Miriam College

DATA PRIVACY GUIDELINES

IN USING ONLINE PLATFORMS IN LEARNING

FOR STUDENTS & PARENTS/GUARDIANS

MIRIAM COLLEGE

DATA PRIVACY GUIDELINES
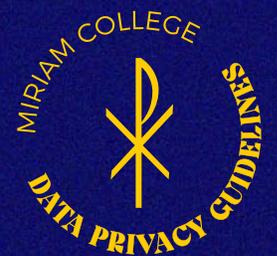
To ensure proper and adequate protection of the personal data of all MC community members, we request the parents and guardians of our students to instill in their children the exercise of due diligence in their online classes, activities, and dealings. We also encourage our whole community to foster an environment where data privacy and security are given importance. In conducting any virtual/online class or activity, always bear in mind the acronym **ALT-P**:

- ✓ **ACCOUNTABILITY** *(The School is accountable for all the personal data it collects and processes)*

- ✓ **LEGITIMACY** *(The School must collect or feature only personal information according to its activity's authorized purpose)*

- ✓ **TRANSPARENCY** *(The School must declare the purpose of collecting and featuring personal data to its participants)*

- ✓ **PROPORTIONALITY** *(The School must collect, feature, or process only necessary information from its participants)*

Moreover, provided below are some general information and guidelines for the students and their parents or legal guardians from the Department of Justice's Office of Cybercrime and National Privacy Commission's Data Privacy Council Education Sector.

FOR STUDENTS USING ONLINE PLATFORMS IN CLASSES, SESSIONS, AND/OR ACTIVITIES

1. Create strong passwords when signing up on any e-learning tool/platform. Passwords should be at least 12 characters containing upper- and lower-case letters, numbers, and, if possible, symbols.

2. Stay alert during online classes, especially when sharing videos, photos, and files. Similarly, do not spam the chatbox.

3. Use customized backgrounds to avoid accidental disclosure of personal information.

4. Install and regularly update an anti-virus program.

5. Mute the microphone and turn off the camera by default, especially when not speaking or reciting.

NOTES:
1. **E-learning tools/platforms** are GSuite for Education, Genyo, Moodle LMS, EBSCO, MS Teams, and Zoom.
2. **Personal data** refers to any personal information whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information or when put together with other information would directly and certainly identify an individual.

6. Turn off the microphone and camera when leaving one's station (e.g. *restroom break, etc.*)

7. As much as possible, do not connect phones, laptops, and other gadgets to free or public Wi-Fi networks. In unavoidable circumstances, ensure that the public network has a password and is not accessible to everyone.

8. Delete files or folders when the content no longer needs to be shared. Always ask your teacher before you erase them.

9. Submit assignments, projects, and other requirements to teachers via the official school E-learning tool/platform. Do not send files via social media.

10. Respect the privacy of your teachers and classmates. Do not take screenshots of their video feeds and do not give out online links and their passwords to people who should not be in your class or activity.

FOR PARENTS OR GUARDIANS ASSISTING STUDENTS IN THEIR ONLINE CLASSES, SESSIONS, AND/OR ACTIVITIES

1. Help the child check and customize the privacy settings of the e-learning tool/platform.

2. Teach them basic online security (e.g. *enabling two-factor authentication and avoiding sharing homework, passwords, and other personal information even with friends*).

3. Take a moment to review the School's Data Privacy policy.

4. Ensure that your consent is obtained for the recording of classes.

5. Accompany the child, especially minors, during the conduct of online learning or activity.

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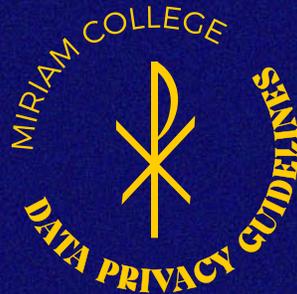
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