



Collection and use of personal information

Sturgeon Public School Division collects the personal information of students and parents for educational purposes and to protect the safety of students and staff. Consent is not required to gather and share this information.

Below are some **examples** of how and where personal information may be used. This list is not intended to be all-inclusive.

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| <ul style="list-style-type: none">• use of student's name and related contact information for absenteeism verification;• use of student's name or image in articles, photos or videos in the school calendar, newsletter, yearbook or an internal website;• the taking and use of individual, class, team, club or school videos and photos within the school internal school purposes; | <ul style="list-style-type: none">• use of student's name on artwork or other material to be displayed at the school or another Sturgeon Public Schools site;• use of student's name on lists such as honour rolls, scholarships or other awards within the school or school division;• managing and validating school passwords and email accounts;• sharing information with Alberta Education. |
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In accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act*, Sturgeon Public School Division is authorized and **required** under the provisions of the *Education Act* and its regulations to collect, use and disclose personal information necessary to provide an educational program and ensure a safe and secure school environment for students.

Sturgeon Public Schools uses G Suite and Microsoft 365 for Education allowing all students and staff to communicate and collaborate. Any emails, documents, presentations or files created in Google Apps and Microsoft 365 for Education is stored on servers located outside of Canada and subject to foreign laws.

Sturgeon Public Schools uses monitoring and filtering software when students are logged into their school accounts during school hours to ensure that each student and staff member is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. Content-filtering software runs whenever a student is using their school account.

Please note: photos or videos of students attending or participating in school activities (e.g.: sports events, concerts, cultural programs, clubs, field trips, graduation or other ceremonies) that are open to the general public may be taken by the public-at-large, including the media, without consent. Sturgeon Public School Division cannot control or prevent the further distribution or use of these photos, videos, images or other personal information.

When student information is used by the school or the school division for purposes beyond educational programming and student safety, the FOIP Dual Consent Form must be signed and returned to the school.

Please contact the FOIP Coordinator at 780-939-4341, if you have any questions or concerns regarding the collection or intended uses of this information.



When student information is used by the school or the school district for purposes beyond educational programming and student safety, the [FOIP Consent Form](#) must be signed and returned to the school.

Please contact the school Principal if you have any questions or concerns regarding the collection or intended uses of this information.

Frequently Asked Questions

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

The school requires this information in order to provide an education and a safe learning environment as required by the *Education Act* and Alberta's *Freedom of Information and Protection of Privacy Act (FOIPP)*.

What does this mean?

Examples as to how this information may be used include:

- receive education funding from the Government of Alberta;
- check on the child if they are absent;
- create newsletters or yearbooks for the school;
- recognize your child's achievement on an honour roll; and
- manage and validate school passwords and email accounts.

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

Your child's teacher may wish to take pictures or videos for use within the school community. If you signed the [FOIP Consent Form](#), pictures or videos may be posted on public websites or shared outside of the school community. Your school or classroom teacher will provide additional information as required.

What if the media comes to the school?

Your child will not be recorded by the media unless you sign the [FOIP Consent Form](#) allowing this to take place. However, if your child is on a field trip at a public place, photos may be taken by the public or the media without permission. If this is a concern for you, please let the school know.

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

The information may be posted on an internal website used by many schools. If you signed the [FOIP Consent Form](#), pictures or videos may be used on public, external websites or shared outside of the school community. Your school or classroom teacher will provide additional information as required.

I have additional concerns about my child's information being shared. How do I let the school know?

Contact the Principal to discuss your concerns.