

## Student Email and Social Media Instant Messenger Permission Form

An email account is needed for all students of Philippine Science High School (PSHS) as well as access to social media instant messaging platform (e.g. viber, FB messenger, Whatsapp) in consideration of the temporary shift to online learning brought about by COVID-19 pandemic which greatly affected everyone. These accounts and access to said social media instant messaging platforms will be used solely for instructional and educational purposes. The email account on the other hand will be used in order for students to access PSHS' Learning Management System (LMS) where learning modules, assignments, information on student activities are stored. The email will also be used in order to access Google Meet where online classes will be held. Social media instant messaging tools on the other hand will be used for communication between teachers and students in connection with their lessons. Students will not be given an email account or will not be instructed to make one for themselves (through their parents) and will not be instructed to access social media instant messaging tools/applications (apps) without parental or guardian approval. If students are not granted permission to use email or access these messaging apps, PSHS shall then send said messages and information from teachers through cellular calling or short message service (sms).

**Reason:** The main reason of providing student email is to support teaching and learning without sacrificing the safety of the students. We believe that this change is needed in order to adapt to the challenges we are facing right now.

**1. Official Email Address-** All students who have been allowed by their parents/guardians to have an email (whether created by them or their parents or given by the school) shall use said email address for learning and educational purposes only. This will be considered as his/her official PSHS email address until the time that the student no longer needs the email as deemed by the school or until the time that he is no longer with PSHS.

**2. Prohibited Conduct-** Student email and the use of social media instant messaging tools/apps should not be used for unlawful activities, harassment, bullying, commercial purposes, personal financial gain, false identity related activities, and misrepresentation of PSHS. Other applicable provisions of the student handbook are also adopted.

**3. Access Restriction-** Access and use of the student email is a mere privilege. The school has the right to revoke the use or block said access (to LMS) of a student when there is a reason to believe that violation of PSHS policies and the laws have been committed.

**4. Email and Social Media Instant Messaging Activities Monitoring-** use of email and instant messaging tools/apps shall be monitored by the parents especially during the days when students are at home learning. Parents shall proactively notify PSHS for any suspicious communications/activities that they might notice while monitoring their activities in order that the school can easily revoke access to email or block further access to PSHS' LMS.

**5. Privacy-** The general right to privacy will be afforded to the extent possible in the electronic environment. Students using PSHS email are limited to accessing information intended to them. The school reserves the right to access the mail system including the current and archival files of account users.

Please return the portion below.

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**Parent/guardian:**

\_\_\_ I give permission for my child to be assigned an email (Google)/create an email and access social media instant messaging tools/applications.

\_\_\_ I do not give permission for my child to be assigned an email account (Google), but they may access the learning materials through my email which is \_\_\_\_\_ and mobile number \_\_\_\_\_.

Student name (Print): \_\_\_\_\_ Grade Level: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student:** I agree to adhere to the guidelines stated above for use of PSHS email account as well as access to social media instant messaging tools/apps. I also recognize that my parents/guardians have the right to login to my account at any time.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **DATA PRIVACY CONSENT FORM**

### **(For Applicants, Students and Alumni)**

Philippine Science High School (PSHS) is aware of the need to keep the personal data of its stakeholders (e.g. students, alumni, applicants) private and secured for purely legitimate purposes.

We aim to comply with the Data Privacy Act of 2012 (DPA) and cooperate fully with the National Privacy Commission (NPC). We value your privacy. Our commitment to providing quality education to our students is as important as our commitment in keeping your personal data safe.

In this Form, the terms, “personal data” and “information” are used interchangeably. When we talk about “personal data,” the term includes the concepts of personal information, sensitive personal information, and privileged information. The first two are typically used to distinctively identify you. For their exact definitions, you may refer to the DPA.

### **Processing of Personal Data**

#### **A. Collection of Information**

We collect your personal data that includes those you provide us during your application for National Competitive Exam (NCE), admission, information we acquire or generate upon enrolment and during the course of your stay with us.

1. Information you provide us during your application for NCE

Upon application for NCE, we collect information about personal circumstances and contact information such as but not limited to name, home/residence addresses, parent’s email addresses, telephone number/mobile numbers and other contact details, family history, previous schools attended, emergency contact information, academic performance, disciplinary record, medical record etc.

2. Information we get and generate upon enrolment and during the course of your stay with us

Upon enrollment and during the course of your stay with us, we confirm/collect information which you have previously submitted upon your application for NCE in order that we get updated information such as but not limited to name, home/residence addresses, parent’s email addresses, telephone number/mobile numbers, emergency contact information, etc. WE will also collect information for and in relation to co-curricular matters, such as organizations where you are affiliated, leadership positions, participation and attendance in competitions and other related school programs. We will also be collecting information in connection with disciplinary incident, including accompanying sanctions that you may be involved in.

#### **B. Access to Information**

Your personal information is accessed and used by PSHS, specifically the Admissions Office (AO), Knowledge and Innovation Division (KID), Research Policy and Academics Division (RPAD) personnel who have legitimate interest in it for the purpose of carrying out their mandated duties in connection with providing you quality education in PSHS.

We use and share your information as permitted or required by law and PSHS' education-related mandate including a variety of administrative, historical and statistical purposes.

Below are specific situations when we will use your information to pursue our legitimate interest as an educational institution created by law:

1. Processing and evaluation of application for NCE;
2. Processing confirmation of incoming students (who passed the NCE) and transfer students from a different PSHS campus to prepare for enrollment;
3. Recording, generating and maintaining student records of academic progress
4. Establishing and maintaining student information systems
5. Access to the school's Learning Management System (LMS);
6. Sharing of grades between and among faculty members, and others with legitimate official need, for academic deliberations (e.g. graduation);
7. Processing scholarship applications/documents, grants and other forms of assistance (e.g. stipend/allowance)
8. Investigating incidents that relate to student behavior and implementing disciplinary measures;
9. Maintaining directories and alumni records; compiling and generating reports for statistical and research purposes;
10. Providing services such as health, counseling, information technology, library, sports/recreation, transportation, safety and security;
11. Managing and controlling access to campus facilities and equipment;
12. Communicating official announcements; sharing promotional materials regarding school-related functions, events, projects and activities;
13. Soliciting your participation in research and non-commercial surveys
14. Analyzing results of written tests, examinations, assessments which reflect personal data in order to improve school programs and functions

### **C. Sharing of Information**

Below are specific situations when we may share or disclose your personal information to others:

1. Posting of acceptance to universities, including overall percentage ratings achieved by the school which may reflect the student's name in school bulletin boards and campus websites;
2. Posting of class lists and class schedules in school bulletin boards or other places within the campus and the school's official websites;
3. Sharing of information to persons, including parents, guardians or next of kin, as required by law or on a need-to-know basis as determined by the school to promote your best interests, protect your health, safety and security, or that of others;
4. Providing academic institutions, companies, government agencies, private or public corporations, or the like, upon their request, with scholastic ranking information or certification of good moral character for purposes of admission;
5. Sharing information to potential donors, funders or benefactors for purposes of scholarship, grants and other forms of assistance;

6. Distributing the list of graduates and awardees during commencement exercises;
7. Reporting and/or disclosing information to the NPC and other government bodies or agencies (e.g. Commission on Higher Education, Department of Education);
8. Sharing of information for ranking purposes;
9. Responding to inquiries verifying that you are a bona fide student or graduate of the school with corresponding degree/s earned and honor/s when applicable;
10. Conducting research or surveys for purposes of institutional development;
11. Sharing your directory information to the school's alumni association which reflects your name, degree/s and honor/s earned, contact information as well as such other personal information that will enable your identity to be verified;
12. Publishing academic, co-curricular and extra-curricular achievements and success, including honors lists and names of awardees in school bulletin boards, website, social media sites and publications;
13. In school's application for competitions, seminars, and trainings where you may belong;
14. Sharing your academic accomplishments or honors and co-curricular or extracurricular achievements with schools you graduated from or was previously enrolled in, upon their request;
15. Marketing or advertising to promote the school, including its activities and events, through photos, videos, brochures, website posting, newspaper advertisements, physical and electronic bulletin boards, and other media;
16. Publishing communications with journalistic content, such as news information in PSHS' publications, social media sites and news and media organizations;
17. Live-streaming of University events;
18. Complying with court orders, subpoenas and/or other legal obligations;

## **Data Protection**

We shall implement acceptable and appropriate organizational, physical, and technical security measures for the protection of personal data which we collected.

These steps of protection shall aim to maintain the availability, integrity and confidentiality of personal data against accidental or unlawful destruction, alteration, and disclosure as well as unlawful processing.

Your personal data will only be accessed by our authorized personnel/personal data processor who hold such information under strict confidentiality. We shall restrict access to information to anyone who wants to obtain such data without justifiable reason.

Any incident of security breach with regard to said personal data which comes to our knowledge will immediately be acted upon as the law mandated. PSHS will take the necessary steps to address said breach and mitigate its negative effects. If there is a strong belief that an incident affects your personal, PSHS will notify you of such incident in an appropriate manner.

## **Confidentiality**

After completing the required years of stay and academic requirements in PSHS and you are already an alumnus, your personal information will remain private and confidential. PSHS personnel shall operate and hold personal data under strict confidentiality.

## **Right to Privacy**

As provided by the Act, you may object to the processing of your personal data, request to access your personal information, and/or have it corrected, erased, or blocked on reasonable grounds. For the details of your rights as data subject, you can get in touch with our Data Privacy Officer at contact details below or at National Privacy Commission at <https://privacy.gov.ph/>. PSHS will take note of your request and shall reserve the right to deal with the matter in accordance with the law.

### **Right to Damages**

The data subject shall be indemnified for any damages sustained due to such inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of personal data, taking into account any violation of his or her rights and freedoms as data subject.

### **Contact Information**

For your concerns regarding your privacy rights, this Consent Form or any matter regarding Data Privacy Act of 2012, you may contact our Data Protection Officer through the following details:

**The Data Protection Officer**

**Tel. No.** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

### **Consent**

I have read this form, understood its contents and consent to the processing of my personal data. I understand that my consent does not preclude the existence of situations/scenarios for lawful processing of personal data and does not waive any of my rights under the Data Privacy Act of 2012.

Complete Name of Student/Child: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

Printed Name of Parent or Guardian: \_\_\_\_\_

Date: \_\_\_\_\_