Privacy Impact Assessments: School-Level Checklist

Procedures

1. Staff will utilize the following checklist when considering technology procurement.

GYPSD PIA School Level Checklist

How to Use This Checklist: If you are looking to use an application/platform and it is not on the GYPSD Privacy Impact Assessments List, then you are in the right place. Before submitting a Service Desk ticket requesting a PIA be done, work through this checklist, then present your findings to your principal. If your principal approves your use of the application/platform, submit this form and then a Service Desk ticket indicating you have completed the PIA for (insert name of application/platform here).

Steps

1. Check to see if the application/platform you are wanting to use is already in the GYPSD Privacy Impact Assessments list.

2. If not, work through this checklist by checking both the Privacy Policy and Terms of Use documents.

3. Show your findings with your principal. As per AP140, your principal has the responsiblity to effectively manage and utilize digital resources.

4. If your principal approves the application/platform to be used in your building, submit this form.

   If your principal does not approve the application/platform, do not continue with this form.

5. Submit a Service Desk ticket with the title "PIA Request - (name of application/platform goes here)" and indicate in the description of the ticket that you have submitted a GYPSD PIA School-Level Checklist.

* Indicates required question

1. Email *

   _____

2. Your name. *

   _____

3. Please select your school. *

Check all that apply.

- ☐ Crescent Valley Elementary School
- ☐ École Jasper Elementary School
- ☐ École Mountain View School
- ☐ École Pine Grove Middle School
- ☐ École Westhaven School
- ☐ ESC
- ☐ Evansview School
- ☐ Fulham School
- ☐ Grand Cache Community High School
- ☐ Grand Trunk High School
- ☐ Harry Collinge High School
- ☐ Jasper Junior Senior High School
- ☐ Mary Bergeron Elementary
- ☐ Niton Central School
- ☐ Parkland Composite High School
- ☐ Sheldon Coates Elementary School
- ☐ Summitview Middle School
- ☐ Wildwood School

4. What is the name of the application/platform you are inquiring about? *

_____

5. Provide a link to the application/platform. *

_____

6. Which version of this application/platform is being requested? *

   Check all that apply.

   ☐ Free licensing version
   ☐ Paid licensing version
   ☐ Not applicable

7. What format is the application/platform? *

   Mark only one oval.

   ◯ Website
   ◯ App (e.g. Apple App Store, Chrome Web Store)
   ◯ Google Chrome Extension
   ◯ Application Add-On

8. What category of use does this application/platform fall under? *
   *If other, please explain

   Mark only one oval.

   ◯ Classroom Management - e.g. ClassDojo
   ◯ Student Response - e.g. Kahoot!
   ◯ Learning Content Provider - e.g. Khan Academy
   ◯ Presentations - e.g. Canva
   ◯ Portfolio Assessment - e.g. Seesaw
   ◯ Accessibility - e.g. Read&Write
   ◯ Communication - e.g. Remind
   ◯ Other*

9. Who will be used this application/platform? *

   Check all that apply.

   ☐ Teachers
   ☐ School staff
   ☐ Students
   ☐ Parents/Guardians
   ☐ Other

10. Will student accounts be created? *

   Mark only one oval.

   ◯ Yes - student accounts are created

   ◯ No - student accounts are not created

11. What is the purpose of the application/platform and does it assist in teaching and * learning? Explain.

   _____

   _____

   _____

   _____

   _____

12. Does this application/platform align with the Alberta Program of Studies? *

   Mark only one oval.

   ◯ Yes

   ◯ No

   ◯ Not applicable