**** SA-53.A INSTRUCTIONS

Parent/Guardian Consent To Use An Online Service That May Contain Personal Information

INSTRUCTIONS

The attached form should be filled out using Microsoft Word. It is designed to be a “fill in the blanks” type of a form. The places to fill in the blanks are indicated in grey boxes. Hints are provided in the grey boxes so you know what to fill in. Note that a few boxes are pull-down preset text instead of fill-in.

**PURPOSE**

This form is complementary to the SA-53 “Use of Personal Information/Responsible Technology Use” form that parents are asked to complete at the beginning of the school year. SA-53 provides a general consent to use a student’s information in school and district publications and websites. This form, SA-53.A, is to be used when a teacher or school wants to use a website that is not one that the school normally uses (e.g. the school’s website). It provides another layer of legal protection for the Board in regards to the Freedom of Information and Protection of Privacy Act (FIPPA). This Act specifies that informed written consent must be obtained for any personal information that will reside outside of Canada. The contents of form SA-53.A was designed to meet the requirements asked for in the Act.

**WHAT IS “PERSONAL INFORMATION”?**

The term “personal information” is defined in FIPPA and means any recorded information about an identifiable individual. For example, if a student writes in a blog about her parents’ divorce, that blog contains recorded information about the student *and* her parents. If the student and her parents are identifiable from the blog (whether they are named or not), then that information is personal information. It is important to understand what personal information is because FIPPA sets out requirements about protecting, storing and accessing it.

**SOME WORDS OF CAUTION**

One challenge with consent is that recorded information often contains the personal information of multiple individuals. For example, if you wanted consent to store a student’s assignment about her parents on a server located outside of Canada, you would have to obtain the consent of both the student and each of her parents. If the student’s next assignment contained the personal information of the friends she made during spring break, you would have to get their consent too.

When using a web service to store personal information, regardless of whether it is stored within or outside of Canada, you must make reasonable security arrangements against such risks such as unauthorized access, collection, use, disclosure or disposal.

**SERVER LOCATION**

On the form, it asks you to indicate where the web servers are located. You can usually find this out by either reading the company’s Privacy Policy page or by emailing the company. What you want to know is where they store their data and where they store their backups. You will want to try to get as specific as possible (address, city, state, or country). You should indicate if there are multiple locations. On the next page you will see some common websites and their locations.

Examples of websites and their locations:

|  |  |
| --- | --- |
| **Company Name** | **Data Storage Location** |
| Animoto | Outside of Canada |
| Audio Expert | Outside of Canada |
| Bibme | Outside of Canada |
| Bighugelabs | 8010 Woodland Center Blvd. Suite 700, Tampa, Florida, USA |
| Blabberize | Outside of Canada |
| Blogger | Outside of Canada |
| BlogSpot | Outside of Canada |
| Bubblus | Media Temple, 8520 National Blvd, Culver City, CA 90232  |
| Create-a-Graph | Outside of Canada |
| Doodle | Switzerland |
| Dropbox | Outside of Canada |
| Edmodo | United States |
| EduBlogs | 8500 Vicar Drive, Suite 500, San Antonio, TX 78218 |
| Evernote | Outside of Canada |
| Facebook | Outside of Canada |
| Google Services (e.g. GoogleDocs, Google Drive) | Outside of Canada |
| iCloud | Outside of Canada |
| Ipiccy | 427 S. LaSalle Street, Chicago, IL |
| Kerpoof | Outside of Canada |
| Kidblog | Montreal, Quebec with media files in Virgina, USA. |
| Pinterest | Outside of Canada |
| Pixlr | Outside of Canada |
| Poll Everywhere | United States and around the world. |
| Prezi | United States and in some regions within Europe. |
| Storybird | Dallas, Texas in the United States of America |
| Sumopaint | Outside of Canada |
| TeacherWeb | CH3 Data Center, 2425 Busse Road, Elk Grove Village, IL 60007 |
| Thinglink | Ireland |
| TimeToast | Outside of Canada |
| TitanPad | Vienna, Austria |
| Todays Meet | Outside of Canada |
| Tricider | Outside of Canada |
| Weebly | San Francisco, CA |
| Wordpress | Around the world |

To find out where data for a particular service is located, you can look up the company’s Privacy Policy (typically this is found at the bottom of the company’s home page). Usually they will have some contact information in the policy. If you can’t find that, try using the company’s Contact Us information or support pages. What you want to ask is something like this:

*Due to the privacy laws in British Columbia, I am required to obtain consent from students and parents when storing personal and private information on servers outside of Canada. This consent must indicate the location of where your company stores the data it collects. Can you please provide me with the location (address, city, state, and country) of where your data is stored? I understand that some businesses store their information in a variety of locations or the exact location may be confidential so it may be difficult or impossible to be very specific. In these cases, a broad indication (e.g. state or country) would suffice.*

**** SA-53.A

Parent/Guardian Consent To Use An Online Service That May Contain Personal Information

Dear Parent or Guardian:

(division, class or school name) would like to use an Internet-based service to (describe what you will be using this for and your rationale). (name of website) (URL of website) is the name of the website we plan to use. This website is a service that (describe what it is). Access to this service will be (indicate who will access this site and whether or not this site will be limited access via ID/password or open to the public to view).

Because of the nature of the use of this website, some personal information including (describe the personal information that could be included) will be stored on secured servers located (Where exactly are the servers? Be as specific as possible.). You should be aware that information that is stored outside Canada might be subject to the laws of foreign jurisdictions including, in the United States, the U.S.A. Patriot Act. Privacy legislation requires that we inform you on this and obtain your consent to this arrangement.

**Please return this form, signed and dated, to**  **as soon as possible after receiving this form from your child.**

*If you do not consent, or if you do not return this form, the website detailed above will not*

**Consent from Parent or Guardian**

I understand that information contained in the Internet-based service called (name of the website) may be stored/accessed outside of Canada. I hereby consent, on behalf of my child and me, to  using this website on these terms.

*Please PRINT:*

Student First and Last Name:

Student Grade: Division/Homeroom: Student No. (secondary students):

Parent or Guardian Name:

Parent or Guardian Signature:

Date signed (MM/DD/YYYY):