

OLTD 506 ePortfolio Reflection #2

OLTD Program Learning Outcome(s):

- Demonstrate basic competency with design and implementation within a variety of online learning environments and tools
- Understand, design and commit to student success in online learning environments
- Critically assess and evaluate resources for best practice in online learning
- Scaffold digital citizenship from K-12 to professional level of educators
- Develop practical and technical skills in all phases of concept, development, design, implementation, etc.

OLTD 506 Course Learning Outcome(s):

- Plan educational activities & supporting documentation for a single social media tool
- Create a permission form compatible with requirements of a BC public institution
- Develop, adapt, or update permission form compatible for 1 social media tool compatible with requirements of a BC public institution
- Create content for student & parental training to address 1 social media tool use & management of risks compatible with requirements of a BC public institution
- Analyze social media tools for educational uses compatible with requirements of a BC public institution
- Select a single tool to suit educational purpose(s)/goal(s).
- Create content for student & parental training with requirements of a BC public institution to address tool use & management of risks
- Analyze the BC educational context for social media use.

Evidence:

Social Media Tool Backgrounder and Draft Informed Consent Form

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Background Information
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What is Schoolology?
Schoolology is a cloud-based learning management software and configurable social network for educational purposes. Users have the ability to view, create, share content, and collaborate with their teachers and classmates. Schoolology is a fenced social media tool in which the content users create is only visible to their teachers and classmates.

Is Schoolology trustworthy?
Schoolology.com is a Member of the PRIVO-Cert™ Safe Harbor Certification Program. As a participating member in the Program, Schoolology.com adheres to the strict information collection, use and disclosure requirements set forth by the Program. PRIVO is an independent, third-party organization committed to safeguarding children's personal information collected online. PRIVO aims to help parents and their children exercise control over personal information while exploring the Internet. The PRIVO certification seal posted on this page indicates that Schoolology.com has established COPPA compliant privacy practices and has agreed to submit to PRIVO's oversight and consumer dispute resolution process.

Why am I using Schoolology?
The following are activities that students are able to do using Schoolology:
View and download assignment instructions, upload assignments for grading, access their grades and assignment feedback, participate in discussion forms with their classmates, send message to the instructor, watch screencasts and videos, follow links to external content take online quizzes, view assignment due dates and a course calendar, access the course on desktop and mobile devices.

What is personal information?
Personal information is any information, data, or content could be used to identify you. A student's personal information could include: name, date of birth, address, telephone number, email address, educational information, and anything that identifies an individual, including

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Technology for use
Schoolology cloud-based learning management software and configurable social network for educational purposes. URL: <http://www.schoolology.com>.

Educational rationale
The following are activities that students are able to do using Schoolology:
View and download assignment instructions, upload assignments for grading, access their grades and assignment feedback, participate in discussion forms with their classmates, send message to the instructor, watch screencasts and videos, follow links to external content take online quizzes, view assignment due dates and a course calendar, access the course on desktop and mobile devices.

Personal information required for use
Schoolology requires students to actively provide the following personal information to create an account: first name, last name, email or username, and birthday. Optionally, students may enter a bio, gender, birthday, phone number, and website.

In addition to the active collection of data described above, Schoolology will also automatically passively collect the following data and store it in their log files: internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, operating system, date/time stamp, and/or clickstream data. Schoolology will also use tracking technologies from third party service providers such as Zendesk, Zopim Chat, Pendo, Google Analytics, Marketo, AddThis, and Disqus to gather information regarding the date and time of your visit and the information you interacted with. They may link this automatically-collected data to personally identifiable information.

Duration of use
Feb. 1, 2019 to June 30, 2019.

Reflection:

The piece of evidence I have chosen to support the above learning outcomes is the draft backgrounder and consent form for Schoology I created on March 28th 2019. Schoology is learning management software that has its servers located outside of Canada and therefore requires informed consent for students to use it under FIPPA. The backgrounder and informed consent form are two separate documents that I have combined into one for this piece of evidence as they are meant to be used together. The backgrounder provides parents and guardians with information on the tool and FIPPA privacy law. The consent form is a medium for parents or guardians to provide voluntary informed written consent for use of the social media tool.

In creating the backgrounder, I learned about what constitutes personal information and why it is important to protect personal information. I also had to familiarize myself with Schoology's privacy policy, which included finding out what data they collect both actively and passively, where they store it, and what third parties have access to this data. I learned about why FIPPA makes consent forms necessary anytime students' personal information is stored or accessed outside of Canada. I had to consider the risks associated with students using Schoology and how it could potentially affect their digital footprint. The last part of the backgrounder required me to outline alternate activities that must be provided if voluntary informed consent is not received. To create the draft informed consent form I had to state what my educational rationale was for using Schoology learning management software and clearly outline what the duration of use, account deletion process, behaviour expectations, reporting process, potential risks, and alternate activities if consent is withheld. Creating these forms greatly improved my knowledge of FIPPA and how it relates to the cloud storage software that I use in my classroom. I am now aware of the process required to use these tools and why it is necessary. I feel much more comfortable with this topic than I did prior to creating these draft forms as, although I was made aware of it, I had never received any detailed training on this topic. This evidence piece addresses a FIPPA compliant approach to teaching online that reduces risks for both students and teachers. I believe the strength of this piece is its ability to be used immediately in my own classroom as I could easily modify it to suit any particular cloud computing software. Taking the time to make these documents is something that all teachers should do but most lack the knowledge and experience to do so.

In face-to-face, blended, and fully online instructional contexts the use of cloud-based software is already very mainstream and increasing every year. The vast majority of these software programs store

their data outside of Canada which makes it the responsibility of educators in Canada to familiarize themselves with FIPPA and the process that must be followed to use these software programs. All educators should strive to reach full compliance on Hengstler's Compliance Continuum. I can implement what I have learned in creating these forms into my own practice by using the forms I have created and modifying them for use with other cloud-based software that I use in my classroom. I could also share these forms with other teachers that I work with so more of them can move towards full compliance with FIPPA.