



International School of Cambridge

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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 2020-2021 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** for the purpose of making contact during an emergency, such as inclement weather situations, the safe arrival program etc.

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".

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 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.;

vii) **in local newspapers** and on **local television**. **Class lists** with students' first and last names only may be distributed to other parents for addressing greeting cards or invitations about Eid and other events such as birthday parties, etc.

- 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 on a computer disk and used 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 will be 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.

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.

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).

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 not** 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. If you object to the contents of this letter, please let the office know as soon as possible. Thank you.

Note: *If the school does not hear from you within a four week period of time after admission, it will assume your approval.*