



NOTIFICATION AND PERMISSION FOR THE USE OF STUDENT PERSONAL INFORMATION – SECONDARY STUDENTS

Student Information

 Student First Name (please print)

 Student Last Name (please print)

 Grade

 Parent/Guardian/Adult Student (over 18) Name (please print)

 Parent/Guardian/Adult Student (over 18) (please sign here)

The Waterloo Region District School Board (WRDSB) is required to comply with legislation which protects students' personal information, in particular, the *Education Act* (R.S.O., 1990, c.E.2) and the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) (R.S.O. 1990, M.56), as amended. Parents/guardians of students under the age of 18, or adult students over 18 must be informed of how personal information is used and to give permission for those uses. The *Education Act* authorizes school boards to collect personal information for the purpose of planning and delivering educational programs and services which best meet students' needs and for reporting to the Minister of Education as required. The MFIPPA allows for the use and disclosure of personal information if it is for the purpose for which it was obtained or a purpose consistent for the reason collected. This permission is given to Board officers or employees who need access to the information to perform their duties as employees of the WRDSB; to comply with legislation, a court order or subpoena or to aid in a law enforcement investigation; and in compelling circumstances affecting health or safety. You will continue to be notified of classroom- or school-specific events (e.g. field trips) as they are organized.

Thank you for taking the time to review this form and complete the approvals.

The following uses of your/your child's personal information require specific consent from you. Please read the following information and check the appropriate checkbox.

Use of Student Photographs and/or Voice Recordings

From time to time, school/classroom activities such as projects, plays, athletics and presentations are photographed or recorded by school or central Board staff to highlight some of the school initiatives and programs happening in our schools. These recordings could be posted on the WRDSB and/or school websites or on other websites whose content is controlled by the WRDSB such as the Board or school Facebook page or a Board YouTube site. Student names will not be attached to photographs or voice recordings which are posted on Internet sites.

The media may occasionally photograph, interview, audio or videotape students participating in school activities for news stories. The media may include your child's name and location as part of their coverage.

Please note that the information may be used beyond the current school year.

I give permission for my/my child's photo or recording to be used for the purposes identified above.

☐ Yes ☐ No

Use of Student Information for Specific School-Related Purposes

Specific data from the student information system and/or student registration form may be used by the school and/or provided to volunteers or families to administer specific school-related programs and services. Only the minimum information required in order to provide services will be provided.

Examples of this use would include: to provide my/my child's name and home telephone number to other members of certain school clubs, groups or specialty programs; to share my/my child's name, my name and telephone number(s) with School Council members; to share information with service organizations (e.g. Rotary Club, Optimists) for the purpose of determining awards.

I give permission for my child's information to be used for the specific school-related purposes identified above.

☐ Yes ☐ No

Notification of the Use of Student Personal Information

The school and the Waterloo Region District School Board will use your child's personal information for the following consistent purposes and/or in order to comply with legislation. Where information is shared with external organizations, the organizations are covered by privacy legislation and/or specific privacy agreements with the Waterloo Region District School Board.

1. The student's Ontario Student Record (OSR) will be used by school and board staff to support the classroom teacher in developing an educational program which best meets the student's needs. Staff working with the classroom teacher or directly with the student may include individuals working in areas such as Special Education, guidance counselling, student success etc. Additional specific consents may be required in order to facilitate the sharing of information between certain individuals involved in your child's education.
2. A student's name, grade, achievement information, attendance and special education needs with the previous school or next school.
3. Demographic, medical and school information will be shared with Student Transportation Services of Waterloo Region and other transportation services to provide student transportation.
4. Student photographers for school use and to send photo packages home to families.
5. Waterloo Region Health unit for immunizations, immunization follow-up or health screening.
6. Video resource providers to be used by students for research (e.g. Learn 360).
7. Parent Information Portals (e.g. School-Day) to access information about school events and/or make payments for activities.
8. For telephone fan-out, broadcasts or e-mails to send school-wide messages to families (e.g. School-Day or Synrevoice).
9. Interpreters and Settlement Workers to assist new Canadians.
10. Electronically recording students to be used by educators for assessment and instructional purposes.
11. Announcements of a student's name over the Public Address (P.A.) system (e.g. team congratulations).
12. Local or provincial Athletic Associations for sports team eligibility (e.g. WCSAA, OFSAA).
13. Post-secondary Application Services for students applying to post-secondary education (e.g. OCAS, OUAC).
14. To share the student's name and telephone number with school volunteers to assist with school-sponsored programs.
15. To share student demographic, grade, room, photograph, medical conditions and specific safety concerns for school safety reasons where required by legislation.
16. Student use of video conferencing or similar tools.
17. A WRDSB-based e-mail address will be assigned to each student to support curriculum instruction. In addition to e-mail, students may use this address in conjunction with the use of collaboration tools such as e-mail, blogs, wikis, Ning, Google or Facebook.
18. Student accidents that take place during school or on school-sponsored activities will be reported to the insurance company. Reports include demographic information about the injured student, the details about the incident and the name and contact information of witnesses.
19. Surveillance equipment may be used in schools and on buses to enhance the safety of students and staff, to protect property and to aid in the identification of intruders or other persons who may pose a risk to school community members.
20. Student names and/or photographs may be printed in school or classroom newsletters or programs (e.g. commencement or graduation programs, school arts productions, student awards and plaques, school brochures, honour roll and classroom assignment during school and semester start-up) and in school yearbooks (print or digital).
21. Student names may be posted in public areas of the school.

Questions or concerns regarding this form should be directed to the school principal. Questions regarding the collection of personal information or the Municipal Freedom of Information and Protection of Privacy Act should be directed to the Freedom of Information, Privacy and Records Information Management Officer, Waterloo Region District School Board.

Document Management: Home School

Retention: Non-OSR File – Current Year