



## 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 Alberta's Education Act and its regulations, in accordance with the *Protection of Privacy Act* (POPA), 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. Each school is required to have a digital citizenship plan and to incorporate teaching students how to limit, and consider 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, and all uses must be consistent with the provision of educational services:

- Student records, report cards and attendance reports, including reporting to the Minister of Education
- 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 (for example Gmail, Classroom, Meet and Drive)
  - Brightspace by D2L and integrated tools
  - Microsoft Office 365 Education to access home use licenses of Office (for example Word, Excel and Minecraft, Education Edition)
- 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, memory books, identification cards, library cards
- Parent/guardian or independent student contact information for absenteeism, emergencies etc.
- Transportation services
- To determine eligibility or suitability for specialized program, an award, scholarship, athletic program, etc.
- Parent/guardian or independent student contact information for absenteeism, emergencies, 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 of independent student consent is required for student information to be used for purposes beyond educational programming outside of the school environment. See the following forms on 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 (Third Party)

**If you have any questions about the collection or the intended use of this information, please contact the principal at your child's 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 may use automated systems in processing this collection of personal information. 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 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, private channels with no permissions to upload to public YouTube). These accounts are different from publicly created Google and Gmail accounts and others. There are no ads, and student data is not 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 current students at the CBE. When students leave CBE, their accounts are disabled and they no longer have access to Google Workspace for Education (including Gmail, Drive, Classroom, Meet, etc.), Brightspace by D2L or 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 share their digital citizenship plan with parents.

## 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 administrators 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.