



**Parents and, if applicable, secondary school students: Please read the notice below and complete and sign the form on the back of this page and return it to your child's (your) teacher.**

School District 72 (Campbell River) is committed to providing our students and teachers with access to learning resources and tools that will help develop the skills students will need in our increasingly digital world. As teachers work to integrate technology rich learning opportunities in the classroom, School District 72 provides student access to various online platforms. Through the use of these online platforms, students are able to engage in collaborative and personalized learning, as well as access online file storage to be used for educational purposes.

### **Freedom of Information & Protection of Privacy (FIPPA)**

As a public body, School District 72 must protect personal information in our custody and ensure that personal information under our control is stored and accessed only in Canada in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA).

In instances where personally identifiable information is required to be able to use an online application, student access will only be provided with parent/guardian consent.

The educational use of an online application may involve the storage and access of these types of personal information:

- Student name;
- Email address;
- School-based projects, assignments, research notes;
- Multimedia objects created by students (e.g. videos, pictures, audio files, art, etc.);
- Communication with teachers, other students, and members of the public related to educational purposes.

If stored outside of Canada, information in your/your child's account may be subject to the laws of foreign jurisdictions. Privacy legislation requires that we inform you of this and obtain your consent.

### **Acceptable Use Guidelines**

The use of online applications by School District 72 staff and students is bound by operational procedure 140 (District Technology and Acceptable Use), operational procedure 301 (Social Media – Students) and operational procedure 143 (Freedom of Information and Protection of Privacy). As an overview, students are required to conduct themselves in a courteous, safe, ethical, and responsible manner while using all district technology resources, including online applications.

Steps should be taken by all users to minimize the amount of confidential and/or personally identifiable information shared in any emails, attachments, files, and documents created or uploaded. For example, users should avoid confidential information including home addresses, phone numbers, birthdates, student records/marks, and health information.

Harassment and/or bullying behaviour on online platforms is not acceptable. Inappropriate or prohibited use may lead to suspension or termination of user privileges, legal prosecution or disciplinary action appropriate under any applicable laws, policies, regulations, and collective agreements or contracts.

### **What Happens if a Parent/Student Does Not Provide Consent?**

School District 72 is confident that staff and students will take appropriate measures to safeguard privacy and our staff assessment of a platform's educational value. However, teachers will accommodate non-consenting families with alternative learning options.

**Having read this notice, please complete and sign the form on the back of this page and return it to your child's school. Consents are effective immediately and valid until which point the student is no longer a student within the school district, the account has been terminated or permission has been withdrawn.**



## Online Platforms: Acceptable Use Guidelines and FIPPA Consent

You are being asked by the teacher named below and School District 72 to grant consent for opening a student account for an online application to explain and document their learning, to communicate with other learners, or to store and manage assignments and other information. The purpose of this account is for educational use only and students must be thoughtful in their use of this platform. Please read the reverse side of this form and the following carefully and sign at the bottom to indicate that you consent to the information contained on this form. To ensure the online safety and privacy of SD72 students, the online application(s) listed below have been vetted and approved to guarantee that they meet required guidelines for use in the educational environment.

Elementary and middle school students require parental consent. Secondary students can personally consent. **For each application listed below please indicate ONE of the following by initialing under the correct heading:**

**I GIVE MY CONSENT** for the school and/or School District 72 (Campbell River) to create an account for my child/me and for my child/myself to participate in the online platform(s) specified below. I understand that my child's/my name, email address, and content created by my child/me may be created within and/or uploaded to this (ese) online platform(s). I also understand that all account and content information may be hosted on servers outside of Canada and may be subject to the laws of foreign jurisdictions.

This consent may be withdrawn at any time in writing but withdrawal of consent does not require the school or district to take any steps to withdraw any previously published material. Unless withdrawn, this consent is effective immediately and lasts until which point the student is no longer a student within the school district or permission has been withdrawn.

**I DO NOT CONSENT** for the school and/or School District 72 (Campbell River) to create an account for my child/myself or for my child/myself to participate on the online platform specified below. I understand that by not granting consent, my child/I will be provided with alternative learning options.

<b>Online Learning Platform/Application</b> <i>(Teachers list the applications &amp; a brief description about each)</i>	<b>I GIVE MY CONSENT</b> <i>(by initialing)</i>	<b>I DO NOT GIVE MY CONSENT</b> <i>(by initialing)</i>

**Student's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Last Name) (First Name)

**School:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

*\*For parents who have court orders describing their parental rights, this form should be signed by the parent who has the right to exercise the students' privacy protection rights.*

**Guardian or Secondary Student Name:** \_\_\_\_\_  
(Last Name) (First Name)

**Guardian or Secondary Signature:** \_\_\_\_\_ **Phone Number or Email:** \_\_\_\_\_