

Collection and use of personal information by Edmonton Public Schools

Edmonton Public Schools collects, uses and discloses personal information of students and parents in accordance with the *Education Act* and Section 4(c) of the *Protection of Privacy Act* (POPA). This information is protected under Section 10 of POPA and used and shared as permitted by Sections 12 and 13.

This information is required to provide an educational program and will be used to support processes to provide a safe and respectful learning and working environment for students and staff. For the purposes outlined above, consent is not required to gather and share this information.

We may use student information, including name, grade, image or contact information to:

- provide educational programming to students
- confirm their absence or for emergencies
- include in internal communications such as individual, class, team or club photos or videos—which may appear in the school calendar, newsletter, yearbook or SchoolZone
- show on artwork or other material on display at the school or another Edmonton Public Schools' site
- identify students' name for honour rolls, scholarships or event programs
- create and manage student network IDs
- access EdTech tools that have been approved by Edmonton Public Schools for educational purposes
- share information with Alberta Education
- use automated systems in processing personal information

These are some examples and not intended to be an all-inclusive list.

Activities or events open to the public

Students may attend or participate in activities where the general public, including media, is present. Examples include sports events, concerts, cultural programs, clubs, field trips, graduation or other ceremonies.

If students are recorded in photos or videos, Edmonton Public Schools cannot control or prevent the distribution of these photos, videos, images or other personal information.

Google Workspace

Edmonton Public Schools uses Google Workspace to communicate and collaborate online. Students and staff use Workspace tools like Gmail, Google Meet, Docs and Drive. A Google Workspace account is created for students when they register for school. Records and files created in Google Workspace are stored on servers located outside of Canada and are subject to foreign laws.

EdTech tools

EdTech tools, like Mathletics and Raz-Kids, are electronic teaching and learning resources used in the classroom. Approved EdTech tools have been reviewed by Edmonton Public Schools for reasonable privacy controls. Schools are expected to provide you with notification of the EdTech tools being used in your child's classroom.

Monitoring for safety

Edmonton Public Schools uses monitoring software when students and staff are signed into their school accounts during school hours. This software ensures each student and staff member is provided with a respectful and safe learning environment. Content-filtering software runs whenever a student is using their school account.

However, no content filtering software can be guaranteed to restrict access to all inappropriate sites.

Division Wi-Fi connections are logged, indicating the location of the device when it connects. Online activity on Division networks is logged.

The Division will access technology logs in accordance with Division policies and regulations.

Complete the consent form

Parents can complete the *Consent for Disclosure and Use Form* in SchoolZone to let us know how their child's information may be used outside of Edmonton Public Schools—for example, posting to social media or sharing information with other parents. The form can be updated any time during the school year.

The school or classroom teacher will keep you informed as to how your child's information may be used outside of school.

More information

Contact the school principal if you have any questions or concerns about the collection or intended uses of this information. You can also reach the Access and Privacy Office at accessandprivacy@epsb.ca or **780-429-8350**.

Frequently asked questions

about the collection and use of personal information

Why am I being asked for personal information about me and my child on the school's registration form?

The school requires this information for educational purposes and to support a safe and respectful learning and working environment of students and staff. This is authorized by the *Education Act* and in compliance with the *Protection of Privacy Act* (POPA).

In addition, we are required to provide relevant information to Alberta Education as required by the *Education Act*.

Will pictures or videos be made of my child without my permission?

School staff may take pictures or videos for use within the Division, school or posting to SchoolZone.

Will my child's picture or name be on the Internet?

Their information may be posted on SchoolZone, a secure website used by schools and Division parents. SchoolZone cannot be accessed by anyone outside the school community. Parents are reminded to not copy, download or share pictures or videos from SchoolZone.

Their information may also be posted on public websites or shared outside the school community by the Division if you gave consent on the *Consent for Disclosure and Use Form*. Your school or classroom teacher will provide additional information as required.

Will classrooms use EdTech tools that have not been approved by the Division?

A teacher may wish to use an EdTech tool that has not been reviewed by or approved by the Division. In these cases, a teacher will seek parental or guardian consent by outlining the specific personal information and its purpose. Since participation is optional in these cases, it will not affect grades.

Does my child have to have a Google account?

Yes. Google Workspace is the Division's communication platform. This allows students to access Google tools like Google Classroom, Gmail, Meet and Drive. Your child's Google account may also be used to sign in to external educational platforms.

Visit bit.ly/DivisionGoogleWorkspace to learn about Google Workspace at Edmonton Public Schools.

How is YouTube used in Edmonton Public Schools?

Students who are signed into YouTube using their Google Workspace account (at school or home) can view YouTube content that has been approved by Google's AI-enabled filter or by Division staff. Visit bit.ly/DivisionYouTube to learn about safety features for YouTube.

Can other students see my child's email address?

Currently students' email address, name and grade may be visible internally to other staff and students through email contacts. Students may upload a photo or icon if they choose, but this is not required.

What if the media come to the school?

Your child will not be recorded by the media unless you signed the Media Consent Form. Your child's school will tell you if a media event is happening.