



**CLOUD STORAGE PARENT / GUARDIAN CONSENT FORM**

Category: Educational Services

Updated: March 2015

Schools and Districts in New Brunswick are now subject to the Personal Health Information Privacy and Access Act (PHIPAA). As of October 1<sup>st</sup>, 2012, the Right to Information and Protection of Privacy Act (RTIPPA) went into effect. In light of these two pieces of legislation, we will require parent/guardian written consent to use and disclose personal information pertaining to students.

The New Brunswick Department of Education and Early Childhood Development (EECD) and Anglophone School District East (ASD-E), allows all eligible students to have a cloud storage accounts with parent/guardian consent. Through this program, students have both school and home access to applications such as process writing, data collection, media production, communication tools as well as cloud storage capabilities. These important tools are available as web-based apps, mobile apps for smartphones and tablets, and may also be downloaded and installed at home on PCs or Macs. Each student will access to their cloud storage with their own secure login and password.

In order to allow these services for our students, student names and schools may be disclosed to cloud storage companies who provide that service. These companies such as Google, Microsoft, and Apple frequently update their software to ensure data protection and security. This account information, as well as emails and any content stored, may be stored on secured servers outside of Canada. While stored outside the country, information in your child's account may be subject to the laws of foreign jurisdictions.

Parents and guardians with questions regarding this service may contact the Technology Subject Coordinator at (506) 856-3222.

**Consent**

I understand that my child's name and his/her school's name will be disclosed to cloud storage and accessed from outside of Canada, for the purposes outlined above. Further, I understand that my child's use of cloud storage will be used for school-appropriate purposes and be in full compliance with the District's Acceptable Use Policies as described by Policy 311. This consent will be considered valid from the date on which it is signed until the student named below is no longer a student within ASD-E.

I, \_\_\_\_\_ give consent for Anglophone School District East to use and disclose personal information regarding my child \_\_\_\_\_, for the activation and use of the group of service described as cloud storage.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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2015**Guidelines for the use of cloud-storage.**

The district provides resources to students to facilitate a successful educational experience. Cloud storage is used as an educational resource for students and teachers from grades K – 12. Its purpose is to promote communication and collaboration, to provide software and online storage for school related files.

The use of technology in schools is governed under Policy 311—Information and Communication Technologies Use School and district codes of conduct are to be followed in both online and face to face environments. Usage of cloud storage may vary between schools according to the instructional programs provided and specific requirements of school communities reflected in their code of conduct. Collaboration in all environments must be respectful and reflect the values of the school district. Cloud storage is provided for educational and school-based activities. Faculty and staff must be aware that information sent to a student's via the cloud will be stored outside of Canada and must not include personal (private) information.

**Terms and Conditions**

1. Users are expected to respect all guidelines for privacy and confidentiality from the "Freedom of Information and Protection of Privacy Act" to ensure that personal information is not compromised in public areas.
2. Cloud storage accounts are used for educational purposes. The Board respects the privacy of Information and Communication Services (ICS) users' cloud storage.
3. In accordance with the Right to Information and Protection of Privacy Act (RTIPPA) the District will not intentionally inspect the contents of cloud storage, or disclose the content to anyone other than the sender, or intended recipient, without the consent of the sender or intended recipient, unless required to do so by law or the policies of the Province and District.
4. EECD and District IT staff will only access their cloud storage (Microsoft 365) for purposes of resolving technical issues with cloud storage accounts at the request of the user.
5. Guidelines related to the use of appropriate language and respect for copyright must be followed.
6. Transmitting or posting threatening, abusive, illegal, commercial or political materials is prohibited.

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7. Users should not reveal their passwords or personal information such as addresses, phone numbers or ages of themselves to other students or employees when using cloud storage.

8. A signed consent form is required before the school district can allow cloud storage services to students. Access to cloud storage is on the Internet using a web browser and available at home and at school. These guidelines apply regardless of location from which the services are accessed.