

CYBER MONDAY

A monthly cyber-security and data privacy bulletin from the UGDSB



Creating a Culture of Privacy

Privacy and security are everyone's responsibility

It is the responsibility of everyone to protect students' personal and confidential information.

All parents, guardian, and visitors to the school are reminded that the privacy of all our students must be maintained at all times. We are ultimately responsible for the safety and security of our students and the security and confidentiality of our students' personal information, including first and last names, images and any other identifying information.

Resources

- [Personal Information and You! - Learning Module](#) (Classroom-friendly, approx. 6 min)
- [Introduction to Privacy Literacy - OASBO Webcast](#) (School Board Staff, approx. 6 min)
- [What is Personal Information - IPC Fact Sheet](#)

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What is personal information?

Personal information is any recorded information about an identifiable person, including but not limited to:

- Student name, birthdate, OEN, student number, OSR;
- Pictures of student faces, student work including full name;
- Your race, nationality or ethnic origin;
- Your colour, religion, age;
- Your educational information and/or medical information;
- Your personal views or opinions.

As school board employees, we are obligated to protect personal information within our control and custody.

Photographs and Documentation

Staff: Documentation of school events, student work, electronic images and video of students

- Informed consent shall be obtained before taking pictures/video of students and before posting online
- Unidentifiable photos may be posted online without consent
- Cameras and mobile devices shall not be used in washrooms, change rooms or any place that a person expects privacy
- Use of video and electronic images outside of the parameters laid out in the consent form will require a completed explicit informed consent located in the Privacy Protection and Information Access Handbook. Please refer to the Responsible Use of Digital Technologies Handbook for appropriate next steps

Students: Share with Care

- Cameras and mobile devices shall not be used in washrooms, changerooms or any place that a person expects privacy. Mobile devices may only be used with teacher permission for instructional use, medical or safety use.
- Ensure you are keeping other students' information safe – do not overshare or forward personal pictures or private information with others.
- Consider the consequences of what you share – Sharing personal information belonging to someone else can have a lasting impact on your own reputation
- Consider proactively creating a positive online profile and check your settings: ensure your privacy settings are configured to only share what you want shared.
- People's perspectives vary greatly – do not assume that the way you portray yourself online is the way others may see or view your online profile

WHAT CAN YOU DO?

Students:

- Ask yourself if you should share private information about someone's health, grades, personal life without them knowing. Before you post or share ask if it is really your information to share.

Parents:

- Only take pictures or video of your own child(ren).
- Only post and share pictures or video of your own child(ren) on social media and with others.
- Only preview your child(ren)'s work.
- Only discuss your child(ren) with the appropriate staff.