

STUDENTS

Posting Student Information on Board Websites

The Durham District School Board will support open communication with the community by providing guidelines for the publication of student information on Board Websites.

1.0 Guiding Principles:

This policy applies to both the Durham District School Board public Website, www.durham.edu.on.ca, and all Durham District School Board school Websites.

Student safety is the overriding concern when making decisions about Website content.

Material posted on the Durham District School Board Websites must meet the educational objectives of the DDSB and be consistent with Board policy and Ministry legislation.

Websites must comply with copyright laws. Web pages shall not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained by the owner.

Personal information shall not be posted on a Durham District School Board Website unless written consent of the individual(s) to whom the information relates is obtained.

Personal information is defined in Section 2 of the *Municipal Freedom of Information and Protection of Privacy Act* as "recorded information about an identifiable individual." This includes, but is not limited to: information relating to age, sex, address, telephone number, an individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

School Websites should sit on the Board server to ensure appropriate technical support and compliance with Board policies and guidelines.

2.0 Responsibilities:

The Communications Manager is responsible for the content of the Durham District School Board's public Website. The Communications Department and the Creative Services Department will update the site regularly throughout the school year.

The Principal is responsible for the content of the school Website developed by students, alumni groups and/or student councils. Schools must review and update their web pages at least twice annually. Updates shall be dated.

3.0 Student Registration Form:

Consent to post students' personal information on the Durham District School Board Websites will be requested at the beginning of each school year on the Durham District School Board Secondary and Elementary Registration Forms (Student Registration Waiver). Parents and/or students may withdraw their consent to having information posted at any time of the year.

4.0 Information That May be Posted on Durham District School Board Websites:

Information that has been widely distributed and published may be posted on Durham District School Board Websites, including:

- Principal, vice-principal names and photos, head secretary, school name, school address, telephone number and email address
- Unless otherwise requested by a staff member, full names may be included
- Trustee names, photos and contact information including email addresses if applicable, names of school council chairs and students elected to the role of student council president
- School location
- School history (without personal information of any individuals)
- School profile
- School mission statement
- School logo, dress code
- School calendar and holidays (no class/school trips)
- School events
- School style guide
- School community partnerships
- Photograph of school building
- Homework assignments and deadlines
- School and Board policies
- Course descriptions
- School email addresses that do not identify individuals (e.g. student_council@namedhighschool.ca)
- General information that relates to individuals' professional responsibilities e.g. staff list with staff members' names, title, contact information, department and grade taught (unless requested not to by a teacher)
- Names of staff members responsible for extracurricular activities.

All school Websites should provide a link to the Board Website.

5.0 Students' Personal Information That May Be Posted on Durham District School Board Websites with Written Consent Only:

- Photographs of students (individual and/or group)
- Student's work (e.g. essays, projects, etc.)
- Names of students participating in extracurricular activities and student council
- Names of student award-winners/prize winners

Please note the waiver on the Student Registration form covers these items.

6.0 Personal Information That May Never Be Posted on Durham District School Board Websites:

- Student's report card and academic transcript
- Student's Ontario Student Record (OSR)
- Student's telephone number, home address, personal email address
- Parent's/Guardian's name, telephone number, home address, personal email address
- Staff telephone number, home address, personal email address.

7.0 Identification of Students in Photographs:

(a) Elementary Students

Photographs of elementary students may be posted on DDSB Websites with parental permission as obtained through the annual registration form. Where possible, group shots are preferred to individual shots. No identification of the student will be made.

(b) Secondary Students

Identifiable photographs of secondary students are permitted with appropriate written approval. Where possible, group shots are preferred to individual shots. First name and first initial of surname may be posted.

(c) Adults

Identifiable photographs of staff or other adults may be posted if authorized by the staff member or the adult in question.

8.0 Publishing of Student Work:

- All published student work (written and/or illustrated) requires permission from the author before posting. This is covered on Student Registration forms distributed in the fall of each year.
- Students and teachers must follow copyright and permission laws when including material from other Websites.

9.0 Newsletters:

School newsletters must be reviewed on a page-by-page basis before they are posted to a Durham District School Board Website. If they contain personal information, they should be posted to the Website only if the personal information is edited out or if the individuals to whom the personal information relates have consented to its posting.

Appendix A

Alternate address/Child-care Provider (if applicable)	Phone Number	Before School	After School
		Address is busing drop off / pickup / other ☐ ☐ ☐	Address is busing drop off / pickup / other ☐ ☐ ☐
		Address is busing drop off / pickup / other ☐ ☐ ☐	Address is busing drop off / pickup / other ☐ ☐ ☐

POTASSIUM IODIDE PILL

The following only applies to parents with students attending schools within a 10 km radius of either Pickering or Darlington Nuclear Generating Stations. All schools within the radius have a copy of the Durham District School Board's Nuclear Emergency Procedures.

In the event of a serious accident in the Nuclear Generating Station, radioactive material may escape from the station. One type of radioactive material that may be released is radioiodine. If radioiodine is inhaled, it is absorbed by the thyroid gland. The ingestion of potassium iodide (KI) pill will minimize the amount of radioiodine absorbed by the thyroid gland. It is expected there will be sufficient time to close the school and evacuate your child before any radiation exposure occurs. However, a decision has been made to pre-distribute KI pills to all schools within a 10 km radius. All principals have been instructed that the issue of these pills is subject to Provincial Authorization.

There may be some reaction to the KI pills for individuals allergic to iodine. For this reason, it is important for parents to notify the school if they suspect or know their child is allergic to iodine. For questions regarding thyroid-blocking potassium iodide, please contact the Regional Municipality of Durham Health Dept. at 905-723-3818 or 1-888-777-9613.

☐ Yes I grant permission for my child to be administered a KI pill ☐ My child is allergic to iodine.

EMERGENCY SCHOOL CLOSURE

During inclement weather, the Board may attempt to keep schools open but this does **not** mean that students must be sent to school. It is the parents' responsibility to decide if conditions are safe for their children to walk to and from school. Listen to radio announcements early in the morning. When buses are cancelled in the morning they will not run in the after afternoon.

In case of inclement weather or an emergency due to lack of heat, water or a gas leak, etc., I grant permission for my child to be sent home. ☐ Yes

If your child is NOT to be sent home please specify alternate arrangements:

INTERNET ACCESS

I have read the ACCEPTABLE AND SAFE USE PROCEDURE form and I give permission for my child to access the internet while at school

Signature of Parent/Guardian or Students 18 years and older _____

WAIVERS

My child's **school work**, may be displayed in school buildings (other than the student's classroom),

school or board publications, articles in the local media, and any film/media. ☐ I give consent ☐ I do not give consent

My child's **photograph/visual likeness** may be displayed in school buildings (other than the student's classroom), school or board publications, articles in the local media,

and any film/media. ☐ I give consent ☐ I do not give consent

My child's **school work or photograph/visual likeness** may be displayed on the

Durham Board website. ☐ I give consent ☐ I do not give consent

I give permission for my child to be included in neighbourhood excursions under a teacher's supervision.

☐ I give consent ☐ I do not give consent

I give permission for my name and phone number be used by School Community Councils

for the purpose of sharing school information. ☐ I give consent ☐ I do not give consent

If this student is currently suspended or expelled from any school in Ontario please indicate

suspension or expulsion. ☐ suspension ☐ expulsion

If yes, name of the school you were suspended or expelled from and a contact name

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, s29(2), personal information is collected under the authority of Education Act R.S.O. 1980, c 129, s.10, and will be used for the general administration of our schools.

Questions about this collection should be directed to Superintendent of Education/
Employee Relations, Durham District School Board, 400 Taunton Rd. E. Whitby, Ontario L1R 2K6, 905-666-5500.

I understand that it is my responsibility to advise the school immediately of any changes in any information stated on this form.

I acknowledge that the school accepts no liability for thefts which may occur on the school premises.

Date _____

Signature of Parent/Guardian or Student 18 years and older _____

Date _____

Signature of School Administrator _____

Appendix:
Appendix A

Effective Date
2007-09-17
Amended/Reviewed