

# Public Sharing of Student Information

## 1 | Purpose

The purpose of this Administrative Regulation is:

- to provide guidelines for the collection, use and distribution of student images and work

## 2 | Scope

This Administrative Regulation applies to:

- All CBE employees and all students registered with CBE

## 3 | Compliance

All employees are responsible for knowing, understanding and complying with this Administrative Regulation.

## 4 | Principles

The following principles apply:

- CBE is committed to respecting and protecting the personal privacy of students
- The celebration and sharing of student work is an important aspect of a successful CBE educational program.
- Informed consent is critical to respecting personal privacy.
- CBE practices must align with and support applicable legislation and privacy laws.

## 5 | Definitions

**CBE:** means the Calgary Board of Education.

**Parent:** means the parent as defined in section 1(2) of the School Act of Alberta.

**Personal Information:** means personal information as defined in section 1(n) of the Freedom of Information and Protection of Privacy Act.

**Public Event:** means a school or school district sponsored event or activity where parents or other members of the general public are invited and may attend, regardless of the venue.

**Recording:** means a visual, audio, pictorial or digital representation and includes a photograph, film, videotape, audiotape, digital image, sketch, interview or any other type of recording of personal information.

Administrative Regulation  
No. 1064

Classification:  
General

Effective Date:  
April 4, 2016

**Student work:** means anything created individually or collaboratively by a student enrolled in a CBE program including but not limited to: student writing, original creations/inventions, worksheets, or design.

**Third party:** means media, corporate partners, business partners or other groups or individuals that have a relationship with CBE.

**Trusted CBE recording device:** means a CBE owned camera, laptop, cellphone, tablet or mobile device

## 6 | Regulation Statement

### Recordings for Educational Purposes

- 1) Calgary Board of Education students and staff may take recordings of students at school or at school-related activities or recordings of student work for use within the school or the CBE, as long as they are a part of or support delivery of the educational program at the CBE.
- 2) Any recordings taken at a school must be carried out with minimal disruption to the educational program and processes.
- 3) Principals must ensure that contracts with commercial student photographers protect student and CBE privacy and confidentiality.
- 4) Recordings of student work taken on personal devices must be transferred to sanctioned CBE storage space as soon as practicably possible.
- 5) Records of student images or work must not be stored on personally owned devices.

### Consent

- 6) Consent for use of student information by CBE and outside groups/media is required by the parent or independent student in writing on an annual basis using CBE approved form(s).
- 7) Written consent is required for:
  - a) recordings of a student's work to be taken by a third party,
  - b) identifiable recordings of a student at school or involved in a school related program/activity taken by a third party,
  - c) identifiable recordings of a student that include a student's personal information or work to be posted or published on a CBE owned website/social media account or submitted to any other website/social media account by a CBE employee,
  - d) student information and work to be published, reproduced, displayed or posted for school related non-profit educational purposes outside of CBE buildings, and
  - e) personal photographs such as baby pictures or other photographs taken outside the school program to be included in a yearbook.

- 8) Consent is not required for CBE staff to:
  - a) take recordings of students and their work using CBE owned devices for instructional purposes to be used within the school or at school activities occurring outside of the school;
  - b) include photographs of students taken at public events
  - c) use student personal information in yearbooks
- 9) Consent must be written and provided on the current CBE forms.
- 10) Parents or an independent student may withdraw consent at any time.
- 11) Withdrawal of consent must be done in writing and submitted directly to the school principal.
- Notification** 12) Parents must be notified annually in writing, using current CBE forms, that personal information may be collected, used and disclosed for the purposes of providing educational programs.
- 13) Parents must be informed within a reasonable time when third parties have been involved in a school event.
- Identification of student work** 14) Student images and works that are posted anywhere by CBE staff outside of the school building will be identified using the student's first name and first initial of surname unless specific consent has been provided for the full name to be used.
- Public Events** 15) Individuals attending a public event at a school may take recordings without obtaining permission as long as they follow any guidelines provided by the principal and do not interfere with the event.
- 16) Daily school operations are not public events and permission of the school principal is required to access and record within the school building or on school grounds.
- Yearbooks** 17) Personal information in a school yearbook, such as the student's education or career plans must be collected directly from the individual the information is about.
- 18) Yearbooks may not be posted on any CBE web site.
- 19) Yearbooks must be available for purchase only within the school community.

## 7 | History

### Dates

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|-----------------------|--|
| Approval              | May 23, 2004   |
| Next Review           | December, 2020   |
| Revision/Review Dates | December 6, 2007<br>May 24, 2012<br>June 10, 2012<br>April 4, 2016 |

## 8 | Related Information

- Freedom of Information and Protection of Privacy Act, R.S. A. 2000, c. F-25
- Freedom of Information and Protection of Privacy Act Regulation, A.R. 186/2008
- School Act, R.S. A. 2000, c. S-3
- CBE forms:
  - School District Use of Personal Information
  - Consent for CBE Use of Student Information
  - Consent for Use of Student Information by News Media and Outside Groups (Third Party)