Upper Grand District School Board
Digital Tools Notice Statement

Any questions about information contained in this Notice Statement may be referred to your school principal.

Definitions and Use of Digital Tools

Personal information (PI) in this document means information about an identifiable individual. Examples could include a name, unique identifying number or symbol together with other information about the individual.

Digital tools include software, applications (apps), web services, browser extensions, etc.

We use digital tools to administer educational programs and associated services and to help deliver them in an efficient and cost-effective manner.

The collection of personal information using digital tools is for the purpose of providing education and education-related services such as instruction, assessment, and evaluation, as well as for ancillary and administrative services, such as attendance, transportation and facilities. The collection of personal information is necessary for us to deliver the services that we are mandated to provide by the *Education Act*.

Our teachers use digital tools to assist with differentiated instruction and offer parents tools for engagement. Digital tools are also used to gather student work, for assessment of a student's knowledge, learning skills, work habits, behaviour, learning style, learning strengths and weaknesses, engagement, and achievement.

Our employees and contractors use digital tools to make the management of data more efficient and secure, and to assist with reporting requirements to parents and the Ministry of Education.

Purpose of Third-Party Digital Tools

The *Education Act* authorizes us to collect and use personal information to provide the services that we deliver to students and their families.

The table below outlines how digital technologies are used.

Use	Purpose
1. Board Administration, Ministry reporting purposes and legal requirements to share information with third parties.	• student registration and class placement • parent and emergency contact information and medical plans of care, if required • communication tools for school administrative purposes • behaviour and safety tracking • attendance reporting and safe arrival programs • student evaluation tracking and report card programs • special education and student services records (e.g. IEP, Behaviour Plans) • student transportation • student photos, yearbook creation, etc. • tracking the provision of devices and technologies to students • reporting to the Medical Officer of Health, OFSSA, the Ministry of Education and other third-party providers as authorized. • home to school communication tools, parent portals, etc. • payment processing, i.e., field trips, etc.
2. Student instruction, assessment and evaluation including remote and online learning.	• Learning Management Systems (LMS) (i.e. Google Classroom, D2L/Brightspace) • video conferencing, communication, and collaboration tools (i.e. Google Workspace for Education, Microsoft Teams) • assessment and evaluation tools • digital portfolios (i.e. myBlueprint, portfolio)
3. Education tools to support content creation, collaboration, communication, critical thinking, and organization.	• coding programs • blogging • digital math tools • word processing/slides design • music programs • video and music editors • organizational tools • digital reference library and databases
4. Experiential Learning	• simulations • digital field trips • guest speakers • cooperative education • SHSM

Legal Requirements for the Collection, Use and Disclosure of Personal Information

The *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) identifies when a school board is permitted to collect personal information.

1. **Authority to Collect Personal Information**
   The *Education Act* and Ministry of Education provide the authority for school boards to collect personal information about you and your children attending school.

2. **Notice of Collection**

   This notice is required to advise you that we will be collecting personal information belonging to our students and their parents/guardians to provide educational services. A copy of this notice is available on the board website at https://www.ugdsb.ca/students/technology. This notice outlines how the board uses digital tools to fulfil its objectives.

3. **Use of Personal Information**

   We will only use the personal information collected for the reason the it was collected, for a reason that is consistent with the reason it was collected or with your consent to use it for a different purpose.

4. **Disclosure of Personal Information**

   We will only disclose the personal information collected for the reason it was collected or for a consistent reason that is necessary and proper in our efforts to provide educational services.

   In some cases, the board discloses personal information to digital tool providers as agents, and they might be engaged to collect, use and/retain personal information on behalf of the board for the board's purposes. In such cases, the digital tool providers are providing the board with services to fulfil the board's mandate in a manner that meets the board's legal responsibilities and policy requirements.

   When personal information is disclosed to digital tool providers, the board retains ownership and control of the personal information. The providers are only permitted to use the information to provide services for the board and the digital tool providers must ensure that the personal information is secure from inappropriate access, use or disclosure.

   The government of Ontario has recently released Ontario Regulation 52/26, Digital Technology Affecting Individuals Under Age 18, under the *Enhancing Digital Security and Trust Act, 2024*.

UGDSB will provide additional information related to these regulations through our family communication platform(s) in September 2026.

5. **Protection of Personal Information**

Reasonable security measures must be used to protect personal information from inadvertent or inappropriate access or disclosure, such as:

- only those individuals who require access to information to fulfil their job or contractual duties can have access;
- service providers cannot directly or indirectly disclose, sell, share, destroy, exploit or use any personal information (except as permitted by law); and
- industry standard security measures are required to be used to protect personal information.

6. **Risk Mitigation Strategies to Protect Personal Information**

The board provides guidance to staff and service providers about when and how they can use digital tools that collect personal information.

Strategies are used, when possible and appropriate, to prevent the collection of personal information that is not needed for the board's purposes. Examples include using teacher generated codes, pseudonyms, or anonymous user accounts and/or minimization of personal information collected by the digital tool.

7. **Questions or concerns?**

Any questions you have about the board's use of digital tools or a particular digital tool used in the classroom may be referred to your school principal.