

Student Information Booklet

The *Freedom of Information and Protection of Privacy Act* (FOI/PPA) which came into effect for school boards on September 1, 1998, sets controls and standards on how public bodies such as school boards collect, use and disclose personal information that is in their custody or under their control.

The FOI/PPA Act requires that school boards:

- Collect personal information directly from the individuals the information is about, unless another method of collection is authorized under Section 34 (1)(a) of the Act;
- Provide the individual with the legal authority for the collection (e.g. School Act);
- Explain the purpose of the collection and how the information will be used; and
- Provide a contact person should an individual have questions relating to this activity.

The information collected during the student registration process is personal information as referred to in the *FOI/PPA Act*. This personal information is collected pursuant to the provision of the *School Act* and its regulations (e.g. for the establishment of a student record, determination of residency), and pursuant to Section 33 (c) of the *FOI/PPA Act* as the collection is related directly to and is necessary to a school board's obligation to provide students with an educational program that meets their needs and to provide a safe and secure school environment (e.g. program placement, determination of eligibility and/or suitability for provincial or federal funding, contact and health-related information in the event of problems or emergencies). Personal information may also be provided to the *Minister of Learning* for the purpose of carrying out programs, activities or policies under his/her administration (e.g. research statistical analysis).

If you have any questions about the collection, use or disclosure of information collected in this registration process or on any matter of access or privacy, please feel free to contact:

**Division Principal/FOI/PPA Coordinator
Sturgeon School Division
Frank Robinson Education Centre
9820 – 104 Street
Morinville, AB T8R 1L8**

**Phone: (780) 939-4341
Fax: (780) 939-5520**



"...where great things are happening"

Uses of Information

The *Freedom of Information and Protection of Privacy Act* requires that consent be obtained for the collection and use of personal information that is not authorized under the *School Act*. *Sturgeon School Division* believes the areas listed below are part of a vital, healthy and functioning school and participation of all students is important and encouraged. Following are examples of how personal information is used:

- The use of a student's name, photo and comments in the school calendar, newsletter, annual or other school publication, including yearbook, etc.;
- The taking of individual, class or team photos and the use of student photos for purposes of identification;
- The use of student names or artwork or other material displayed at school or Division sites, or at school sponsored displays in the community (provided that a copyright consent form has been signed respecting the works created by each student);
- The use of student names, related contact information and telephone numbers for absenteeism verification;
- The taking of photos and/or videos of classroom or other school activities, and their use, by the media or other organization where students are not interviewed or identified by name. (Where media or other organizations identify or interview individual students for use outside of the school, with the knowledge of the school staff, a separate, specific consent will be required. You will be contacted for permission prior to the event.) Please note that photos and/or videos of school activities that are open to the general public may be taken and used for purposes within and outside of the school. The school may not be able to restrict such activities at public events;
- The taking of photos and/or videos of classroom or other school activities by the Division where the material will be used within the school. (Where individual students are identified or interviewed and the material will be used outside the school, a separate, specific consent will be required. You will be contacted for permission prior to the event);
- The use of student names/photos for listings of honor roll, graduation, scholarship or other awards or for birthday recognition purposes;
- The circulation of information on a "need-to-know" basis regarding students who have severe or life-threatening medical conditions;
- The use of student names, related contact information and phone numbers by School Councils and volunteers for school purposes and for fan-out (these groups will be directed to destroy the information at the end of the current school year);

- The use of student names and academic information necessary for determining eligibility or suitability for provincial and federal awards or scholarships in the event that the Board applies on the student's behalf;
- The use of student names, addresses, parental and emergency contact information, for the provision of transportation services;
- To ensure the safety of students transported on school buses, information on any health conditions that may require emergency treatment by the driver will be provided to the bus driver;
- The use of student names and relating contact information for the *Regional Health Authorities* to assist with vision, speech, hearing, dental and immunization programs;
- Student lockers are the property of the *Sturgeon School Division* and are subject to search at any time, without notice, by the school administration or the RCMP.

If you have any concerns with these uses of information or other possible uses, please notify the school principal, in writing, and we will address your concerns.

Student Participation in School Athletics/Performing Arts

Athletics – As part of the normal operation of school athletics, player rosters are compiled, consisting of player's name, position played, grade level, height and sometimes weight. Typically, this information is distributed to schools within the division/competing conference, schools hosting tournaments, various print and broadcast media, and the governing bodies of the respective athletic association. In addition, we enjoy and encourage an open relationship with the print and broadcast media in their endeavors to promote and report on school athletics, and to help us celebrate student success.

Performing Arts – Similarly, as part of the normal operation of a school's performing arts program (e.g. band, drama, etc.) student information is compiled, consisting of student name, grade level and sometimes the area of specialty within the arts program. This information is typically distributed to schools hosting competitions, various print and broadcast media, and the governing bodies of the respective performing arts association, if applicable. In addition, we encourage and enjoy an open relationship with the print and broadcast media in their endeavors to promote and report on school performing arts programs, and to help us celebrate student success.

It is considered important that the information listed below continues to be disclosed for those students participating in school athletics and performing arts programs. Students participating in these programs:

- Will have personal information, including name, grade, parent name(s) and contact information, along with other personal information relevant to their program/sport, released to the teacher/individual/coach in charge of the program or any formal parent group charged with organizing activities for the program/teams;
- May be interviewed by print/broadcast media in situations other than events open to the public;
- May be photographed/videotaped by the print/broadcast media at times other than public performances/competitions;
- May have their program/roster information disclosed to the print/broadcast media; and
- Will have their program information distributed to schools and/or agencies hosting competitions.

Information disclosed will be limited to that which is directly related to the student's involvement in their particular activity/sport.

Photographs or videos taken by the media or an individual at a school function where the public is welcome to attend are not within the control of the school or Board.

If you have any concerns over the release of personal information as indicated above, please identify your concern, in writing, to the school principal, and your request will be addressed.

Parent/Guardians will be contacted by the school for a separate written consent in the following instances:

- Photographs or videos taken by the media or any other organization where individual students are identified or instances where students are interviewed.
- Photographs or videos taken by the Division where the material will be used outside of the school system.
- Release of student names outside of the school.
- Copyright for artwork or creative writing, which will be reproduced for use outside of the classroom.
- Publication of your child(ren)'s name, photograph and/or school work on the School Division website.