

Personal information

Notice of routine collection and use of student personal information

The purpose of this notice is to make you aware of how the SCDSB and your school use the personal information you provide to us, in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The MFIPPA is a law that sets guidelines that schools and district school boards must follow when collecting, using and/or disclosing students' personal information. Under this Act, personal information refers to recorded information about an identifiable individual.

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 which best meet students' needs and for reporting to the Minister of Education, as required. In addition, the information may be used to attend to matters of health and safety or discipline which best meet student 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 when they transfer schools. The Ontario Student Record Guideline sets out how OSRs are to be managed and the SCDSB adheres to the OSR Guideline.

Under the MFIPPA, personal information may be used or disclosed by the SCDSB:

- for the purpose for which it was obtained or a consistent purpose (a purpose consistent with 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
- to report to the Children's Aid Society regarding child protection matters, in accordance with the law in compelling circumstances affecting health or safety of staff or students
- In accordance with MFIPPA and the Education Act, releasing personal information for any other purpose requires the informed consent of:
 - the parent/guardian for children under 16 years of age
 - the parent/guardian and the student where the student is 16 and 17
 - the student where the student is over 18 or is 16 or 17 years of age and has withdrawn from parental control

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 concerns you may have.

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 counselling, student success, etc.

In keeping with 21st century learning, the board provides students and teachers with Office 365 for Education, Google Docs for Education (GAFE) and the Ministry of Education Desire to Learn (D2L) for educational purposes. In addition, students may also use social media tools such as wikis, blogs, podcasts, video conferencing, YouTube, Facebook, Twitter and other sites or tools deemed appropriate by the classroom teacher. Students receive age-appropriate instruction on digital citizenship and the safe use of technology. Use of the Internet and social media sites shall be in accordance with the Appropriate Use Guidelines for students and posting of personal information shall be with parental consent, where appropriate.

Email addresses (parent and student) will be used for communication between home and school/board.

Contracted photographers will take individual and class photos of students. These photos will be used for administrative and archival purposes, on student cards, in school yearbooks and will be offered to parents for purchase.

Student medical health information provided by parents/guardians or adult students will be used to address the student's medical needs at school and during school activities.

Medical emergency plans for students with life-threatening medical conditions will be shared with school staff, the Simcoe

County Student Transportation Consortium, contracted bus operators and bus drivers and will be posted in identified areas of the school for emergency response purposes.

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 or persons who endanger the health, well-being or safety of school community members.

Student personal information such as home addresses, student photos, life-threatening medical emergency information, accessibility and safety needs will be shared with the Simcoe County Student Transportation Consortium, contracted bus company operators and bus drivers for the purpose of administering the board's contracted bus program and for the safety of students.

Birthdays may be announced over the PA system and/or in classrooms. Class lists with student first names and last initial only may be distributed to other parents for the purpose of addressing greeting cards or invitations in connection with holidays, birthday parties, etc.

Student work, including student first name and last initial may be displayed throughout the school and in school and board newsletters or websites. It may also be publicly displayed at community events such as science fairs, colouring/writing/poster contests or similar events outside the school.

Students may be recorded or photographed as part of their educational program for assessment and evaluation purposes.

Photos or recordings may be shared with students and parents for the purpose of celebrating and memorializing the student's life at school.

School activities and events may be reported in school and board newsletters and on school and board websites. This may include non-sensitive student personal information such as first name and last initial and student group photos.

Student names and/or photographs may be printed in school yearbooks, school programs or brochures (commencement or graduation programs, school plays and musical productions), on student awards, honour rolls, on class assignment lists and posted throughout the school.

The media, such as newspapers, television and radio may be invited to the school to take photos of students and write articles about newsworthy events or activities including graduations, student achievements/awards, co-curricular activities, sports and current events. Their reports may include group photos of students. Individual students would only be photographed or identified with appropriate consent.

Students participating in extra-curricular activities or school events where the public is invited or that take place in public places such as field trips, malls and fairs, may be photographed by the school community or general public. This may result in photos or recordings being posted on social media sites. The school has no control over how and where these images will be posted; however parents and students are asked to practice good digital citizenship by being respectful when they post photos of others, which includes only posting photos involving other students with permission.

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 are shared between staff within a school, in order to best address student needs as they progress through grade levels. As students progress from elementary to secondary school, important information is shared to ease the student's transition to secondary school. Sharing information also improves our ability to program effectively to the benefit of all students. The secondary school will share information about each student's progress throughout secondary school with the student's previous elementary school to support continuous improvement of the elementary school program for all students. Please contact your principal if you would like more information about the transition process.

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.

Authorized volunteers or school council members may contact parents on behalf of the school regarding school-related activities which benefit the student and the school community or for the Safe Arrival program.

Student health numbers (OHIP) will not be collected; however, parents/guardians or students may be invited to volunteer such information for students going on field trips.

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.

Personal information such as child's name, birth date, grade, name of parents/guardians, home address and phone numbers will be shared with the Simcoe Muskoka District Health Unit in accordance with the Immunization of School Pupils Act. Communicable diseases shall be reported in accordance with the Health Promotion and Protection Act and the Education Act.

Ancestry information of First Nation, Métis and Inuit students who chose to voluntarily self-identify will be used to allocate resources, improve student learning and student success and to offer individualized supports and opportunities to students and families. This information will also be reported to the Ministry of Education and the Education Quality Accountability Office (EQAO). Contact your school principal for more information about self-identification.

In keeping with the legislative requirements of the Education Act and Personal Health Information Protection Act, informed consent will be sought prior to conducting intelligence or behavioural tests and/or involvement of psychological or speech and language staff. The SCDSB follows the legislative requirements of the Child and Family Services Act for students accessing social work and/or child and youth work services with regards to informing parent(s)/guardian(s) for students 12 years of age and under prior to accessing services.

A statement outlining how personal health information is collected, used or disclosed in the provision of board psychological, speech and language or social work services will be provided to parents/guardians or students, as appropriate, when students are referred for board service providers. This statement is also available on the board website at www.scdsb.on.ca under 'About Us'.

Questions regarding these practices may be addressed to the School Principal or the Freedom of Information Protection/Records Management Office, 1170 Highway 26, Midhurst, ON L0L 1X0, (705) 734-6363 ext. 11259. Please communicate any concerns you have with regards to the sharing of personal information as outlined above 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.