TO:	**Elementary Principals and Vice-Principals**
	Secondary Principals and Vice-Principals
CC:	**Academic Superintendents**
FROM:	**J. Crowell, Superintendent of Education, Curriculum Services**
	J. Staples, Curriculum Coordinator
	J. Kenney, TELT Consultant
	L. Murray, Manager, Library Services
	M. Grysiuk, Manager, Privacy and Records Information Mgmt.
DATE:	**September 1, 2020**
RE:	***Use of Digital Resources***

Administrators are kindly requested to release this memo to all educators.

HCDSB and the Ontario Ministry of Education provide several digital tools to educators, free of charge, that can be used to enhance teaching and learning.

As per Policy No. VI-62: Use of Technology and Digital Citizenship, the following tools are supported by HCDSB and/or the Ontario Ministry of Education for use by HCDSB educators:
- Office 365.
    - This includes, but is not limited to, programs such as Outlook, Word, Excel, PowerPoint, Class Notebook, Sway, and Forms.
- Brightspace D2L (the Ministry-purchased and supported virtual Learning Environment).
    - Ministry-created course content is available through the D2L platform in addition to a wide variety of tools that can be used for assessment, feedback, collaboration, communication, and classroom management.
    - HCDSB provides a single sign-on to D2L from Staffnet, hcdsb.org, and Office 365 using the same sign-on credentials used to access Staffnet.
    - Office 365 and Google accounts are integrated with D2L so users can move easily between all three programs.
    - Several OSAPAC tools and the Ontario Education Resource Bank (OERB) can also be accessed directly from D2L without additional sign-on.
- OSAPAC tools.
    - These include Gizmos, Tinkerplots, Sketch-up Pro, and Turnitin, just to name a few.
- G-Suite
    - formerly referred to as Google Apps for Education (GAFE).
    - Educators using G-Suite must have school Gmail accounts configured for them by IT.

As per Procedure No. VI-62, for tools that are not included in the software suites mentioned above, "the educator must make the school administrator aware that the educator is using the digital tool with their

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student when student data is inputted and/or collected and consent must be obtained by parents." To this end, Appendix A of Policy No. VI-62 includes the consent form to be sent to parents.

It is important that an educator who wishes to use a tool that is outside those supported by HCDSB and/or the Ontario Ministry of Education, applies their professional judgement by first informing themselves about the considerations outlined below. In addition, the school administrator **must** be made aware that the educator is using the digital tool with their students.

Considerations for Use of Non-supported Digital Tools:
- **Usage:**
  - The pedagogical reason for using the tool.
  - How does the tool enhance learning and tie into the curriculum expectations.
  - If students are permitted to use the tool (e.g., verify the age requirements of the digital tool being considered, it is not limited to over 13/18 years of age etc.)
  - There is no current HCDSB or Ministry of Education approved tool that can perform the same task.
- **Data Collection:**
  - The digital tool requires students to create an account. (This raises privacy concerns regarding the personal information that is required to create the account or the information that the student may upload to the account).
  - The digital tool collects student data.
  - The digital tool has signed a student data act or uses a third party to help protect data (e.g., privo.com, etc.)
  - The digital tool requires access to user's geolocation data
  - The digital tool requires access to users' device camera and photographs, which is inconsistent with the pedagogical purpose. On some apps, camera sensors can be used to record the user's emotional expressions without the user knowing about it
  - The tool contains body sensors to record heartbeat, step count, and brainwave activity.
  - Facebook boasts it can recognize faces with 97.35 percent accuracy and has developed machine learning algorithms that collect and analyze images to better understand user interests, emotional expressions, clothing styles, gait, body type and posture. If data can be recorded, it can be analyzed and aggregated with other data
- **Data Ownership:**
  - Company vs. User. Does the digital tool/company own any uploaded data from its users?
  - Use of Data. Can user's data collected through use of the tool be used for the tool's/company's marketing or research purposes?
  - Length of Data Retention. Can the tool/company license or sell user data in perpetuity (even if the user removes the data from the tool)?
  - The tools offer easy sign-on utilizing Facebook or other social media sites. When logging in using social media accounts, users will be subject to that social media site's privacy policy and terms and conditions
- **Corporate Digital Citizenship:**
  - The company keeps data confidential and safe in a reliable country.
  - The company is accountable to a legal body (legal means can be taken if necessary).
  - The company will notify the user if it changes the terms of service or privacy policy.

- **Overall Considerations:**
  - Informed consent: Educators must obtain informed consent from students' parents for digital tools that are not supported by HCDSB or the Ministry of Education.
  - Terms of Use and Privacy Policy: Educators must ensure that they read and understand the terms of service and privacy policy associated with the digital tool.
  - Familiarity with the digital tool: Educators should test the proposed digital tool and feel comfortable with its use for educational purposes.

The attached bookmark summarizes the above considerations and can be used as a handy reminder for your staff.

For further information, administrators and educators may find the following website created by educators at Durham CDSB to be useful: http://nothingisfree.ca/.

Information and Privacy Commissioner of Ontario Online Educational Services – What Educators Need to Know

Additional information is also available on the home page of the HCDSB D2L site in the Content section.

For further inquiries please contact Joanne Kenney at kenneyj@hcdsb.org.