School and District Use of the Personal Information of Students

The following list describes the way in which the personal information of students may be used within the school setting. The Calgary Catholic School District believes that these uses are necessary for a vital, healthy and functioning school and that the participation of all students in these activities is important and should be encouraged. However, we realize that there may be occasions where you have concerns relating to the privacy of your child with respect to how their personal information is used. If you have concerns, please contact the principal of your child’s school.

This list does not include all the activities that take place in the school. School personnel will contact parents and guardians for written consent when activities occur that are inconsistent with those listed on this document.

**Newsletters**

These are public documents. They may include a student’s name, school, grade, and photograph. Academic information and other written material may be included.

For example, a newsletter may include a welcome to new students (age and grade), names and photographs of students of the month, or students achieving honours, news on sports teams and athletic achievements, and photographs of students involved in school projects.

**Yearbooks**

Yearbooks are normally available to anyone who wants to purchase a copy and they may be placed in public libraries. As such, they are public documents.

However, yearbooks are also part of the educational program at each school thus photographs and other personal information may be included without requiring special consent.

Yearbooks may include photographs taken at public events and photographs taken in classrooms and other educational events as part of the educational process.

**Photographs / Videos**

Individual, class, team, group or club photographs, taken at school-sponsored activities, may be displayed in school or school district sites.

Photographs and / or videos of classroom or other school activities may be taken by school district personnel for educational purposes at the school or school district sites.

**Identity Cards**

Student’s name, address, birth date, school, grade and photograph for identification purposes for identity cards or for other school related activities.
Artwork
The student’s name, school grade on artwork or written work or other creative material may be displayed at the school or school district sites.

Honours / Scholarships
The student’s name, school, grade, photograph or academic information for recognizing a recipient of an honour, award or scholarship granted by or through the school district and for other recognition purposes.

The use of a student’s name, school, grade, or academic information in order to determine eligibility or suitability for an award, scholarship, athletic program or other school sponsored event.

Athletic Events, School Productions and Celebrations
The student’s name, school, grade and photograph may be used in conjunction with athletic events, fine arts productions, celebrations and other school sponsored activities.

Phone Numbers
The use of the student’s name, phone number, grade, and related contact information by school staff and / or assigned classroom volunteers for absenteeism verification, emergency fan-outs, field trips and other school sponsored activities.

Transportation Services
The student’s name, address and related contact information will be used for the provision of transportation services.

Emergencies
The student’s name and any health and / personal information will be given to authorized individuals in responding to emergency situations, or to assist students who have severe or life-threatening medical situations.

Public Events
A public event is one to which the school has invited spectators who are not employed with or volunteering with the District.

Once parents or other members of the public are invited, other than as volunteers within the school, the event becomes a public event, and anyone in attendance is allowed to take photographs without first obtaining consent. These events include school activities such as athletic events, concerts, Christmas plays, graduations ceremonies and celebrations.

Photographs and videos taken at these events may be used for purposes inside and outside of the school and the school district has no control over the use of photographs and videos taken by the general public at these events.