

## SHARING SUCCESSES WHILE PROTECTING STUDENT PRIVACY

### Introduction

In Prairie South schools, we often create blogs, podcasts, videos, wikis and other social media, but we do not create them for one person. We create them to share with the class, the school and the school community and, perhaps, the world, because we understand that a global audience drives achievement.

We might share our work on class blogs, wikis and our own school and division websites. These are teacher-moderated sites, where students can collaborate online with teacher supervision and learn how to be safe and productive online. The research is very clear that sharing appropriate photos and work is not a danger to students, but in fact serves as a powerful motivator and learning opportunity.

Student full names and personal information are generally not shared online; however, as students approach graduation, full names may be used at times as they develop online portfolios and resumes. We also use our school and division websites to showcase student work and achievement.

### *Privacy Law*

*The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)* requires that schools obtain informed consent for the collection and use of personal information that is not authorized under *The Education Act, 1995*. This may include situations within the student's school, the school division and/or the community.

In sharing any information the school and school division will respect privacy legislation and parental permissions and will balance the risks of sharing information with the public with the interests of students in sharing the pride of their achievements.

### Purposes

#### **1. Education purposes in the school community**

The school/school division will occasionally wish to share student information or student work specifically for purposes related to education and the school. The information and purposes for which it would be shared may include the following:

- student's name, grade level and age, individual photographic or video image, team photo, candid or special event photos for the purposes of:
  - school calendar, newsletter, or other school publications
  - honour roll, yearbook, graduation, academic activities and achievement, school-related athletic activities and achievements;
- student work, such as art work, writing samples, audio, video or photographic presentations, individual commentaries or interviews for the purposes of:
  - educational or promotional use
  - display student work in the school or division office(s) or on school- or division-related websites
  - display student work at school-sponsored events.

## 2. Public media including the Internet

There are times when the school may wish to share information with newspapers, radio, television and other media or publish school-related information in a wider form such as on the school or school division website accessible via the Internet. Examples may include the following types of information sharing:

- images of:
  - individual student with or without student's first and last name
  - teams or other school groups
  - school events and activities;
- announcement of names, grade level and age:
  - winners of awards, contests, competitions
  - congratulatory messages for graduation, academic or athletic achievement;
- student commentary
  - media interviews with student upon request to the school/school division.

## 3. Class lists

Schools require permission to share student information (including home contact information)\*\*:

- with classmates, a home-room parent group or School Community Council to assist with organization of school events;
- in the event of an emergency situation.

*\*\*Student lists may be distributed electronically and/or in paper copy to a limited circulation list as noted.*

**Please keep this information page for future reference. For more information contact:  
Prairie South School Division - Privacy Officer/LAFOIP Coordinator**

**PARENT/GUARDIAN PERMISSION:  
USE OF STUDENT WORK AND PERSONAL INFORMATION**

I agree that Prairie South School Division may use work produced by my child \_\_\_\_\_ and/or images/commentary of my child with or without my child's name, and for any lawful purpose, including, for example, such purposes as publicity, illustration, promotion and web content without remuneration or payment for the following purposes:

*(Please indicate if you agree to provide permission for the following purposes.)*

- |            |           |   |
|------------|-----------|---|
| <b>Yes</b> | <b>No</b> | <b>1. For education purposes in the school community</b>                    |
| <b>Yes</b> | <b>No</b> | <b>2. For the public media including the internet, newspaper, broadcast</b> |
| <b>Yes</b> | <b>No</b> | <b>3. Class lists</b>   |

I HAVE READ AND UNDERSTAND THE ABOVE and hereby consent to the collection and use of information as indicated above:

\_\_\_\_\_  
**Parent/Guardian Name (please print)**

\_\_\_\_\_  
**Student Name (please print)**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

This consent shall remain in effect as long as the student is registered with Prairie South School Division and needs to be signed only once.

**Please return this signature page to the school.**