Virtual Annual Identification Placement and Review Committee Meetings (IPRC)
Privacy and Security Considerations for Participants

May 25, 2020

Dufferin-Peel
Catholic District
School Board

In response to the school closure order due to COVID – 19, the Minister of Education issued a directive informing school boards that they are required to hold annual Identification Placement Review Committee (IPRC) meetings during this time. Dufferin-Peel Catholic District School Board (DPCDSB) will host these reviews via video and/or audio conference using Board-approved technologies. This resource provides information and recommended best practices for private and secure meetings.

Videoconferencing Platform

Annual IPRC meetings will be hosted using Microsoft Teams, a board-approved communication and conferencing program. Parents/guardians/adult students will be contacted to discuss the IPRC process. If a meeting is required, instructions about how to join it will be provided, and participants will have the option to attend online or by phone. You can read about Microsoft Privacy and Security at https://www.microsoft.com/en-ca/trust-center.

Can I Use another App?

The Board is required to implement appropriate security measures to protect student personal information. Microsoft Teams meets our privacy and security requirements, and the IPRC meeting process follows best security and privacy practices to reduce the risk of breach of personal information.

Free apps or personally purchased apps may not be used, as they do not meet our privacy and security requirements. They often require users to give up their privacy and information security rights and/or may not have adequate security to protect information. Companies may sell contact information to advertisers or marketers, or worse, individuals may try to trick victims into downloading malware, giving up passwords, or other fraudulent activities.

Technology Considerations - Connections, Devices, and Privacy

- Videoconferencing uses about the same amount of bandwidth as watching a YouTube video. If your internet connection does not support this, a phone call may be a better option.
- Use a secure device connected to a password-protected wireless network.
- Be mindful of potential data overages or running out of minutes if using a cell phone.
- Technology sometimes breaks down or may not work as expected, so its best to have back-up plan, for example, making a note of the conference phone number and/or access to a second device should issues arise.

Room Setup

- Before joining the meeting, participants should consider their physical space. Where possible, they should try to ensure that others cannot overhear or observe the meeting and that they are free from disruption.
- If using video, consider the position of the camera and what may be seen in the background. Online participants may turn off video or cover the camera if they prefer not to be viewed. In such cases, participants will be identified by name, email address or phone number.

Questions

Please refer questions to your school principal or Special Education Resource Teacher.