

PIA Meeting for Github Classroom

Privacy Tracking:

- PIA number: PIA 2023-075
 - Date of meeting: April 13, 2023 & via correspondence
 - Present during meeting: Ernest Soares & Andrea Tagliasacchi
 - These notes taken by: Ernest Soares & Andrea Tagliasacchi
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Questions for Initiative Lead

- Has an SFU IT security professional determined that this software employs reasonable security arrangements (if so, who?):
 - No
- Has a contract been signed with vendor (if yes, send to privacy team for review with these answers):
 - No
- Was SFU's Cloud Privacy Protection Schedule appended to the contract:
 - N/A
- Purpose/Objective of initiative:
 - This is a description of the intended workflow:
 - A student clicks on a link to accept the assignment, this creates a repository (i.e. a repository is the equivalent of a google doc folder, equipped with version history) in the Github Classroom servers, with a personal copy of the template source code for the assignment.
 - The student "clones" the repository (i.e. downloads a local copy) on their local machine.
 - As the student is working on the assignment, they can execute the automated tests we provide to check to which degree the assignment has been correctly completed.
 - After completing the assignment, the student "pushes" (i.e. uploads) the repository to his Github Classroom, making it available to TA and Instructor.
 - After every push, the automated tests are also executed on the Github Classroom servers, and a (tentative) assignment grade is automatically computed.
 - At grading time, the TA checks the automatic grade, as well as checks the code (to avoid occurrences of cheating) to determine the final grade (uploaded separately by the TA to Canvas), as well as considers additional information provided by the student.
 - As the completed assignment is stored on Github Classroom, the TA can also conveniently comment on the code to inform students about their mistakes.
 - Overall, the program provides the following significant benefits:
 - Decreases the marking overhead of TAs (via auto-grading), increasing the amount of time the TA can allocate to one-on-one support.

- Eliminate security risks involved in running student-authored code on the TA's computer.
 - Provide a step-by-step completion progress experience to the student (awareness of their grade before their submission).
 - Allows the TA to provide detailed feedback by annotating the code.
- Non-personal information elements involved:
 - N/A
- Personal information (PI) elements (e.g. email addresses, IP addresses, assignment work):
 - What personal information is collected?
 - Student Name.
 - SFU email.
 - Education information (affiliation with SFU and grades awarded to assignment)
 - Association of student SFU email to a Github account.
 - Assignment history (previous versions of the code that were pushed to Github Classroom, not just the final version of the assignment) is available to both the TA and the instructor.
 - Auto-computed grades are also stored on Github Classroom (until the class ends, after which the Github Classroom instance can be deleted).
 - A copy of all assignments will be downloaded and stored on a SFU disk for 1 year (retention period) on `smb://rcga-bluebell.dc.sfu.ca/theia-private`
 - Is the information necessary for initiative?
 - Yes
 - Is the information sensitive?
 - No
 - What information is newly collected by the initiative, vs information already collected and newly used (eg. Student email addresses are already known, and may be newly used for this software):
 - Student's Github account (Students are provided with an alternative way to submit assignments)
- How and from whom is the newly collected PI collected:
 - Directly or indirectly from the individual:
 - Directly
 - Where will the Collection Notice be posted:
 - Official course syllabus
 - Collection notice language to be used:

Github Classroom collects personal information on behalf of SFU under the authority of the *University Act* (RSBC 1996, c.468) and the *Freedom of Information and Protection of*

Privacy Act (RSBC 1996, c.165), The personal information collected includes your github account username, and its association with your SFU email.

It is related directly to and needed by the University to help TAs to grade coding assignments effectively, and provide students with interactive auto-grading tools to self-assess the completion of assignments. The information will be used to associate the work submitted to Github Classroom with an SFU student, for the purpose of assigning a grade. This information may also be disclosed to the class TAs.

If you have any questions about the collection and use of this information please contact: Lee Greenough, Manager of Research and Instructional Computing, leegreen@sfu.ca, +1 778 782 6597.

- How will the PI be used:
 - Allow auto-upload of course grades from Github Classroom to Canvas
 - Auto update of Github Classroom roster to mirror Canvas' roster
- Who will have access to the PI:
 - Github Classroom repositories (where students upload their completed assignments) used by students on Github Classroom are set to private, and are only visible to the Instructor and the course TAs (other students cannot see their content).
 - Github administrators may have access only if the instructor submits a technical support ticket.
- Any foreseen disclosures of PI:
 - None other than that mentioned above

Questions for Privacy Team:

- Legal Authority for collection, use, and disclosure
 - Collection: 26(c)
 - Use: 32(a)
 - Disclosure: 33(2)(d)
- Privacy risks and responses/mitigations:
 - Physical security risks:
 - No
 - Over-collection risks:
 - TAs can access the entire history of the assignment (previous versions) if the student decides to upload it (it is the student's decision to do so).
- Do the decisions made affect an individual:
 - Yes, the assessments are graded and follow the usual protocols regarding assessment of assignments.
- Ensure accuracy and completeness:
 - Yes

- o Retained at least 1 year:
 - Yes
 - o Disposal:
 - Student grades – RRSDA 1995-018
- Process to correct PI: SFU has a process in place to correct or annotate an individual's personal information upon request: <https://www.sfu.ca/archives/fippa/changes-corrections.html>
- Role designated accountable:
 - o Lee Greenough, Manager of Research and Instructional Computing, leegreen@sfu.ca, +1 778 782 6597