

SCHOOL DISTRICT NO. 48 (SEA TO SKY)

ADMINISTRATIVE PROCEDURE SERIES 500 - EDUCATIONAL PROGRAM

AP 505 Student Rights & Privacy

AP 505.4 BCeSIS -Use of Provincial Student Information System

- 1) **FOIPPA (Freedom of Information and Protection of Privacy Act)** is legislation which regulates the collection, use, disclosure and security of personal information (regardless of how it is recorded) in the custody or control of public bodies. The Ministry of Education and all school boards are public bodies within the meaning of the FOIPPA. Personal information is defined in the Act as “recorded information about an identifiable individual.” In addition to the FOIPPA, the Board is subject to provisions of the **School Act** governing student records, including parental access to student records.

All users of BCeSIS must comply with the relevant provisions of the FOIPPA and the School Act. All users are required to adhere to the following guidelines:

- a) Protect Privacy
 - i. Collect only the information that is needed.
 - ii. Limit use to the purpose for which the information was collected.
 - iii. Disclose personal information only as permitted by the FOIPPA and the School Act.
 - iv. Provide safe and secure storage of information.
- b) When making notes within BCeSIS
 - i. Be objective
 - ii. Write facts, not opinions
 - iii. Ensure information captured is accurate and complete.
- c) BCeSIS users
 - i. The School District’s responsibilities under FOIPPA extend to everyone granted access to information, including volunteers
 - ii. All users should understand their obligations to protect privacy before being granted access to any personal information.
- d) Sharing Information
 - i. Personal information should be shared on a ‘need to know’ basis (only those who need to know the information in order to carry out the business of the school district are given access to personal information).
 - ii. Distinguish between what users need to know and what they merely would like to know.
- e) Security Measures
 - i. Computer screens should not be visible to the public, including students.
 - ii. Use an appropriate means of locking your computer at all times when it is unattended. BCeSIS has a Lock feature to lock the application, or the computer may have a suitable password protected lock feature.

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- iii. Restrict access to information to those with a ‘need to know’ only.
 - iv. Real student data must not be used for training purposes.
 - f) Sensitive Information
 - i. Medical, financial and legal information are considered more sensitive than other types of general information. Extra precautions should be taken when dealing with these types of sensitive information.
- 2) Security: Both the FOIPPA and the School Act require that the Board protect the privacy of student records by ensuring reasonable security arrangements are in place to prevent unauthorized access. In order to meet this obligation within BCeSIS, appropriate security and restriction of user access need to be in place. Not all users will have access to all information. Users should only be granted access to information they need to perform their job. Teachers should only have access to pertinent information regarding their current students.

BCeSIS “User Security Types” are created at the Provincial level. School District 48 can request additional security types from the Province. Appropriate security types will be assigned to all school and District BCeSIS users. School level security type assignments are the responsibility of the school Principal. District level security type assignments are the responsibility of the Superintendent of Schools or designate.

Users of BCeSIS must not share their account or password with anyone. There is a temporary exception for team teaching. Team teaching user access will be set up through the District in conjunction with written notice being sent to the Provincial BCeSIS team.

See the BCeSIS training materials for more information on security setup.

- 3) Required information: In addition to the information required under Administrative Procedure 501.2.1 (Student Registration Requirements) School District 48 requires that student guardian and emergency contact information be provided and kept current. BCeSIS also requires entry of the language spoken at home.
- 4) Course Codes: All Course codes are entered into BCeSIS at the Provincial level. New course codes are requested through the Provincial BCeSIS team and are subject to the Provincial graduation program requirements. Schools wishing a new course code must apply through the Superintendent of Schools or designate.

Three of the ten characters in a BCeSIS course code can be set at the school or District level. District approval must be obtained before use of these three characters by a school in order to ensure that the course code use is consistent.

- 5) Standardized Test Management. Schools have the option of tracking test results for standard tests in use on a school by school basis. The list of standard tests is maintained at the Provincial level. Schools wishing to add a test to the list must apply through the Superintendent of Schools or designate.

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- 6) Student Transfer: Within the District, it is expected that schools will transfer students as needed. Care must be taken to ensure that a student's records are current before the transfer. Cross enrolling a student in BCeSIS will facilitate giving the student's new school access to the school record while the former school updates records. A similar process is expected to emerge across the province, but further clarification of the BCeSIS student transfer process is expected once the impact is known.
- 7) Incidents: BCeSIS provides a means of tracking incidents. Particular care must be taken when recording incident notes, which become part of a permanent BCeSIS record and which may be accessible under the FOIPPA and/or to parents under the School Act. Incident notes must be entered in a factual and objective manner. The identity of third parties should be protected to the extent possible. Do not write down anything you would not want to become public knowledge.

Incident Types and Action Types are set at the Provincial level. Districts and schools can create incident and action codes within the Provincial types. District approval must be obtained before a school creates new incident and action codes in order to ensure that the code use is consistent.
- 8) Year End Transition: Each August, BCeSIS will be shut down for year end processing. It is the school Principal's responsibility to ensure that the school has done all necessary preparation for the year end transition in time for the shut down.
- 9) Training: It is the responsibility of the school Principal to ensure that all school users of BCeSIS have completed training in FOIPPA and BCeSIS Navigation.
- 10) Teacher On Call: Administration of TOC access must occur at the District level. The substitute teacher feature of BCeSIS is the only way to give a TOC temporary access to the appropriate classes within the teacher assistant program. Substitute assignments within BCeSIS will be handled by the District TOC clerk on an as required basis. *At this time it is anticipated that TOCs will only obtain BCeSIS substitute access for TOC positions of more than 5 working days. This is subject to review once the District and schools have gained experience with the BCeSIS substitute process.* Item 9) Training applies to TOCs as well.
- 11) Attendance: Attendance must be recorded as per the School Act. BCeSIS allows attendance to be recorded by the school office or the classroom teacher. Individual schools can choose the option which best suits their needs. If schools elect to have teachers enter attendance, it must be completed on the day of classes.
- 12) Transportation: In order for schools to record which bus a student rides on, they have to select a bus route and bus stop from drop down menus. Bus routes will be entered at the District level each time they change to permit this.