



### Please keep for your records

The Calgary Board of Education (CBE) is authorized and required under the provisions of the *School Act* and its regulations, in accordance with the *Freedom of Information and Protection of Privacy Act (FOIP)*, to collect, use and disclose the personal information necessary to provide an educational program and ensure a safe and secure school environment for students. **Consent is not required for these purposes.**

Personal information means recorded information about an identifiable individual that may include but is not limited to: student name, age, grade, address, phone number, etc. As part of the school's digital citizenship plan, students will be taught to limit, and consider the privacy implications, of sharing their personal information online.

The following are some *examples* of how personal information may be used by the CBE. This list is not intended to be all-inclusive.

- Student records, report cards, attendance
- Photographs or videos ( e.g. individual, class, team, club) that feature students and are used within the school
- School newsletters, school websites
- Yearbooks, identification cards, library cards
- Classroom or program assignments and activities
- Assignment of a CBE Gmail account and the use of educational tools such as Google Apps\* for Education, which may require student information to log-in
- Parent/guardian contact information for absenteeism, emergencies, etc.
- Transportation services
- School-sponsored activities such as fine arts productions, presentations, fairs, celebrations, clubs, sports activities, field trips
- To determine eligibility or suitability for an award, scholarship, athletic program, etc.
- Law enforcement and or matters relating to safety and security

\* Gmail and G Suite for Education are used to communicate and collaborate electronically using Google Drive, Sites, Groups, Gmail, Calendar, Photos and Keep. All other public and third party apps are not available through GAFE.

Parent/guardian consent is required for student information to be used for purposes beyond educational programming and student safety. See the following forms on the CBE website ([www.cbe.ab.ca](http://www.cbe.ab.ca)) for more information:

- Consent for CBE Use of Student Information
- Consent for Use of Student Information by News Media and Outside Groups

Parents and independent students are under no obligation to provide consent by signing these forms. Consent may be withdrawn at any time by notifying the school principal in writing.

If you have any questions about the collection or the intended uses of this information, please contact the school principal.

**Please note:** *Photos, videos or images of students attending or participating in school activities (e.g. sporting events, concerts, cultural programs, clubs, field trips, graduation or other ceremonies), which are open to the public, may be taken by anyone in attendance without prior consent. The CBE cannot control or prevent the further distribution or use of these photos, videos, images or other personal information by those who access the information. Information posted online may be transmitted to and stored on servers outside the CBE, including locations outside of Alberta and Canada. The CBE cannot guarantee protection of information against possible disclosure resulting from illegal activity or under foreign access laws.*

# Frequently Asked Questions

## **Why is consent required?**

The sharing of student personal information in ways that identify the student is governed by the *Freedom of Information and Protection of Privacy Act (FOIP)* and requires CBE to obtain permission under certain circumstances. CBE requires parental consent for CBE staff to share student information for educational purposes, outside of CBE. Examples of this include posting student work or images on CBE websites, Facebook or other social media. This consent is provided on the "Consent for CBE Use of Student Information" form

CBE also requires parental consent to allow third parties (such as media or business partners) to photograph, video or interview students at CBE non public events. This consent is provided on the "Consent for Use of Student Information by News Media and Outside Groups (Third Party)" form.

## **How long is my consent valid for?**

Parental consent is gathered annually and is valid for the current school year only.

## **What happens if I change my mind regarding consent?**

Parental consent can be withdrawn at any time during the school year. This must be done in writing to the school principal. Please keep in mind that once personal information, images or student work are released in any public forum, the CBE cannot control or prevent further distribution or use of the material. If you change your mind and wish to provide consent during the school year, it must also be done in writing to the school principal.

## **What happens when the media comes to school?**

If your child has consent, they may be recorded by the media. If you have not provided consent, your child will not be allowed to be recorded or approached by the media on CBE property.

## **What is Gmail and G Suite for Education?**

What is Gmail and G Suite for Education? Gmail and G Suite at CBE provide an online environment for students to collaborate and work in. The following Apps are available for students Google Drive, Sites, Groups, Gmail, Calendar, Photos and Keep. There is no advertising and the information is not made public. Access to Gmail and G Suite for Education accounts and content is only for registered CBE students.

## **What is digital citizenship in relation to sharing student information?**

Digital citizenship is about having the knowledge skills and attitudes needed to demonstrate responsible and respectful behavior when participating in digital environments. This is applicable when students are asked to provide personal information upon logging in to websites or sharing personal information online. All CBE schools are required to have a digital citizenship plan.