



April 9, 2020

SOFTWARE PRIVACY AND SECURITY INFORMATION

Saskatoon Public Schools is committed to ensuring the privacy and security of student data by adhering to Saskatchewan's Local Authority Freedom of Information and Protection of Privacy (LAFOIPP) Act that governs all school divisions in the province. Our division has an assigned LAFOIPP coordinator to ensure compliance with the legislation. Additionally, school divisions in the province are informed by recommendations and guidelines relating to privacy from the Saskatchewan School Boards Association (SSBA) legal counsel.

We recognize there are questions about the use of Zoom, Google Classroom, Google Meet, and other products. In addition to the April 3 letter home to parents and caregivers, we want to provide information on the division's software usage with respect to the safeguards that are in place, the vetting process that is undertaken, and our continual assessment of software to ensure safety and security is maintained.

The safeguards in place for using software are best defined as:

- 1) Division policies that set standards;
- 2) Technical controls and configurations that enforce policy standards; and
- 3) Staff training to ensure best practices to support and uphold policy standards.

Saskatoon Public Schools' relevant policies can be found on our [website](#).

- AP140 Computer/Online Services Responsible Use
- AP141 Social Media and Online Posting
- AP170 Local Authority Freedom of Information and Protection of Privacy

Software selection is an evaluation process that considers the value of software in supporting the teaching and learning of our students against any technical, security, and privacy concerns. When software interacts with personally identifiable information, a privacy impact assessment process developed by SSBA legal counsel is also completed. The criteria for this process include:

- Types of personal information collected;
- Legitimacy of educational purpose;
- Intent or necessity of the information collected;
- School division procedures and policies relating to access and disclosure;
- Security controls;
- Access controls;
- Method of consent;
- Managing risk; and
- Manufacturer privacy policies.

Saskatoon Public Schools uses a vast array of software and hardware to support the operations of the school division. Professional technical staff are responsible for the continual maintenance and configuration of these platforms to ensure we're not just compliant from a LAFOIPP perspective, but safely within the guidelines and expectations of established industry norms. This includes daily analysis of industry-published software and hardware vulnerabilities, as is expected of all large enterprises. Necessary security updating is performed by either Saskatoon Public Schools or directly from software vendors.

Parental choice is paramount. Any decision we undertake on software selection is at your discretion and support as a parent or guardian. If parents opt into the online option of supplemental learning, they are providing implied consent for use by downloading the program and signing onto the site. As noted in our April 3 communication, we respect your choice to abstain from using any/all software platforms we utilize at Saskatoon Public Schools. Your child's classroom teacher is the first point of contact should you wish not to participate in any/all forms of online communication and collaboration. Your child's teacher will discuss alternate means available for program delivery.

Our commitment to our students and families is to continually review and assess the use of software. Our decisions are informed by facts and supported by our policies and procedures to ensure the protection of our students' privacy.

Sincerely,

Jason Dunk
Chief Technology Officer

Donnalee Weinmaster
Superintendent of Education/LAFOIPP Coordinator