



Lethbridge School District No. 51

2013-2014 Student Registration Package

Student's Name: _____ School: _____ Grade: _____

INSTRUCTIONS

1. Read the Freedom of Information and Protection of Privacy Act information sheet enclosed in this package and retain this document at home for your reference.
 2. Read the Normal School Information Disclosure notification sheet.
 3. Complete or verify the Student Registration Form.
 4. Read and complete the enclosed Consent Forms.
 5. Return the completed registration package to the school.
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NORMAL SCHOOL INFORMATION DISCLOSURE

Parents/Guardians Please Read Carefully

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. The Lethbridge School District No. 51 believes that the uses listed below are part of a vital, healthy and functioning school and participation of all students is important and encouraged.

- the use of student's name, photo, comments in the school calendar, newsletter, yearbook, graduation book, or other school publication.
- the taking of individual, class, team or club photos for school purposes and the use of student photos for the issuance of identification passes (i.e. library, activity, transit/bus).
- the use of student names on artwork or other creative work or material of students displayed at school or School Board sites, provided the Copyright Release section of this form is signed.
- the use of student names in honour rolls, birthday recognition and other such acknowledgements within the school or School Board.
- the publication of student names as part of graduation and award ceremonies.
- the use of student names and academic information necessary for determining eligibility or suitability for provincial, federal or other types of awards or scholarships in the event the Board applies on a student's behalf.
- the use of students' names, related contact information and telephone numbers for absenteeism verification.
- the taking of photos and/or videos of classroom activities, and their use by the media or other organizations where students are not identifiable (the accompanying *Media Consent Form* may provide consent of situations where individual students are identifiable or interviewed and the material will be used outside the school). 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 activity at public events.
- the circulation of personal information on a "need to know" basis for students who have severe, life threatening medical conditions or for students in emergency situations.
- the taking of photos/videos of classroom or other school activities by the School Board 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 and specific consent will be required. You will be contacted prior to this event taking place.)

If you have concerns with any of these uses of information, please notify the school principal in writing.

CONSENTS FOR INFORMATION DISCLOSURE REQUIRING PARENTAL SIGNATURE

Copyright Release

As part of a student's educational program, they may be recorded and taped; have their work displayed; have their work reproduced for non-profit, educational purposes. Their production(s)/work(s) may be shown at educational displays during open house, inservice sessions and other school-related activities at school or School Board sites, or at school or School Board sponsored displays in the community, or used in a school publication.

_____ I give my consent to the information disclosures as described above.

_____ I do not give my consent to the information disclosures as described above.

I understand that this consent is valid for this current school year only.

Signature of Parent/Guardian/
Independent Student

Date

Media/Internet Consent

Lethbridge School District No. 51 enjoys and encourages an open and positive relationship with print (i.e. newspapers, magazines, etc.) and broadcast media (i.e. television, radio, etc.) as a means of promoting and reporting on school activities. In addition, schools are using the Internet (websites, web based programs) to increase positive learning, sharing and recognition opportunities for staff and students.

By signing this section I/we consent to the disclosure of information for use by Media and/or School District use for learning and/or celebration of learning purposes. Examples of these would include, but would not be limited to:

- Interviews for media or School publications (i.e. - school newsletters, etc.)
- Photograph of the student and posting of Student's name
- Group and class photographs that include Student and their name
- Class work (i.e. - art, stories, projects) done by Student
- Awards, Scholarships , Prizes received by Student
- Participation of Student in Extracurricular Activity (Athletics, clubs, fundraising efforts, music)
- Collaboration with other schools and classrooms using web based programs such as Skype, YouTube, Twitter, etc.

Please mark one of the following to indicate your consent:

_____ I give consent to disclosures as described above.

_____ I do not give consent to the above disclosures.

_____ I give consent, with the following exceptions.

Signature of Parent/Guardian/Independent Student

Date

School Council Information Disclosure

The school has a School Council which represents the parents and engages in activities of the school. The school will normally make the parent/guardian name, phone number and mailing address, as well as the student's name and grade level, available to the School Council for contact purposes.

_____ I give my consent to the information disclosures as described above.

_____ I do not give my consent to the information disclosures as described above.

I understand that this consent is valid for this current school year only.

Signature of Parent/Guardian/
Independent Student

Date



Lethbridge School District No. 51
**AND THE
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Effective September 1, 1998, school jurisdictions in Alberta became subject to the *Freedom of Information and Protection of Privacy Act*. The purposes of the *Act* (Section 2) are: (1) to allow the public a right of access to records held by a school jurisdiction; (2) to control the manner in which school jurisdictions collect, use and disclose personal information; (3) to allow individuals a right to access personal information about themselves held by a school jurisdiction; (4) to allow individuals a right to request corrections to their personal information held by a school jurisdiction; and (5) to provide for an independent review of decisions made under the *Act*.

Access to Information - Under the *School Act* (Section 18), a student, their parent/guardian, and any person who has access to the student under a separation agreement or court order will have access to records kept by the school pursuant to the *Student Record Regulation*. Access to other personal information not included on the student record will be subject to release under the *Freedom of Information and Protection of Privacy Act* (sections 16 and 17). The *Act* also gives individuals the right to request correction of personal information (Section 35).

Any individual may request access to any record in the custody or under the control of the school jurisdiction, subject to restrictions related to the release of personal information and other limited exceptions. Information that is routinely available to the public may be released without a formal request. Any requests for information will be subject to payment of applicable fees adopted by the Board.

Protection of Privacy - An individual's personal information belongs to them, and they have a right to protection of their privacy. Personal information is defined in the *Act* (Section 1(1)(n)) as recorded information about an identifiable individual, including the individual's name, phone number, address, ethnicity, religion, age, marital status, identifying numbers or symbols, education, employment, medical or psychiatric history, and anyone else's personal opinions about the individual. To ensure that an individual's privacy is protected, the *Act* establishes strict guidelines for how personal information is to be collected and used, including the retention and disposal of this information (Sections 32, 33, 34 and 37). There are also strict guidelines governing disclosure of personal information (Sections 38, 39, 40 and 41).

What information is collected and why? Registration information is collected under the authority of the *School Act* (Section 18), the *Student Record Regulation* and the *Freedom of Information and Protection of Privacy Act* (Section 32.c). Information collected will be used for educational program purposes, such as placement in appropriate grades and courses, determination of eligibility for Alberta Education funding, contact information and as a record of health status in the event of a problem or emergency involving your child, etc.

How may the information which is collected be used or released? Information collected by the school jurisdiction may be used only for the purposes for which it was collected or for a consistent purpose (Section 39). This information will only be released if permitted under the *School Act* (Section 18) or the *Freedom of Information and Protection of Privacy Act* (Sections 16, 17, 37, 38 and 39), or if written consent for its disclosure is obtained. The *School Act* and *Student Records Regulation* permit the release of information to Alberta Education, including student name, gender, birth date, program/grade, student/parent address and telephone numbers. This information is used to facilitate program funding, planning and evaluating programs, conducting enrolment audits of school jurisdictions, and for demographic and other statistical research purposes.

What security measures are in place to protect this information? Personal information collected through the student registration process is kept secure and access is restricted. The School District utilizes a computerized Student Information System to maintain student records. Information is entered into the computer system at the school level, and access to this information is restricted by password protection.

What if I have questions or concerns? If you have any questions about the collection, use or disclosure of information collected in this registration process or on any matters of access or privacy, please contact:

Office of the Superintendent
Lethbridge School District No. 51
433 - 15th Street South, Lethbridge, AB T1J 2Z5

Phone: (403) 380-5300
Fax: (403) 327-4387

Please retain this document at home for future reference.