



Dr. Lisa Walsh, Director of Education and Secretary of the Board

Dear Parent/Guardian or Adult Student:

The purpose of this communication is to notify you of how the Avon Maitland District School Board and your school use the personal information you provide to us. In accordance with the Education Act (R.S.) 1190, c.E.2) and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) schools collect, use and/or disclose students' personal information. Thank you for taking the time to carefully read this letter of notification.

The Education Act sets out duties and powers of the Board and authorizes school boards to collect personal information for the purpose of planning and delivering educational programs and services and give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline which best meet students' needs and for reporting to the Minister of Education as required. This 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 when they transfer schools. The Ontario Student Record Guideline sets out how record is to be managed. The Avon Maitland District School Board adheres to this OSR guideline.

Personal information may be used or disclosed by the Avon Maitland District School Board in accordance with, and as permitted by, MFIPPA as follows:

- for the purpose for which it was obtained or a consistent purpose (a purpose consistent for the reason collected);
- to Board officers or employees who need access to the information in the performance of their duties if necessary and proper in the discharge of the Board's authorized functions;
- to comply with legislation, a court order or subpoena or to aid in a law enforcement investigation conducted by a law enforcement agency; and,
- in compelling circumstances affecting health or safety (providing notice of the disclosure is sent to the student's home).

Prior to releasing confidential information for any other purpose, the school will seek informed consent from the parent/guardian for children under 16 years of age, from the parent/guardian and the student where the student is 16 years of age and older.

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 without collecting specific consent from you, we draw your attention to the following routine uses and/or disclosures of student personal information, and so that you may express any concerns you may have regarding the release and sharing of the information. Where information is shared with external organizations, the organizations are covered by privacy legislation and/or specific privacy agreements with the Avon Maitland District School Board

Students may be recorded or photographed electronically by their classroom teacher and other students in school or during school activities for assessment and instructional purposes. These images may be shared with the class. Students may be provided with iPads and images of classroom learning experiences could potentially be captured on those devices. Students and parents are provided with an extensive guideline that includes consents for use and "responsible use" agreements. Students are also educated about the responsible use of technology and it is our expectation that images and personal information captured on the devices are for educational purposes only.

Parents are reminded that visitors, other parents and other students of the school might take photographs or videos of their child during special events or while on school property. Visitors are reminded to be respectful of other individual's privacy but the school is not able to control the images captured in these situations and the image may be shared by that individual on social media websites.

In keeping with the 21st century students in our classroom will be supplied with a GAFE (Google Apps for Education) account through the AMDSB domain: ed.amdsb.ca

Google Apps for Education (GAFE) is a set of online tools for communication, collaboration, time-management and document storage. This is provided by Google to our school board at no cost; some of these tools include:

- Gmail: a fully functioning e-mail program
- Calendar: a customizable calendar and to-do list
- Contacts: an address book
- Drive: a word processing, spreadsheet, presentation and drawing program that allows multi-user access and editing
- Google: hangouts

Google continues to add new tools and AMDSB will evaluate each for its educational potential.

The Ministry of Education has provided integrated learning platforms for schools to use with their students. These online tools create a workspace for distributing homework, collaboration and learning support. Student names, DOB, OEN, class information and email address is shared in order to create logins and workspaces for the student. Students may include their own personal thoughts and images as content.

Students may participate in video conferencing/hangouts (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 AMDSB schools, students in other countries and or as virtual field trips. In addition, the use of collaboration tools such as blogs, wikis, Google and social media may be part of your child's learning experience and may include your child's work, image and/or name.

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 and student success. Student information is shared in order to design and deliver programming to meet the needs of all students in our schools. To that end, learning profiles and student achievement levels may be shared between staff within a school in order to better address student needs as they progress through grade levels. Important medical/health information may be collected for the purpose of developing a medical emergency plan for the student or for the purpose of administering medication to the student. Information will be shared with appropriate staff to ensure the safety of the student.

As students' progress from elementary school to secondary school, important information is shared which eases a student's transition to secondary school. Sharing it also improves our ability to program effectively to the benefit of all students. Select student information will be shared at different times as required. Please note that all information used for the transition process is limited, secure and protected at all times. Please contact your principal if you would like more information about the transition process. 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.

School-Based Services address the comprehensive health care needs of students including counseling. School-based Services are accessed on a referral basis. Students may be referred by parent/guardians, school staff or by the student.

Personal Information may be provided to the **Huron-Perth Student Transportation Services (HPSTS)** and their contracted **bus companies** to ensure the health and safety of the students. The information may include your child's name, grade, photo, medical notes, 911 address and mailing address. Emergency contact phone numbers will also be shared with the HPSTS.

Necessary student information as prescribed within Education Act, R.S.O. 1990, c. E.2 will be shared with the local Health Units for the purpose of establishing and maintaining a school health record. The information will include your child's name, grade, OEN, birth date, home address, home telephone number and work number of parents. Medical information may also be shared with parent volunteers when relevant (i.e. on a school trip).

Student names and/or photographs may be printed in school or classroom newsletters or programs (e.g. commencement or graduation programs, school arts productions, student awards and plaques, school brochures, honour roll and classroom assignment during school and semester start-up) and in school yearbooks (print or digital).

Personal Information for students such as first, middle and last name, date of birth, gender, OEN and credits achieved will be used within student information systems to allow for the creation of student records and for students to plan their course choices and pathway for the next academic year.

Announcements of a student's name over the Public Address (P.A.) system (e.g. team congratulations).

Aboriginal ancestry information will be used by Avon Maitland DSB to allocate resources; to improve student learning and student success; and to offer individualized supports and opportunities to students and families. Aboriginal ancestry information will also be reported to the Ministry of Education and the Education Quality and Accountability Office. Families and students should be assured that the confidentiality of this identification will be protected.

Personal Information such as first and last name, address, age, and phone number may be given to OSBIE (Ontario School Board Insurance Exchange) in the event the student is involved in an accident or witnesses one.

Names of graduating students, as well as students, who have achieved special accomplishment, may be shared with the offices of a Member of Parliament and/or a Member of Provincial Parliament for the purpose of the student receiving a congratulatory letter.

Video Surveillance equipment may be used in schools and on buses to enhance the safety of students and staff, to protect property and to aid in the identification of intruders or other persons who may pose a risk to school community members.

Students' work with their first and last name and possibly grade levels, may be displayed in the classroom or school hallways, or may be shared with the public through science fairs, art projects, bulletin board displays, school newsletters, Board Publications and at the Education Centre.

Student names, photos and/or work are not displayed on school, classroom and/or board websites without a signed permission form. The permission form is provided to parents and adult students on the Confirmation of Emergency Contact and Personal Information Form annually.

The **media** may be invited to the school to take photos of students and write articles about student achievements, graduations or special events. Once again, the student may be identified by first and last name and grade level. The information gathered is used as part of the school's communication plan to share newsworthy events that occur at the school. Media may choose to use the Internet as a communication tool and as a result photos or articles written about these events may be available online.

Personal Information such as first and last name, date of birth, gender and entry date to grade 9 may be given to OFSAA (Ontario Federation of Secondary Athletic Association) for students that express a desire to participate in school athletics.

Personal Information such as first, middle and last name, date of birth, OEN, gender, and credits achieved may be given to OCAS and OUAC (Ontario College Application Service and Ontario University Application Centre) for students that plan to apply for post-secondary education.

Questions regarding the information contained in this notification may be addressed to the school principal or the Manager of Information Services, 519-527-0111 ext. 111. 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 as soon as possible. The above will apply unless an objection is filed with the principal and an alternative resolution can be found.