

Guideline



Use of Social Media and Educational Applications for Educational Purposes

References:

The Education Act, 1995,
[The Local Freedom of Information and Privacy Act](#)

Related:

AP 525 Employee and Student Use of Technology

Tracking:

Replaces Directive from December 2018

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Background

Supporting students and staff in a Culture of Excellence means ensuring a clear and simple processes across the school division that protect the privacy of students.

Protocols

When using student-identifying images and information within online educational application tools or social media:

1. If an image of a student is to be taken, it will be taken on an NESD authorized device and not on a staff member's personal device.
2. **Each school is required to maintain lists (MSS & Edsby Alerts)** to be shared with all staff members and community coaches who require knowledge about student privacy status. These alerts will include students in their school who, under "Permissions – 3 (Freedom of Information & Protection of Privacy)" on their Student Registration Form have marked "NO" or provided specific limitations surrounding the use of photographs.
 - a. These students must be designated in MSS with an "alert" visible on their student record as per instructions [Guidelines for MSS Alerts.pdf](#).
3. If students have a non-disclosure, avoid taking any pictures of them.
4. Administrators must communicate an internal vetting process to ensure privacy of students.
 - a. The process must be communicated to all staff and community coaches.
 - b. The process must include but is not limited to:
 - i. Images will not be uploaded to school social media accounts (private or non-private) or educational applications unless:
 1. Preapproval for select groups is established (example -homerooms, teams) and there is no possibility of other people visible in the background.
 2. Images are approved by a second person (with familiarity of the students in the photo), confirming the images of student(s) with nondisclosure requirements are not visible in the pictures (face, or other identifying aspects).
 - i. Excluding Edsby Gradebook Evidence, Learning Story and Portfolio.
 - ii. If using Edsby River of News, Class Feed or Groups, consult with second person as per statement above.
 - iii. Refer to [Edsby & Student Privacy.doc](#).

These protocols are in place to protect the privacy of students and families and to help support staff in meeting these privacy needs.