

PRIVACY TALKS - OCTOBER

PRIVACY RISKS OF ONLINE TOOLS AND SERVICES

Terms and conditions and privacy policies for online tools can make it difficult to determine if you are complying with provincial privacy laws. For example, some online services:

- collect and retain students' and parents' personal information such as names and email addresses
- track and record online activities and interactions with other students
- evaluate students' performance to generate learning profiles and market products directly to students and parents
- sell students' information to third parties

We recommend that when teachers are considering the use of online educational services:

- consult with school/board officials before selecting these services
- read privacy policies and terms of service carefully to understand how students' information may be collected, used and disclosed
- only use school board approved apps and services
- provide students with guidance on how to use the services in ways that protect their privacy
- where possible, use services that do not require students to identify themselves by name and email or other identifying information

SOCIAL MEDIA

When using social media, it is important to make sure you are protecting your students' privacy at all times. Make sure to:

- carefully read and follow the school's policies on the use of social media
- verify consent was obtained before posting photos and videos of class activities, and before posting any information about a student that discloses their personal information

If you have any questions or concerns, please contact John Forte – Privacy and Risk Advisor at john.forte@ncdsb.com or Andrea Penney – Coordinator of Information Management at andrea.penney@ncdsb.com