



## ROUTINE USE and DISCLOSURE of STUDENT PERSONAL INFORMATION

It is important for parents to understand how their personal information or that of their child is shared within the school system, for what purpose it will be used and who will receive the information. The following are routine uses and/or disclosures of student personal information:

The *Education Act* requires the school principal to 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 within the province. The Ministry of Education, under the *Education Act*, sets the guidelines for how the Ontario Student Record is to be managed. The school board adheres to the Ministry's regulations as well as its own Ontario Student Record procedure. The school principal is responsible for the OSR, which is maintained and secured in both an electronic and hard copy format.

The student's OSR will be used by school and board staff to support the classroom teacher in developing an educational program best meeting the student's needs. 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, etc. Student information, including learning profiles and achievement levels, is shared in order to design and deliver programming to meet the needs of all students in our schools as they progress through grade levels.

Student information such as 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. Secondary schools may receive information about pre-registered Grade 8 students in advance of the student attending the secondary school to facilitate the appropriate educational program planning for the student. Important information used for the transition process is shared for the purpose of a successful transition to high school. Secondary schools may share information about student progress with the student's previous elementary school to support continuous improvement of the elementary school program for all students.

Secondary schools will provide information of potential graduates (i.e., contact information, marks and transcripts) for the student's post-secondary applications to **Ontario Colleges and Universities** through a secure site.

Email addresses (parent and student) may be used for communication between school and home.

Student information such as home addresses, life-threatening medical emergency information, and accessibility and safety needs, will be released to Southwestern Ontario **Student Transportation Services (STS)** for the purpose of administering the board's contracted transportation services. Personal information facilitates scheduling of school bus services to eligible students and helps ensure the health and safety of students.

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.

Student information (including name, contact information, date of birth, sex, grade level, country of birth) and parent information (name and contact information) will be shared with the **Health Unit** according to the *Immunization of School Pupils Act*.

Information, including health or medical, of students participating in **secondary school athletics** will be shared with the Ontario Federation of School Athletics (OFSSA), Western Ontario Secondary School Association (WOSSA) and the Thames Valley Regional Athletics (TVRA) for purposes of school team and student athletes' participation in school sports programs.

Student accidents that take place during school or during school-sponsored activities will be reported to the board's insurer. Information shared with the **Insurance Company** includes 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 case of a medical emergency, student information may be shared with medical responders or the hospital. Information may be used in matters of **health and safety or discipline** and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act.

In keeping with the requirements of 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 Psychological, Speech and Language, or Social Work staff.

As part of TVDSB's commitment to **21<sup>st</sup> century learning**, students will be using Ministry approved tools in the classroom such as: Google Apps for Education (GAPE), Desire2Learn (D2L), and Microsoft 365. 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 Information Technology Appropriate Usage Procedure.

**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. Photos and videos may *not* be shared with others outside of the classroom unless written/signed consent is obtained. Students may also participate in video conferencing to support the classroom program.

**School activities** may be reported in school newsletters, websites and/or social media. Identifying photos and videos only may be included with consent.

Students participating in **extra-curricular activities** or events where the public is invited or otherwise attends (i.e., field trips, school concerts, school teams) 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 such events, it is generally not possible for the school or board to control the use of such recordings. It is important that when taking pictures, individuals are respectful of the privacy rights of anyone captured in their recording and to practice good digital

citizenship by only posting photos involving other students with permission of the individual or their parent/guardian.

The **media**, such as newspaper, television and radio, may be invited by the Board or a school to attend an event for the purpose of reporting on newsworthy activities such as graduations, student achievements or awards. Media reports may include only non-identifying photos of groups of students. Individual students will only be interviewed or otherwise identified with consent.

**Student work** may be displayed in the classroom or in school hallways, or may be shared with the public through school events such as science fairs, bulletin board displays, writing/colouring/poster contests, community events, fairs, and similar events/locations outside of the school setting. The first name and last initial of the student's name may be printed on work displayed in the classroom; student names will be posted on the back of their work when posted in public areas.

Student information such as name, student number, grade and school will be provided to the contracted **school photographer** for the purpose of providing the school and/or student with a student identification card. Individual and class photos of students otherwise will be used for administrative and archival purposes, in school yearbooks and will be offered to parents for purchase.

Student names and/or photographs may be printed in **school programs** (i.e., commencement, graduation, school plays, and concerts) or on **academic or athletic awards and plaques**.

**Yearbooks** chronicle the activities of the school and student body; they are produced for sale, primarily to students, and may be placed in the school library, public library, or made available in electronic format. Student and class photos, snapshots of school events and activities (sports teams, clubs, plays/performances, field trips, and assemblies), writing by students and student artwork may be included in the yearbook along with the student's full name.

**Contact lists** of phone numbers and/or email addresses are used for safety and emergency purposes to facilitate contact with parent during an emergency (i.e., inclement weather or injury); for safe arrival purposes to contact parents where a student is absent and the school has not received notice of the absence; for purposes of communications between classroom teachers regarding academics and behaviour, and program resources teachers and support staff regarding student progress. Contact/class lists otherwise are shared only with your consent.

**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 purposes 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.

Should you have any questions or concerns regarding the collection, use or sharing of student personal information as outlined above please speak directly with the school principal or the Freedom of Information Coordinator (519-452-2000 ext. 20218). The above will apply unless an objection is filed with the principal and an alternative resolution can be found.