initiatives and programs happening in our schools. These recordings could be posted on the LKDSB and/or school websites or on other social media sites whose content is controlled by the LKDSB. **Student names will not be attached to photographs or voice recordings which are posted on LKDSB websites or social media sites.**

The media may occasionally photograph, interview, audio or videotape students participating in school activities for news stories. The media may include your child's name and location as part of their coverage.

Please note that the information may be used beyond the current school year.

I give permission for my / my child's photo or recording to be used for the purposes identified above.

Yes No

Date

It is our practice to include a notice statement on forms used to collect personal information to advise you how we will use and disclose the information. To help you understand how we use the information you provide to us, we draw your attention to the following **routine uses and/or disclosures of student personal information** so that you may express any concern you may have regarding the release and sharing of the information:

- The student's OSR will be used by school and board staff to support the classroom teacher in developing an educational program which best meets the student's needs. Staff working with the classroom teacher or directly with the student may include individuals working in areas such as Special Education, guidance counseling, student success, etc.
- In keeping with the requirements of the Education Act and the Personal Health Information Protection Act, informed consent will be sought prior to conducting intelligence or behavioural tests, or prior to the involvement of Psychological, Speech and Language or Social Worker staff.
- Secondary schools will receive information about registered Grade 8 students in advance of the student attending the secondary school to help establish an appropriate program for the student.
- The secondary school may share information about each student's progress through secondary school with the student's previous elementary school to support continuous improvement of the elementary school program for all students.
- Secondary schools will send information of potential graduates (contact information, marks and transcripts) to Ontario Colleges and Universities to support the student's post-secondary applications.
- Student home addresses may be released to the Chatham-Kent Lambton Administrative School Services (CLASS) - Student Transportation Services department - and the contracted bus company responsible for transporting students to and from the school in order to administer the board's contracted bus program.
- School sponsored activities may be reported in school and board newsletters, and on school and board websites and social media sites (**unless parental permission has not been granted at the start of the year**).
- The media, such as newspapers, television and radio, may be invited to the school for the purpose of reporting on routine newsworthy events or activities such as graduations, student achievements/awards, and current events.
- Students participating in extra-curricular activities or events where the public is invited, i.e. field trips, school concerts, school teams, may be photographed and/or reported on by media or the general public. **Families are requested not to upload images of children other than their own to the Internet.**
- Students may be recorded or photographed by their classroom teacher in school or during school activities as part of their educational program. Photos may be shared with the class and parents as appropriate.
- Students may participate in video conferencing (a technology which allows for two or more locations to interact via simultaneous two-way video and audio transmissions) to support the classroom program. Conferences may be organized with students in other LKDSB schools, students in other countries, and/or as virtual field trips.
- Phone numbers will be used on telephone lists. Examples include: emergency contact lists to facilitate contact with parents during emergencies (e.g. inclement weather); field trip rosters; volunteers, authorized by the principal, to contact parents regarding school-related activities which benefit the student and the school community and require parent involvement.
- Parent contact information and basic student information may also be used for safe arrival programs to contact parents where a student is absent and the parent/guardian has not notified the school of the absence. These programs may be staffed by parent volunteers, or the information may be sent off-site to a secure externally hosted automated system.
- Parents/guardians/adult students are asked to complete Student Medical/Health Data forms in order to develop a medical emergency plan for the purpose of administering medication to the student when necessary. Medical emergency plans may also be provided to Student Transportation Services and/or contracted bus operators to aid in a medical emergency.
- In compliance with the Personal Health Information Act, student health numbers (OHIP) will generally not be collected; however parents/guardians/students may be invited to volunteer such information for students going on field trips to facilitate medical services if needed.
- Student work, including students' names, may be displayed in the classroom or in school hallways, or may be shared with the public through science fairs, school and board newsletters, writing/colouring/poster contests, community events, fairs, and similar events/locations outside the school setting.
- Student accidents that take place during school or on school-sponsored activities will be reported to the LKDSB Insurer (OSBIE - Ontario School Boards' Insurance Exchange). Reports included 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.
- In elementary schools birthday congratulations may be announced over the PA system/or in the classrooms.
- Elementary schools may share class lists with student first names and last initial only to other parents for the purpose of addressing greeting cards or invitations in connection with holidays, birthday parties, etc.
- 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, wellbeing, or safety of school community members.
- Student names and/or photographs may be printed in school programs (e.g. commencement or graduation programs, school plays and musical productions, student awards, academic and athletic awards and plaques, school brochures, honour roll and classroom assignment during school and semester start up) and in school yearbooks.

Questions regarding the information contained in this notification may be addressed to the School Principal or the Freedom of Information Coordinator of the LKDSB. Please communicate any concerns you have with regards to the sharing of personal information in any or all of the above mentioned by contacting the school principal in writing as soon as possible. The above will apply unless an objection is filed with the principal and an alternative resolution can be found.