

# Scenario 5

## How to adopt educational technology

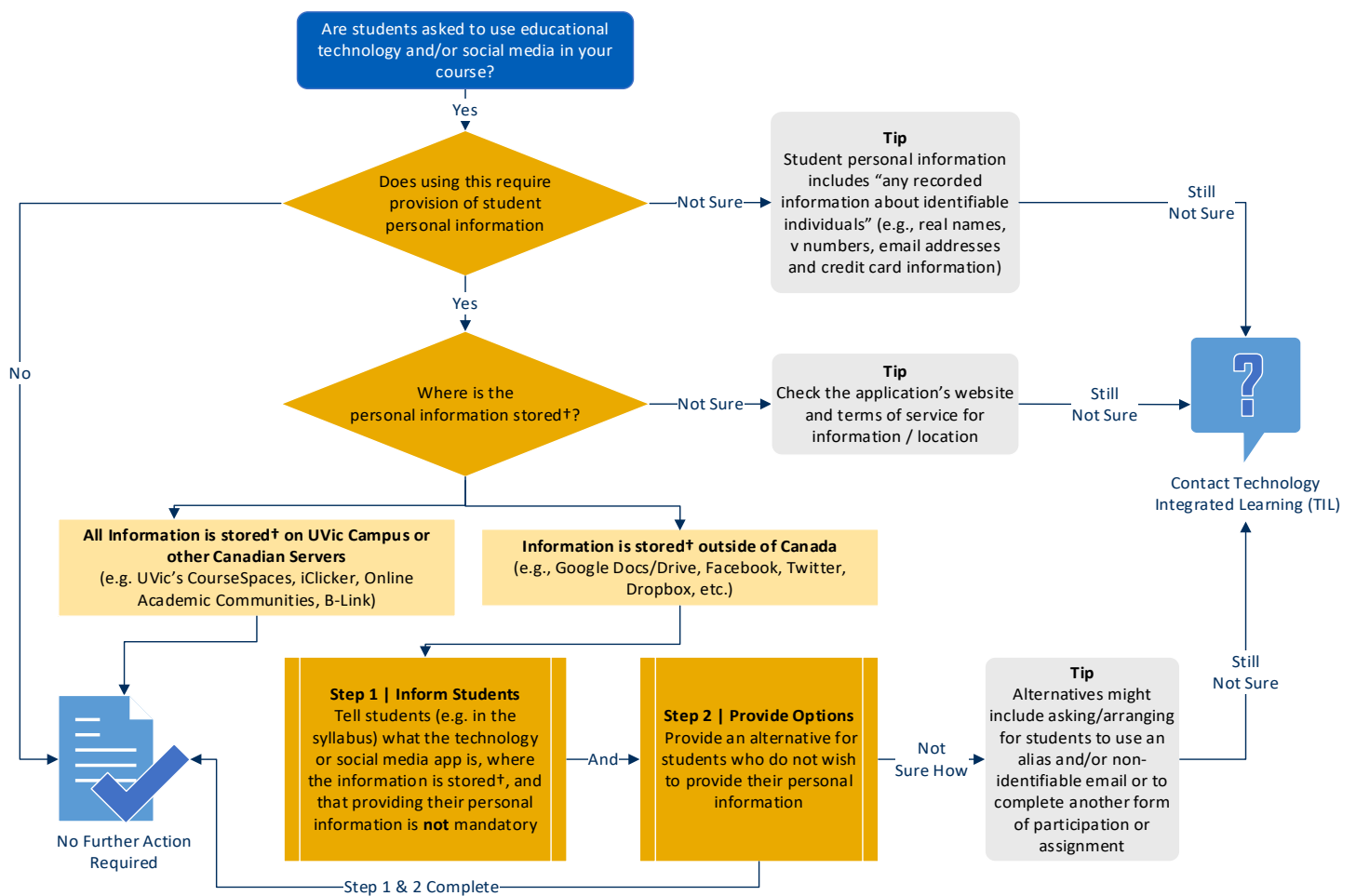
Web-based technology and social media are increasingly used by instructors in university courses. Examples include Gmail, Google Docs, Twitter, Facebook, and YouTube. When requiring students to use these technologies, it is important to do so in ways that do not contravene privacy legislation (FIPPA). 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.

### INFORM AND PROVIDE OPTIONS.

Inform students in advance that the technology may store or access their data outside of Canada (e.g. in Course Syllabus)

Provide a reasonable way for students to avoid having their personal information stored or accessed outside of Canada (e.g., by using an alias, by completing an alternative form of the activity)

### Privacy check—Am I safely adopting educational technology?



\* 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

<input checked="" type="checkbox"/>	<input type="checkbox"/>
Suggest the student complete the assignment using an alias. An alias is a nickname which does not reveal identifiable information about the individual.	Do not require the student to provide personal information to the educational technology.
Allow the student to complete an alternative form of the activity.	

Please contact Technology Integrated Learning for assistance, [TILhelp@uvic.ca](mailto:TILhelp@uvic.ca).

