

Collection and use of personal information by Edmonton Public Schools

Edmonton Public Schools collects the personal information of students and parents for educational purposes and to protect the safety of students and staff. Consent is not required to gather and share this information.

Below are some **examples** of how and where personal information may be used. This list is not intended to be all-inclusive:

- use of student's name and related contact information for absenteeism verification;
- use of student's name or image in articles, photos or videos in the school calendar, newsletter, yearbook or an internal website such as SchoolZone;
- the taking and use of individual, class, team, club or school videos and photos within the school for internal school purposes;
- use of student's name on artwork or other material to be displayed at the school or another Edmonton Public Schools' site;
- use of student's name on lists such as honour rolls, scholarships or other awards within the school or school division;
- managing and validating school passwords and email accounts;
- sharing information with Alberta Education.

In accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act*, Edmonton Public Schools is authorized and **required** under the provisions of the *Education Act* and its regulations to collect, use and disclose personal information necessary to provide an educational program and ensure a safe and secure school environment for students.

Edmonton Public Schools uses G Suite for Education as its communication platform, so students and staff can communicate and collaborate online. G Suite Apps include Gmail, Google Meet, Docs, and Sheets. Records and files created in G Suite are stored on servers located outside of Canada and subject to foreign laws.

Edmonton Public Schools uses monitoring and filtering software when students are logged into their school accounts during school hours to ensure that each student and staff member is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. Content-filtering software runs whenever a student is using their school account.

Please note: photos or videos of students attending or participating in school activities (e.g., sports events, concerts, cultural programs, clubs, field trips, graduation or other ceremonies) that are open to the general public may be taken by the public-at-large, including the media, without consent. Edmonton Public Schools cannot control or prevent the further distribution or use of these photos, videos, images or other personal information.

If a parent or guardian selects *Yes* on the FOIP Consent Form and returns it to the school, student information may be used by the school or the school division for purposes beyond educational programming and student safety. The school or classroom teacher will keep you informed as to how your child's information may be used outside of school.

Please contact the school principal if you have any questions or concerns regarding the collection or intended uses of this information.



Frequently asked questions

about the collection and use of personal information

Why am I being asked for personal information about me and my child on the school's registration form?

The school requires this information in order to provide an education and a safe learning environment as required by the *Education Act* and Alberta's *Freedom of Information and Protection of Privacy (FOIP) Act*.

What does that mean?

Examples as to how this information may be used include to:

- receive education funding from the Government of Alberta;
- check on the child if they are absent;
- create newsletters or yearbooks for the school;
- recognize your child's achievement on an honour roll; and
- manage and validate school passwords and email accounts.

Will pictures or videos be made of my child without my permission?

Your child's teacher may wish to take pictures or videos for use within the school community. If you selected Yes on the FOIP Consent Form, pictures or videos may be posted on public websites or shared outside of the school community. Your school or classroom teacher will provide additional information as required.

What if the media comes to the school?

Your child will not be recorded by the media unless you sign the Media Consent Form allowing this to take place. However, if your child is on a field trip at a public place, photos may be taken by the public or the media without permission. If this is a concern for you, please let the school know.

Will my child's picture or name be on the Internet?

The information may be posted on *SchoolZone*, an internal website used by many schools. *SchoolZone* cannot be accessed by anyone outside the school community. If you signed the FOIP Consent Form, pictures or videos may be used on public, external websites or shared outside of the school community. Your school or classroom teacher will provide additional information as required.

Will I be contacted by the school council or does my school council have my contact information?

Only if you have given written consent to the school to allow this information to be shared with the school council.

I have additional concerns about my child's information being shared. How do I let the school know?

Contact the principal about your concerns.