



School District Use of Personal Information

This document is for your information. Please keep it for your records.

The Calgary Board of Education (CBE) is authorized and required under the provisions of the *Education 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 CBE. This list is not intended to be all-inclusive:

- Student records, report cards, attendance reports
- Class or program assignments and learning, including activities with registered CBE volunteers
- Access to digital learning resources that enable students to communicate, collaborate, and create content. This includes the following examples:
 - Google Workspace for Education and integrated tools (Examples: Gmail, Classroom, Meet, and Drive)
 - Brightspace by D2L and integrated tools
 - Microsoft Office 365 Education to access home use licenses of Office (examples: Word, Excel, and Minecraft: Education Edition)
- Yearbooks or memory books, identification cards, library cards
- School-sponsored activities such as fine arts productions, presentations, fairs, celebrations, clubs, sports activities, field trips
- Photographs or videos (e.g., individual, class, team, club) and other information that include students and are used within the school and in approved digital learning platforms, yearbooks, or memory books
- Photographs or videos used within the school for student assessment, staff development or to demonstrate good professional practices.
- Parent/guardian or independent student contact information for absenteeism, emergencies, etc.
- Transportation services
- To determine eligibility or suitability for an award, scholarship, athletic program, etc.
- Monitoring and filtering activities when students are logged into their school accounts
- Law enforcement and/or matters relating to safety and security

Parent/guardian or independent student consent is required for student information to be used for purposes beyond educational programming. See the following forms on CBE website (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 (Third Party)

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

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. CBE has administrative regulations governing the conduct of staff, but 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 CBE, including locations outside of Alberta and Canada. CBE cannot guarantee protection of information against disclosure resulting from illegal activity or foreign access laws.

Clarifying Information

Google Workspace for Education

Google Workspace for Education (formerly G Suite for Education) is a learning platform CBE has chosen to provide an online environment for students and staff in which to communicate, collaborate and create. Google services used by CBE include Gmail, Classroom, Meet, Drive, Calendar, Bookmarks, Maps, Earth, Chrome Web Store, and YouTube (view only, with no access or permissions to upload to YouTube). These accounts are different from publicly created Google and Gmail accounts and others. There are no ads, and no student data is used for advertising purposes. Access to Google Education accounts and content is only for registered CBE students. Gmail accounts and passwords should not be shared with anyone else.

Students access to digital accounts

Students only have access to their digital accounts while they are students at the CBE. When students leave the CBE, they no longer have access to accounts such as Brightspace by D2L, Google Workspace for Education (including Gmail, Drive, Classroom, Meet, etc.), and Microsoft Office 365 Education.

Digital citizenship in relation to sharing student information

Digital citizenship is about having the knowledge skills and attitudes needed to demonstrate responsible and respectful behaviour 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.

School volunteers

All school volunteers are approved by the principal after receiving a Volunteer Security Clearance. Volunteer activities are planned, supervised, and evaluated by school administration and/or teachers. School volunteers work with students and staff on a variety of activities on a short-term basis. Volunteers are registered with the school and agree to maintain confidentiality of student personal information.

