Scenario 5
How to adopt educational technology

Web-based technology and social media are increasingly used by instructors in university courses. Examples include Gmail, Google Docs, Twitter, Facebook, and YouTube. When requiring students to use these technologies, it is important to do so in ways that do not contravene privacy legislation (FIPPA). This law prohibits instructors from requiring that students’ personal information* be stored or accessed on servers outside of Canada. Use this tip sheet to safely adopt educational technology in your course.

Privacy check—Am I safely adopting educational technology?

Are students asked to use educational technology and/or social media in your course?

Yes

does using this require provision of student personal information

Yes

Where is the personal information stored†?

Not Sure

Information is stored† on UVic Campus or other Canadian Servers (e.g. UVic’s CourseSpaces, iClicker, Online Academic Communities, B-Link)

All Information is stored† on UVic Campus or other Canadian Servers (e.g. UVic’s CourseSpaces, iClicker, Online Academic Communities, B-Link)

Still Not Sure

Still Not Sure

Step 1 | Inform Students
Tell students (e.g. in the syllabus) what the technology or social media app is, where the information is stored†, and that providing their personal information is not mandatory.

Step 1 & 2 Complete

Step 2 | Provide Options
Provide an alternative for students who do not wish to provide their personal information.

No Further Action Required

Contact Technology Integrated Learning (TIL)

Still Not Sure

Tip
Student personal information includes “any recorded information about identifiable individuals” (e.g., real names, v numbers, email addresses and credit card information)

Tip
Check the application’s website and terms of service for information / location

Information is stored† outside of Canada (e.g., Google Docs/Drive, Facebook, Twitter, Dropbox, etc.)

Still Not Sure

Still Not Sure

Still Not Sure

Still Not Sure

* Personal Information refers to recorded information about an identifiable individual.
† or accessed from.
Step 1: Inform students

You can inform students in advance that a technology used in your course may store or access their data outside of Canada in your course syllabus. We suggest that you use this template:

I use a variety of educational technology in this course including internet-based technologies or web-based applications, cloud services and social media. The use of technology is part of your engagement at the University. Some of these learning tools may collect, use and/or disclose your personal information and store or access that information outside of Canada.

UVic cannot require students to disclose personal information to technologies or organizations which may store information on servers located outside of Canada because disclosure of personal information to vendors, systems or services storing or accessing that personal information outside of Canada is restricted by section 30.1 of BC’s Freedom of Information and Protection of Privacy Act (FIPPA). Personal information is information about an identifiable individual; for example, your name or your email address.

The following educational technologies, which stores or accesses your personal information outside Canada, is required for this course: [LIST EDUCATIONAL TECHNOLOGY USED]. I will make you aware if this list changes.

I use these technologies to enhance your educational experience at UVic. The personal information is required by the service. The privacy policy and the terms of use list the personal information stored outside of Canada and are available at [INCLUDE LINKS]. I encourage you to read these documents.

If you are not comfortable with your personal information being stored outside of Canada, please speak to me within the first week of class about using an alternative (such as using an alias or nickname). Otherwise, by continuing in this course, you agree to the use of the educational technology in the course and the storage of personal information outside of Canada.

Step 2: Provide options

| ✓ | Do not require the student to provide personal information to the educational technology. |
| ✔ | Suggest the student complete the assignment using an alias. An alias is a nickname which does not reveal identifiable information about the individual. |
| ✔ | Allow the student to complete an alternative form of the activity. |

Please contact Technology Integrated Learning for assistance, TILhelp@uvic.ca.