

## 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](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_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](mailto:privacy@instructure.com) or contact them at the following address or phone number:

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