

## Privacy Notice: PowerSchool Student Information System

### 1. What is PowerSchool?

- PowerSchool is the name of the main student information software used by Nova Scotia public schools. It is part of iNSchool, Nova Scotia's Student Information System.
- PowerSchool is available through internet browsers, like Chrome, on any internet-connected device and includes a portal for students and parents/guardians to log in and see information relating to a student's education.

### 2. Why is this privacy notice needed?

- Your school is allowed under Nova Scotia privacy laws to collect, use, and share certain types of personal information through approved systems, like PowerSchool, to support students' education.
- Privacy laws also require schools to protect the way student-related personal information is shared and used.
- This notice is intended help you understand what happens to personal information in PowerSchool.

### 3. What information about me/my child is held in PowerSchool?

- **Information to help staff identify and enrol the student, for example:**
  - the information that was provided on the registration form, such as student name, date of birth, gender, address, parent and family contacts, siblings, custody arrangements, self-identification, medical, transportation, and international/immigrant student information
  - photo of the student
- **Information that teachers and other school staff create or collect to support the student's education, for example, information about:**
  - courses, grades, assignments, report cards, teacher comments, provincial assessment results, class schedules, and attendance

- programs and supports, such as participation in Distance Education, International Baccalaureate (IB), or Skilled Trades, and supports such as an adaptation, additional language support, or Individual Program Plan (IPP)

**Note:** Full IPP documents and detailed information/reports about student needs and specialized supports are kept in a separate confidential system known as TIENET.

- awards such as scholarships and bursaries, including extracurricular activities that help determine awards
- incidents of unacceptable behaviour under the [Provincial School Code of Conduct](#) and discipline including suspensions

#### 4. Who has access to the personal information in PowerSchool and why?

- Students, parents/guardians, or others who have custody over the student, can view information about the student's, courses, assignments, teachers, schedules, attendance, and current and previous academic achievements and grades through the Student-Parent Portal. Other information about additional programs and supports, awards, incidents, and suspensions may be shared with parents/guardians as needed to keep them informed and to support the student's education.
- Staff at your school's Regional Centre for Education (RCE) or the Conseil scolaire acadien provincial (CSAP), the Department of Education and Early Childhood Development, and provincial information technology staff have access to student-related information when necessary for analysis, planning, and technical support purposes.
- Student-related information may be shared with the software vendor, PowerSchool Group LLC, on a limited basis as required for technical support.
- Certain information such as student name, health card number (if provided), parent/guardian contact information, and school and teacher information, is shared with the Department of Health and Wellness to support public health programs such as planning of vaccination clinics.
- Student-related information may be shared with police or a child welfare agency as required to assist with an investigation, or with a person or organization as required to comply with a court order.
- Student-related information may be shared with another organization or person in certain circumstances as authorized by law. For example, contact information of specific parents is sometimes shared with the Nova Scotia Maintenance Enforcement Program (MEP) to assist with providing them child or spousal support payments.

- Student-related information may also be shared with education partners and researchers under strict privacy and confidentiality requirements. Only the minimum amount of information is shared in order to protect privacy, and information that can identify individuals will be removed, when possible, before being shared.
- Your school or RCE/CSAP may share student-related information with other vendors or service providers, as needed, to provide certain services. For example, your school may share information such as student name, bus pick-up/drop-off addresses, and special needs transportation requirements to third-party transportation providers to provide bussing services. Information is never shared without the necessary approvals and/or contracts in place with vendors and service providers.

## 5. How is my/my child's personal information protected?

- All collection, use, and sharing of personal information is done under the authority of the [Education Act](#), [Freedom of Information and Protection of Privacy Act](#) (FOIPOP), [Personal Information International Disclosure Protection Act](#) (PIIDPA), and other legislation.
- The software vendor, PowerSchool Group LLC, is under strict contractual obligations to only use student-related personal information to support PowerSchool and is not allowed to use it for any other purpose.
- Your school, RCE/CSAP, the Department of Education and Early Childhood Development, and provincial information technology staff take security steps to protect personal information from unauthorized access, use, sharing, or disposal. This includes a variety of safeguards such as policies and procedures, physical security measures, and technical measures such as firewalls, encryption, and passwords.
- All service providers and vendors are also contractually required to take security precautions to protect your information.
- All information is stored on servers located in Canada and will not be accessed from outside of Canada by the staff who have access to it, unless there are exceptional circumstances and prior approval is obtained. Any access or storage outside of Canada is required to comply with Nova Scotia's Personal Information International Disclosure Protection Act (PIIDPA).
- Schools are required to manage student records according to the provincial [Student Records Policy](#).

## 6. How do I access my/my child's information in PowerSchool?

- Students, parents/guardians, or others who have custody over the student, can view information about grades, assignments, schedules, and attendance through PowerSchool's online "Student-Parent Portal."
- Detailed information about how to access the Student-Parent Portal, including user guides, can be found on the Department of Education and Early Childhood Development website at: [www.ednet.ns.ca/inschool/students\\_parents](http://www.ednet.ns.ca/inschool/students_parents).

### **PowerSchool's Student-Parent Portal:**



- If you need access to additional information that is not available through the Student-Parent Portal, or for more information about how your school manages and protects student-related information, contact your school principal.