



INTERNATIONAL SCHOOL OF CAMBRIDGE

1550 DUNBAR ROAD
CAMBRIDGE, ON N1R 8J5
Phone: 519-740-6855
Fax: 519-624-5333

September 4, 2018

Dear Parent/Guardian:

The Municipal Freedom of Information and Protection of Privacy Act sets guidelines that Boards of Education must adhere to when protecting the personal information of their students. The Act requires that students and parent/guardians of students under the age of 18, be informed of the uses, disclosures and maintenance of their personal information and that they be given the opportunity to make inquiries about the same.

During the 2017-2018 school year, your child(ren) will be involved in a variety of school related activities and events consistent with the purpose of educating students in accordance with the Education Act. We bring to your attention the following areas that you and/or your child's personal information **may** be revealed **without notification to you**, so that you may express any concerns you may have:

- i) **Home phone numbers** may be released to create telephone lists for distribution as follows:
 - Emergency procedures** - to **volunteers** and **trip bus operators** for the purpose of making contact during an emergency, such as inclement weather situations, the safe arrival program etc.
 - Parent associations** - to be used for soliciting parent involvement in a variety of school related activities that will benefit your child,
 - Safety Patrols** - to be used for emergency purposes only, i.e., a student is sick and needs a replacement.

- ii) **Mailing addresses** and **names of graduating students**, as well as the students who have achieved special accomplishment, may be shared with the offices of a Member of Parliament and/or a Member of Provincial Parliament for the purpose of the student receiving a congratulatory letter.

- iii) **Medical information**, the school will share and update necessary student information with the **Waterloo Region Health Unit**. The information will include your child's birth date, address, home telephone number and work number of parents, for the purpose of "establishing and maintaining a school health record according to the Health Protection and Promotion Act and Immunization of School Pupils Act". The **Ontario Health Card Number**, however, is **optional**. You are under no legal obligation to give your Health Card Number to the school if you choose not to. If, however, you do give it to the schools, it will be used for an emergency purpose only, i.e., your student is injured and requires hospital attention and no one outside of the school can be contacted. The school will also share it with the Health Unit **unless you specify otherwise**.

- iv) **Students' work** with their **first and last name** and possibly **grade levels**, may be displayed in the classroom or school hallways, or may be shared with the public through science fairs, art projects, bulletin board displays, school newsletters.

- v) The **media** may be invited to the school to take **photos of students** and **write articles** about student achievements, graduations or special events. Once again, the student may be identified by **first and last name** and **grade level**. The information gathered is used as part of the school's communication plan to share newsworthy events that occur at the school.

- vi) **Photographs and videos of students (with their names and grade)**, collectively or individually, may be taken by ISOC staff and/or professional photographers that have been approved by the School Board and may be used in the following manner:
- **bulletin boards** that are displayed in the classroom and in school hallways,
 - Uploaded on **school website or social media pages** for celebrations of student achievements or marketing purposes.
 - **school yearbooks**, school newsletters, or for school identification purposes,
 - **during classroom activities**, open house or parents' night, etc.
 - **in local newspapers** and on **local television**,
 - **on some school buses**, to monitor student behaviour. All tapes will be copied over and/or erased daily. **When deemed necessary**, the tape would be viewed by the school principal, driver, student and parent/ guardian and then be kept for a **minimum** period of **twelve months** as per the Municipal Freedom of Information and Protection of Privacy Act.
- vii) **Class lists** with students' first and last names only may be distributed to other parents for addressing greeting cards or invitations about Eid etc. School may post class lists, showing the student's new placement for the next school year, inside the school on the Thursday and Friday prior to school opening for parent/student information. The same class list may be posted on the classroom door the night before and the morning of school opening in September.
- viii) **Personal Information** may be provided to **School Photographers** such as student's first and last name, student number, student's three letter identification, school name and grade. This information will be provided for the purpose of providing the student with a security identification card. The card will allow the student to have access to library books and may be used in the school office for identification purposes. The photographer signs a confidentiality clause that states that the information may only be used for the purpose that it was collected and **no** other purpose.
- ix) **Internet Use:** Students have been instructed not to disclose **personal information** over the Internet.
- x) **School Web Sites including Staff websites:** Photos of students and students' work (example - art, writing, science projects) may be used but **will not** include students' **first or last names**.

IMPORTANT: If you have any objections to the use of any disclosure of your child's personal information in any or all of the above related activities, please contact the principal in writing as soon as possible. Otherwise, the school will assume your approval.

NOTE: It is the responsibility of each parent to instruct their child on the procedures to follow when they are asked for their personal information, i.e., first and last names, address, phone number(s).



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Cambridge, ON N1R 8J5

**CONSENT FOR THE USE AND DISCLOSURE
OF ROUTINE STUDENT INFORMATION**

Pursuant to the Municipal Freedom of Information and Protection of Privacy Act, I/we have read the information in the attached letter pertaining to the routine use of students' personal information.

I/we **do** object to the use and/or disclosure of said information for the purposes outlined in this letter.

Name of Student: _____
(Please print)

Grade of Student: _____ Date Signed: _____

Signature of Parent/Guardian: _____

**Please return this signed consent form to the school Principal as soon as possible.
Thank you.**

Note: If the school does not hear from you within a reasonable period of time, it will assume your approval.

THIS FORM IS IN EFFECT FOR THE CURRENT SCHOOL YEAR 2018-19 ONLY