

AP 1206: Student and Employee Personal Privacy on the Internet

School District No.8 (Kootenay Lake) encourages the use of the Internet and the publishing of web pages to enhance the teaching and learning process and to foster communication within and outside the school district; however, the posting of web pages is a form of electronic publication, and is subject to all laws, including the *Copyright Act* and the *Freedom of Information and Protection of Privacy Act*. Also, school web pages must be designed to respond to concerns for student safety and security.

Procedure

1. The following guidelines apply to the posting of personal information of students and employees on district and school web pages:

1.1 Students

- 1.1.1 Names - Written consent from a parent or guardian is required before a student's name may be referenced on the district or a school web page. The only exception to this is when a student is recognized publicly for an achievement that information may also be included on a school or district web page.
- 1.1.2 Student work - Written consent from a parent or guardian is required before student work is posted on district or school web pages. When student work is posted, authorship must be acknowledged.
- 1.1.3 Photographs - To protect the privacy of students, the use of identifiable photographs of students, without written consent from a parent or guardian, is not permissible. The only exception is photographs that are taken at a public event (one that is not a school sponsored event). Such photographs may be used, provided the student(s) in the photograph are not identified by name.
- 1.1.4 Other student information: To protect the privacy of students, no personal information that would further identify a student, beyond the student's name and/or photograph, may be published on the school or district web page.

2.2 Employees

- 2.2.1 Employee personal information is subject to the Freedom of Information and Protection of Privacy Act. Employee professional contact information is not personal information for the purposes of this administrative procedure.