

Digital Tools Informed Notice

Definitions and use of digital tools

Personal Information (PI) refers to information about an identifiable individual, including student names, numbers, or identifying characteristics.

Digital tools include software, applications, web-based services, and online platforms used to support teaching, learning, and administration.

Purpose of digital tools

Digital tools are used to support instruction, assessment, communication, and administrative operations. The Limestone District School Board (LDSB) uses digital tools to support delivery of educational programs and administrative services in a secure and efficient manner.

Legal requirements for the collection, use and disclosure of personal information:

The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) identifies when a school board is permitted to collect personal information.

Authority to collect personal information

The Education Act and Ministry of Education provide the authority for school boards to collect personal information about you and your students attending school.

Notice of collection

This notice is required to advise you that we will be collecting personal information belonging to students and their parents/guardians/families to provide educational services. This notice outlines how the board uses digital tools to fulfil its objectives.

Use and disclosure of personal information

LDSB will only use the personal information collected for the reason it was collected, or with consent to use it for a different purpose. In some cases, the board may disclose personal information to digital tool providers as agents, and they might be engaged to

Limestone District School Board

The Limestone District School Board is situated on traditional territories of the Anishinaabek and Haudenosaunee.

collect, use and/retain personal information on behalf of the board for the board's purposes. In such cases, the digital tool providers are providing the board with services to fulfil the board's mandate and in a manner that meets the board's legal responsibilities and policy requirements. When personal information is disclosed to digital tool providers, the board retains ownership and control of the personal information. The providers are only permitted to use the information to provide services for the board, and the digital tool providers must ensure that the personal information is secure from inappropriate access, use or disclosure.

LDSB aligns its practices with the Education Data Standards and Technology Act (EDSTA) and relevant provisions under Bill 194 related to student privacy, cybersecurity, and responsible technology use.

Consent for sharing personal information is also collected through the Freedom of Information and Media Consent Form and Data Verification Forms sent home annually. This consent is specific to participation in school activities, sharing information through newsletters/websites/media and MPP/MP graduate recognition.

Protection and safeguards

LDSB employs administrative, technical, and physical safeguards to protect personal information from unauthorized access, disclosure, or misuse. Access is limited to authorized individuals, and security measures follow industry's best practices.

Risk mitigation and data minimization

The board provides guidance to staff and service providers about when and how they can use digital tools that collect personal information. Where possible, LDSB limits personal information collected through digital tools by using anonymized accounts, access codes, and minimal data collection practices.

Digital tools may be used for some of the following purposes:

1. Board administration, ministry reporting, and legal requirements

- Student registration and class placement
- Parent/guardian and emergency contact information
- Medical plans of care (where required)
- Communication tools for school administration
- Attendance and safe arrival programs
- Student evaluation tracking and reporting (e.g., report cards)
- Special education records (e.g., Individual Education Plans (IEP))
- Transportation services
- Student photos and yearbooks
- Tracking provision of devices and technology
- Reporting to the Ministry of Education, public health, athletics associations, and other authorized organizations
- Parent/family portals and communication systems
- Payment processing (e.g., field trips, activities)

2. Student instruction, assessment, and evaluation

- Learning management systems (e.g., Google Classroom, Microsoft Teams, D2L/Brightspace)
- Communication and collaboration platforms (e.g., Microsoft Teams)
- Assessment and evaluation tools
- Digital portfolios (e.g., myBlueprint or similar platforms)

Digital Tools Informed Notice

[See Yourself in Limestone](#)

3. Learning and creativity tools

- Coding and computational thinking tools
- Blogging and publishing platforms
- Digital mathematics tools
- Literacy intervention tools
- Document creation and presentation software
- Music and media programs
- Video and audio editing tools
- Organizational and productivity tools
- Digital libraries and research databases

4. Experiential learning opportunities

- Simulations and virtual environments
- Digital field trips and virtual experiences
- Guest speakers and presentations
- Cooperative education programs
- Specialist High Skills Major (SHSM) programs

Questions or concerns

If you believe that personal digital information has been improperly collected, used, retained or disclosed, or if you have questions about the use of digital tools or the protection of personal information, please e-mail servicedesk@limestone.on.ca.

Digital Tools Informed Notice

See Yourself in Limestone