EDMONTON PUBLIC SCHOOLS

TOP 10 FOIP MUST KNOWS

For School Staff

10. Get written consent before posting pictures or surnames of students on external websites (e.g., school website).
    - SchoolZone is an exception, as it is an internal District site. You do not need permission to post student images and names within the school.

9. Securely dispose of all documents that contain personal information (i.e., shred).

8. Remember that the FOIP statement on the registration form is not a consent form. It is to inform parents that the information collected provides an educational purpose. If we are going to use the information for any other purpose, we **must** have signed informed consent.

7. Use professional language at all times! Log entries (formerly SIS notes) are not part of student records, but they could be accessed by parents if requested. Parents could also access emails and personal notes (even on Post-It notes) on students through a FOIP request.

6. Use StaffZone to access your desktop, Google Mail and Docs remotely. Personal information should not be saved to a portable device, unless there is no other way to do your job. If there is no other way to do your work the device must be encrypted. If you use your own personal device for work purposes (phone, iPad, etc.) contact the Help Desk to ensure the appropriate protocols are installed. The device must have a password and tracking turned on.

   Remember to log out of programs and lock your school computer when not in use. If you access Google Drive from home or other locations, ensure that you have turned on two-factor authentication and log off at the end of your session! Review your Google security setting regularly.

If you lose a portable device or paper files containing personal information, contact your supervisor and the FOIP office for advice. You may be required to contact all individuals potentially affected by the loss of the information and complete a risk assessment form, and the Superintendent will be notified of the breach.

5. If you have parent volunteers working in the classroom or with your students, ensure they understand that they must respect the confidentiality of students and parents, and that information they have access to or observe must not be shared with others. Parent volunteers must sign the Volunteer Registration form. Their access to personal information should be very limited.

4. Keep field trip permission forms for three years following the current school year.

3. If you are using Web 2.0 apps, read the terms of use and privacy policies and determine if parent consent is required.

2. When you receive a request for information: STOP, [don't] DROP and ROLL!

   STOP: If you do not know the person or know if the person has a right to the information, check with your principal before providing the information. Check if they have legal access to the information. Ask for their name and tell them you will get back to them. We need to ensure that the appropriate information is being released only to those who are entitled to it.

   [don't] DROP: Do NOT drop everything. Take the time to check first for right of access and ensure that the documentation requested does not contain information about individuals or other information the person may not have access to. For example, a copy of the student record can be released to a parent or guardian, but log entries may contain other students' information.

   ROLL: Once everything has been checked out, roll with it – release the **appropriate** information and avoid being FOIPPED!

1. If in doubt, contact Maryann Hammermeister in the FOIP Office at 429-8357.

Test your FOIP skills in an **interactive online training program**