

Teacher Document



Overview: Canvas by Instructure (more commonly known as Canvas) is a Learning Management System (LMS) that is available as a cloud based or server based LMS. Canvas provides an extensive and open API that they publish to the world, making it easy for third-party apps to plug into Canvas. Canvas has made an explicit commitment to their user's privacy; they conduct regular internal audits and even contract independent security specialists to perform and publish a public security audit. The interface is well laid out; there are many customization options and it is free!

Privacy Points for Teachers

(from the Privacy Policy: <http://www.canvaslms.com/policies/privacy-policy> and Terms of Use: <http://www.canvaslms.com/policies/terms-of-use>)

- Users are solely responsible for ensuring that they and their school are compliant with all laws and regulations related to disclosing to Instructure the personal information of the students they invite to create accounts.
- When users enroll their students into a course it is assumed that they have provided the necessary notice and obtained the appropriate consents from the students, or from the parents of the student, if the student is younger than 18.
- As a part of the Instructor Account creation process, users are asked (a) whether they will be providing their course to students under 13, and (b) whether they are a teacher or administrator at a school (for example, a K-6 public elementary school). Users will only be permitted to provide a course to students under 13 if they are a teacher or administrator at a school.
- Users acknowledge that all content, including the Instructure Properties, are the sole responsibility of the party from whom such content originated. This means that users, and not Instructure, are entirely responsible for all content that they upload, post, email, transmit or otherwise make available through the Instructure Properties .
- Instructure, Inc. has been awarded TRUSTe's Privacy Seal signifying that this privacy policy and practices have been reviewed by TRUSTe for compliance with [TRUSTe's program requirements](#) and the [TRUSTed Cloud Program Requirements](#) including transparency, accountability and choice regarding the collection and use of their user's personal information. The TRUSTe program covers only information that is collected through these sites: <http://www.instructure.com>, <http://canvas.instructure.com>, <http://www.canvas.net> and the associated services. The TRUSTe Program does not cover information that may be collected through mobile applications, or information collected offline.
- Instructure collects information from their users, such as first and last name, gender, email and mailing addresses, professional title, company name, and password when someone creates an account to log in to their network. They also may retain information on their user's behalf, such as files and messages that users store using their account. If a user provides them feedback or

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contacts them via email, they will collect the user's name and email address, as well as any other content included in the email. When users participate in one of their surveys, they may collect additional profile information. They also collect other types of personal information and demographic information that users provide to them voluntarily.

- Instructure offers users choices regarding the collection, use, and sharing of their personal information. When users receive newsletters or promotional communications from them, they may “opt-out” by following the unsubscribe instructions provided in emails they receive from them.
- Most web browsers are set to accept cookies by default. If a user prefers, they can typically remove and reject cookies from Canvas with their browser settings. If users remove or reject their cookies, it will affect how Canvas and their services work for them.
- “Flash Cookies” are used to store user preferences such as volume control or to display content based upon what they view on their websites to personalize the user's visit. Third party partners who provide certain features on their websites, such as videos, may place Flash cookies on the user's device. They may use Flash cookies to track user's web browsing activity and to display personalized advertising. Flash cookies are different from other cookies because of the amount of and type of data collected, and the way in which it is stored. Cookie management tools provided by browsers usually will not remove Flash cookies.
 - To learn more about Flash cookies, who has placed Flash cookies on your device, and how to manage privacy and storage settings for Flash cookies click here: http://www.macromedia.com/support/documentation/en/flashplayer/help/settings_manager.html#117118.
- Canvas does not control the privacy practices of the third parties who place or track Flash cookies and their privacy policy does not cover their practices. Users should visit the privacy policies of companies who place Flash cookies to understand their practices.
- Canvas uses analytics services to help analyze how users use the Site and Apps. These services use cookies and scripts to collect and store information such as how users interact with their Apps, errors users encounter when using their apps, device identifiers, how often users visit the Site, what pages they visit, and what other sites they used prior to coming to the Site. Canvas uses the information they get from Google Analytics only to improve their Site, Apps, and Services. Canvas does not tie the information gathered using third party analytics to your personally identifiable information.
 - Please see the following links for more information about Google Analytics: http://www.google.com/privacy_ads.html, <http://www.google.com/privacy.html>, and <http://www.google.com/analytics/tos.html>.
- Canvas may share user's personal information with third party service providers for the sole purpose of providing the user with the services that they offer them through their website. For

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example, they may share data with service providers who host their websites or provide email services on their behalf.

- Instructure may disclose information about their users if they believe such disclosure is necessary to (a) comply with laws or to respond to lawful requests and legal process; or (b) protect or defend the rights, safety, or property of Instructure, users of the Services, or any person including to enforce our agreements, policies, and terms of use, or (c) in an emergency to protect the personal safety of any person.
- Canvas may share information about their users in connection with or during negotiation of any merger, financing, acquisition, bankruptcy, dissolution, transaction or proceeding involving sale, transfer, divestiture or disclosure of all or a portion of their business or assets to another company. In the event that information is shared in this manner, notice will be posted on their site.
- Users may change some of their personal information in their account by editing their profile within Canvas. Users may also request changes or deletions by emailing Canvas. They will respond to user's requests, when permitted by law, within 30 days. They will retain user's information for as long as their account is active or as needed to provide them services. They will retain and use user information as necessary to comply with their legal obligations, resolve disputes, and enforce our agreements. They may be unable to delete information that resides in their archives.
- Instructure may change their Privacy Policy and Terms of Service from time to time. If they make any changes to the Policies, they will change the "Last Updated" date on the affected documents. If such changes are material, a notice of the changes will be posted on the Canvas home screen along with the revised Privacy Policy, or Terms of Service prior to the change becoming effective. Visit their policy pages from time to time for the latest on their privacy practices.
- Instructure welcomes your comments or questions. You can email them at privacy@instructure.com or contact them at the following address or phone number:

Instructure, Inc.
6330 S 3000 E, STE 700
Salt Lake City, UT 84121
(801) 869.5000

Parent Document

What is Canvas?

Canvas by Instructure (more commonly known as Canvas) is a Learning Management System (LMS) that is available as a cloud based or server based LMS. Canvas provides an extensive and open API that they publish to the world, making it easy for third-party apps to plug into Canvas. Canvas has made an explicit commitment to their user's privacy; they conduct regular internal audits and even contract independent security specialists to perform and publish a public security audit. The interface is well laid out and there are many customization options.

Why am I using Canvas?

In an effort to bring our students together and connect with each other to create a sense of community, we will be using Canvas. Canvas allows your child to connect with other students in a password protected, invite only area where the teacher has full moderation abilities and can check on everything that is happening.

You child will be using Canvas to:

- access assignments
- upload completed assignments
- have discussions in the forum
- complete tests
- ask questions / email their teacher
- use external tools and websites when necessary to gain more understanding

Risks that could arise

Because Canvas is hosted "in the cloud" it is important for parents to understand some key points:

- The cloud is everywhere. This means that you are able to access it from any device that is connected to the internet, you also need to be aware that others can also do the same so keeping your password private is essential.
- The cloud stores your information so that you don't have to. This means that there will be much more room on your device because once something is uploaded on to the cloud it will remain there and be accessible.

What's 'personal information'?

"People have different standards of what they consider 'personal' information. Sharing over social media has done a fair bit to reset our expectation. Regardless of personal definition, if the information, data, or content could be used to identify you, it's 'personal information' – though professional or business contact information may be treated separately." 1(Hengstler, 2013). A student's personal Changes may occur; this document is current as of terms of service on July 29, 2014. Check with your own school to make sure it meets your school's privacy policy. Review completed by Breanne Quist.

information could include: name, date of birth, address, telephone number, email address, educational information, and anything that identifies an individual, including photographs. If any information, data or content could be used to identify you it is then qualified as “personal information”.

Why is BC so sensitive to privacy laws regarding data?

“Shortly after the 9/11 attacks on the US in 2001, the American government enacted the United States Patriot Act that allowed the United States government to search private and public data housed on servers on United States soil. At the time, The British Columbia Medical Services Plan was hosting our provincial medical records in the United States. Unions in British Columbia expressed concern over the ability of the American government to search through British Columbian’s personal medical records and histories. Ultimately, the rule is: if you transfer or authorize the transfer of your personal information outside of Canada, that data is subject to the laws and practices of the country where it sits – be it the United States, China, or India. (Remember that minors, under the legal care of an adult, cannot authorize such a transfer.) Not all locations have similar notions about your right to privacy. Since cloud computing is a relatively new technology, the laws and best practices governing it are still changing and there is a need to stay current.”¹(Hengstler, 2013)

Why is a consent form necessary?

Various provinces in Canada – and other jurisdictions across the world – have enacted laws to protect personal privacy. In BC, the Personal Information Protection Act (PIPA) covers all independent schools. It is one of the most defined privacy protection frameworks in Canada. PIPA states that ‘private bodies’ such as independent schools have defined legal requirements for handling your personal information when it is within their ‘custody’ and ‘control’. Generally, private bodies must make sure that your personal information cannot be stored or accessed outside of Canada without your expressed permission – ‘consent’ (Note: there are certain expectations in the law like data covered by treaties, etc.). PIPA states that your consent must be in writing, state to whom your personal information may be disclosed, and how your information will be used. Also, if you post personal information about others, their permission must also be secured.

What if I don’t want to consent?

You have the right as a parent/guardian to withhold consent to your child using Canvas. Alternate activities will be provided to students in the event that parents/caregivers choose to withhold consent and that selection of an alternate activity will not affect a student’s grade.

While no internet-based experience can ever be 100% risk-free, know that I will take every reasonable measure to manage expected risks.

¹ Julia Hengstler is the Educational Technologist with the Faculty of Education at Vancouver Island University & an Instructor in Educational Technology. Please visit this site for more background information about her:
http://www.viu.ca/education/faculty/profiles/hengstler_j.asp

Informed Consent

In an effort to bring our students together and connect with each other to create a sense of community, we will be using the learning management system (LMS) Canvas by Instructure. Canvas has made an explicit commitment to their user's privacy; they conduct regular internal audits and even contract independent security specialists to perform and publish a public security audit. Canvas allows your child to connect with other students in a password protected, "invite-only" area where the teacher has full moderation abilities and can check on everything that is happening.

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- access assignments
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Canvas will be used for some or all courses that your child is enrolled in this year and it is expected that s/he use it properly following the guidelines below.

1. Keep your real name, address, or email / phone number private. Basically, anything that can identify you (or anyone else) and where to find you (or them) should be kept private as those who need to know the information (the teacher and peers in your class) will already know it.
2. Everything that is posted online has a 'digital footprint' this means, once something is posted online, it is online for good. Put thought into what you are posting and make sure it is acceptable.
3. At all times treat other people with respect and dignity. We are an inclusive class. If something a classmate posts, causes you concern, contact the teacher immediately but do not post a negative comment back to them.
4. You must have permission to post any videos or pictures that you have taken which contain other people (or yourself). You must obtain the consent of the other person (who is shown in the picture or video) and a parent's consent if the person is 13 years of age or younger.
5. Do not give your password to anyone. If you give out your password, things may be posted on your behalf that you do not approve of.
6. If you believe your account has been compromised or hacked, report this immediately to your parent and the teacher.

Please keep page one for future reference and complete page 2 to be returned to me for my records. Thank you.

Teacher Name

Contact Information

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Please choose one of the following, (Note: if you feel that you do not have enough information to make an informed decision, please contact me to discuss further):

My child and I agree to the rules for using Canvas and my child will be making his or her own account. My child's preferred email to use is: _____

My child and I agree to the rules for using Canvas but I do not feel comfortable having my child using his or her own account, I prefer my child to use my email to register for an account. My email address is: _____

I do not agree to the use of Canvas and I am aware it may result in a course withdrawal.

We understand the privacy risks and management strategies as they have been shared with us.

Parent/Guardian Signature

Date

Student Signature

Date

Received by teacher on: _____

Metadata

Tool / Resource Name: Canvas

URL: <https://canvas.instructure.com/login>

LMS or Web 2.0 Tool: LMS

Location of Reviewer:

British Columbia, Canada

Reviewer affiliation:

Public School	
Independent School	X
Public Organization	
Private Organization	
Other	

Enrollment Requirements:

First name	X
Last name	X
User name	X
Email address	X
Street address	
Postal code	
Phone number	
School / Organization	
Age	
Password	X

Required user information that is displayed

User name	X
Email	X
Name	

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Avatar	
Location	

Tool Category:

Instructional	X
Informational	X
Presentation	
Storage	X
Game	
Other	

Grade level:

Primary (K-3)	
Intermediate (4-6)	
Middle School (7-9)	X
High School (10-12)	X

Subjects / Courses:

Math	X
English	X
Science	X
Social Studies	X
PE	X
Health and Careers	X
Fine Arts	X
Applied Skills	X

General information

Open / Closed	Closed
Server location	US. Can be stored locally for a fee.
Tool privacy policy URL	http://www.canvaslms.com/policies/privacy-policy

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CANVAS

	Last updated Feb 28, 2014
Tool terms of service URL	http://www.canvaslms.com/policies/terms-of-use-fft Last updated Feb 28, 2014
Minimum age requirement	13
iOS app	X
Android app	

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