



April, 2011 Update

PIM Champions in each school board receive regular updates of PIM related activities from the PIM taskforce. This is the PIM Champion update for April, 2011. Previous updates can be found on the PIM website www.pimedu.org.

PIM Online Learning Modules now available

One of the larger undertakings of the PIM taskforce this year has been the development of a series of online learning modules for educators. There are eight video modules related to school-based privacy and information management topics. These module topics include:

- Introductory and Closing Commentaries from the co-chairs of the PIM taskforce
- Legal Framework
- Privacy Breach
- Access to Information
- When and When Not to Disclose
- Privacy Expectations at School
- Guidelines for Sharing Information between Schools
- Social Media

As well, at the end of each of the short videos there is an online knowledge check for users to self-assess or review should they choose to do so. Related PIM toolkit as well as other external resources can also be accessed through each module.

These training modules are designed so that they can be used in a variety of delivery formats. Some educators may wish to go through all of the modules from start to finish at one time (this would take approximately an hour). Teachers may choose to select and view particular modules independently as a source of personal professional learning. Principals may wish to focus on a particular module or series of modules at a school or staff meeting. Support staff may want to access the modules as the topics apply to many school-based privacy and information management situations. School boards may want to manage a larger roll-out across their board in order to support their ongoing development of a privacy and information management culture. A short guide with ideas on how to use the training modules is also included.

To access the online learning modules go to the PIM website at www.pimedu.org and click on “Resources” then click on “Online Learning” or to have a quick look right now click on the following link <http://www.pimedu.org/learning.html>

FAQ Guide for School Administrators

In early April the Toronto Region MISA PNC held a facilitated session on the Principal PIM FAQ guide; a document developed in the Halton Catholic District School Board. Teams from school boards across the region worked through facilitated sessions to preview and provide input on this document. This document will serve to assist the principal in becoming cognizant of various factors that influence procedures related to the components of PIM i.e. the collection, storage, retention and disposal of records and confidential information, and suggested best practices for principals. The guide is now in its final stages of revision and will be posted as a resource on the PIM website in the next few weeks.

The administrator's guide was reviewed by the firm of Keel Cottrelle LLP. The PIM taskforce thanks them very much for their input and support.

What's New on the PIM Website

During the month of March we received over 8000 hits on the PIM website.

The April PIM Champion update will be available in the "News" section of the site next week.

What's Hot on the PIM Website

This past month some of the PIM toolkit items that were accessed most frequently were:

Privacy Breach Protocol

<http://www.pimedu.org/files/toolkit/PIMrisk3.pdf>

Responding to a Suspected Privacy Breach

<http://www.pimedu.org/files/toolkit/PIMrisk4.pdf>

Records and Information Management Framework for Ontario School Boards / Authorities

<http://www.pimedu.org/files/toolkit/PIMfoundation2.pdf>

Guidelines for Identifying and Managing Confidential Information

<http://www.pimedu.org/files/toolkit/PIMprotection2.pdf>

Links of Interest

There are many regularly published news items and journal articles related either directly or indirectly to privacy and information management issues in the education sector. Below are links to a few recent items that may be of interest to PIM Champions. While we strive to include mainly Ontario sources, relevant Canadian and foreign sources are also included for your information.

Privacy Breach - Edmonton School Board (CA)

<http://license.icopyright.net/user/viewFreeUse.act?fuid=MTI1NDkwNjM%3D>

iPhone tracking (CA)

[Full Story](#)

HR Survey – Employee Privacy (CA)

[Full Story](#)

The Innovative Educator – blogs about using social media in the classroom (US)

<http://theinnovativeeducator.blogspot.com/2011/03/worlds-simplest-social-media-policy.html>

To access PIM resources or for more information please visit the PIM website at www.pimedu.org