

**September 2016**

Dear Parent/Guardian and Student 18+ Years:

The Municipal Freedom of Information and Protection of Privacy Act sets guidelines that Boards of Education must adhere to when protecting the personal information of their students. The Act requires that students and parent/guardians of students under the age of 18 be informed of the uses, disclosures and maintenance of their personal information and that they be given the opportunity to make inquiries about the same.

During the 2016/2017 school year, your child(ren) will be involved in a variety of school related activities and events consistent with the purpose of educating students in accordance with the Education Act. We bring to your attention the following areas that you and/or your child's personal information may be revealed without notification to you, so that you may express any concerns you may have:

- i) Home phone numbers and/or email addresses may be released to create lists for distribution as follows:
  - emergency procedures - to volunteers and bus operators for the purpose of making contact, during an emergency, such as inclement weather situations, the safe arrival program etc.,
  - Parent Associations - to be used for soliciting parent involvement in a variety of school related activities that will benefit your child,
  - Safety Patrols - to be used for emergency purposes only, i.e., a student is sick and needs a replacement.
- ii) Mailing addresses and names of secondary schools' graduating students, as well as students, who have achieved special accomplishments, may be shared with the offices of a Member of Parliament and/or a Member of Provincial Parliament for the purpose of the student receiving a congratulatory letter.
- iii) Medical information, the school will share and update necessary student information with the Wellington-Dufferin Guelph Health Unit. The information will include your child's birth date, address, home telephone number and work number of parents, for the purpose of "establishing and maintaining a school health record according to the Health Protection and Promotion Act and Immunization of School Pupils Act".
- iv) Students' work with their first and last name and possibly grade levels, may be displayed in the classroom or school hallways, or may be shared with the public through science fairs, art projects, bulletin board displays, school newspapers and the Board's Administration Offices.
- v) The media may take photos of students and write articles about student achievements, graduations or special events. Once again, the student may be identified by first and last name and grade level. The information gathered is used as part of the school's communication plan to share newsworthy events that occur at the school. Students in a special education program, however, would be photographed only after the school receives parental consent.
- vi) Photographs and videos of students (with their names and grade), collectively or individually, may be taken by Wellington Catholic District School Board Staff and/or professional photographers that have been approved by the Board and may be used in the following manner:
  - bulletin boards that are displayed in the classroom and in school hallways, school yearbooks,
  - school newsletters, or for school identification purposes,
  - during classroom activities, open house or parents' night, etc.,
  - in local newspapers and on local television,
  - on some school buses, to monitor student behaviour. All tapes will be copied over and/or erased daily. When deemed necessary, the tape would be viewed by the school principal, driver, student and parent/guardian and then be kept for a minimum period of twelve months as per the Municipal Freedom of Information and Protection of Privacy Act,
  - in secondary schools and some elementary schools, video cameras are placed in strategic locations of the school such as hallways, exit/entrances, outside of the building, etc., for the purpose of monitoring visitors to the school, the behaviour of students and to prevent acts of vandalism (*Safe Schools Act*). Notifications pertaining to this action will be placed in visible areas of the building,



- Child Video Identification Programme (in Wellington County only) for kindergarten and grade four classes. The Royal Canadian Legion in conjunction with the Ontario Provincial Police carries out this activity. The taped video is sent to the Board Office immediately following the taping, to be kept in a safe and viewed by the police only in the case that a child is reported missing. One week prior to the video-taping, parents will receive information that will detail what the program is about and allow parents to contact the principal in writing if they do not wish their child to participate.
- vii) Class lists with students' first and last names only, may be distributed to other parents for addressing greeting cards or invitations about Halloween, Christmas, Valentine's Day, birthday parties, etc.
- schools may post class lists, showing the student's new placement for the next school year, inside the school **only on the morning of the first day of school** for parent/student information. The same class list may be posted **on the outside door the morning of school opening in September**.
- viii) Personal Information may be provided to school photographers such as student's first and last name, student's number, student's three letter identification, school name and grade. This information will be provided on a computer disk and used for the purpose of providing the student with a security identification card. The card will allow the student to have access to library books and may be used in the school office for identification purposes. The photographer signs a confidentiality clause that states that the information may only be used for the purpose that it was collected and no other purpose.
- ix) Internet Use: Students have been instructed not to disclose personal information over the Internet. **Parents and students** are required to read the **Appropriate Use of Information Technology** (Board Policy R.GSA.F.3) that is distributed by the school and/or included in the school handbook (in schools that produce a handbook), and are **required to sign off on the "Appropriate Use Agreement" at the time of registration. Parents have the option to change consent on the student verification form annually.**
- x) Board, School Web Sites, Blogs and School Twitter Accounts: Photos of students and students' work (example art, writing, and science projects) may be used but will not include students' last names.
- xi) The Board is in a consortium with five other boards to manage student information. There is one person at each board who is able to access student information from the other Boards (this is the Board's Super User). Student information is maintained through PowerSchool – an electronic student information system. Student information would be shared electronically with:
- the Wellington Dufferin Student Transportation Consortium,
  - the Wellington Dufferin Guelph Health Unit,
  - the Ministry of Education through the OnSIS project,
  - Ontario College Application Centre (OCAC) and Ontario University Application Centre (OUAC),
  - professional photographers approved by the Board (re: transfer student information electronically and each school receives a CD of all pictures).
- xii) The Board may disclose the name address of secondary students to a professional mailing service, approved by Canada Post, for the purpose of distributing the newsletter in the most cost efficient manner. The mailing list is destroyed after the mailing and is not used for any other purpose.
- xiii) As students progress from elementary school to secondary school, important information is shared which eases a student's transition to secondary school. Sharing it also improves our ability to program effectively to the benefit of all students. Select student information will be shared at different times as required. This is authorized under the Education Act. Please note that all information used for the transition process is limited, secure and protected at all times. Please contact the Superintendent of Education (519-821-4600) for your school if you would like more information about the transition process.

**The consent forms for Release of Student Information (e.g. use of student image/voice/works/media release consent) and Anti-Spam are completed at the time of registration. Parents have the option to change consent on the student verification form annually.**

