

ACCESSIBILITY:

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Guidelines for Using Online Educational Tools - Third Party APPS

These guidelines are in response to the standards set out in the following documents;

- [Municipal Freedom of Information and Protection of Privacy Act regulations.](#)
- Information and Privacy Commissioner of Ontario's [Online Educational Services: What Educators Need to Know](#)
- Waterloo Catholic District School Board (WCDSB) [Privacy Considerations and Best Practices when using GAFE](#)

There are two categories of online tools available to staff:

1. INTERNAL TOOLS WCDSB-OWNED OR CONTRACTED TOOLS (GREEN TOOLS)

Waterloo Catholic District School Board (WCDSB)-owned or contracted tools have been vetted to ensure student information is safe, student data is stored securely on servers, and passwords and logins provide limited access to information. Staff still need to do their part to maintain privacy and security of student information by managing access. This can be addressed by keeping logins and passwords private, exercising caution when sharing information with others, and encouraging students to do the same.

WCDSB Approved Green Tools	
Tool/Service	Description/Functionality
<ul style="list-style-type: none"> • G Suite for Education (formerly GAFE) 	Calendar, Classroom, Contacts, Drive, Docs, Draw, Forms, WCDSB Gmail, Hangouts (Meet), Keep, Sheets, Sites, Slides
<ul style="list-style-type: none"> • Read & Write for Google 	Designed to help everyone engage with digital content in a way that suits his/her abilities and learning styles.
<ul style="list-style-type: none"> • Snapverter 	Snapverter is an add-on for Read&Write for Google that converts printed documents and inaccessible digital files into readable PDF files for easy sharing and reading aloud in Google Drive
<ul style="list-style-type: none"> • Office 365 	School data sync, Ms Stream, MS Team's, Flow, Powerapps, Azure RM, MS Forms, MS Planner, Sway, Yammer for Academic, O365 Proplus, Office Online for Edu, SharePoint online P1/P2, Exchange Online P1/P2, Skype for Business P1/P2, Power BI EES, AADP P1
<ul style="list-style-type: none"> • D2L 	Learning platform
<ul style="list-style-type: none"> • Knowledgehook 	Web service for interactive formative assessment and practice focused on Ontario math curriculum expectations. It is designed to provide teachers next steps in instruction through digital tools and remediation supports. (Grade 3 to 10)

WCDSB Approved Green Tools	
Tool/Service	Description/Functionality
<ul style="list-style-type: none"> TVO Mathify 	Free 1-on-1 online math help with Ontario teachers For Ontario students grades 7 – 10 Student and Educator resources available 24/7
<ul style="list-style-type: none"> mPower (TVO) 	TVO's mPower is a creative online game that teaches fundamental K-6 math skills enabling students to have fun and learn more about the world around them.
<ul style="list-style-type: none"> Mathies 	Designed for Ontario K-12 students, educators and parents/guardians.
<ul style="list-style-type: none"> enCompass for Success (including Gradebook) 	Evidence-based services that promote academic achievement and student success across developmental domains
<ul style="list-style-type: none"> School Cash Online 	Collection of monies for educational excursions/school lunches/registration forms
<ul style="list-style-type: none"> Hour Republic 	Community Service hours/coop module
<ul style="list-style-type: none"> Video/Photo Apps 	Approved video and photo apps to support pedagogical documentation
<ul style="list-style-type: none"> myBlueprint 	Individual Learning Plans

2. EXTERNAL TOOLS / WEB 2.0 TOOLS - PRIVATELY OWNED AND OPERATED (RED TOOLS)

- Staff need to be more cautious when using non-WCDSB approved tools; staff must limit and/or de-personalize student information as often as possible.
- Seek parental/guardian consent for students under the age of 13 years old.
- Review the Terms of Use and Privacy Policy for the APP being considered for use.

If student information is being added/created in this tool, how must it be managed?

Personal Information	Consent	How to Reduce the Risk
Student Assessments/Class Work	Yes- Parent/guardian consent is required	Depersonalize student information by using student initials only. No student names
Student Photos/Video/Audio for Board Use	Yes- Parent/guardian consent is required	APC023-02 - Use of Student Image and/or Video or Voice Recordings (including Media)
Student Information for Use by Online Educational Tool Vendors	Yes- Parent/guardian consent is required	Parent/Guardian Consent complete and sign Form APS017-04F and return to classroom teacher

Things to consider when using Red Tools

Below is only a partial list of considerations with respect to the security and privacy policies of third party apps.:

1. Does the vendor comply with Child Online Privacy & Protection Act (COPPA)?
2. Can this be independently verified (e.g. ClassDojo TRUSTe certified privacy, TRUSTe kids privacy)?
3. How old do students need to be to use the app?
4. Is parental permission required?
5. Is it possible to de-personalize student information i.e. use generic logins (i.e. HROS6-14)?
6. Is a purchase required to use the site?
7. Who owns the data stored in the app?
8. Will information be used in marketing?
9. Is advertising present on their site?
10. How does the user close his/her account and remove his/her information from the site?
11. How long will they retain the data?
12. Will the information be shared with third parties?
13. Can account information be shared publicly?
14. Is the app website secure <https://> and is data transmitted securely?