

February 2017

ATTENTION: Parents

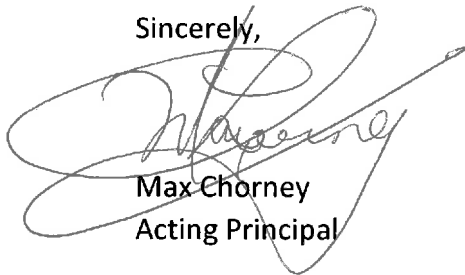
Re: Student Acceptable Use of Technology Guidelines and Agreement

In St. Albert Public Schools, we believe that technology can be a powerful tool to enhance learning, enabling students to access information and collaborate with others across the school, community, and the world. We believe that all students must be ethical digital citizens by following standards of acceptable use when using technology for school-related purposes.

We try to take every measure possible to ensure the safe and appropriate use of our technology and the internet. To complement this, we believe that all students, staff, and parents must adhere to the guidelines outlined in the attached Acceptable Use of Technology Guidelines and Agreement when using the school's technology or accessing the internet.

Please review the attached Acceptable Use of Technology Guidelines and Agreement with your child and return the signed copy to the school. If you require clarification, please contact your child's teacher or school principal.

Sincerely,



Max Chorney
Acting Principal

Student Acceptable Use of Technology Agreement for Secondary Students

As a student of St. Albert Public Schools, I value having access to technology to support my learning. I know that along with this privilege goes great responsibility. To demonstrate my commitment and understanding of the level of responsibility required, I have read each of the expectations listed below. I will abide by these rules and expectations. When I use digital technologies and the internet, I agree to be a safe, responsible and ethical user at all times, by:

- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying, including forwarding messages or supporting others in harmful, inappropriate or hurtful online behaviours;
- protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- protecting the privacy of others by never posting or forwarding their personal details or images without their consent;
- talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online;
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours;
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me;
- investigating and adhering to the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult;
- handling devices with care and notifying a teacher of any damage or required attention;
- abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video and citing references where necessary;
- not downloading unauthorized programs, including games; and
- not interfering with network systems and security, the data of another user or attempting to log into the network with an account other than my own.

In addition, when I use my **personal mobile devices** (including my phone), I agree to be a safe, responsible and ethical user at all times, by:

- connecting only through the wireless network designated for students;
- setting a password on my device to protect personal information;
- keeping devices on silent during school; only making or answering calls or messages outside of class time (except when approved as part of a class activity);
- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved class activity;
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding messages;
- obtaining appropriate consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces; and
- recognizing the school is not responsible for any lost or damaged personal devices.

Use of Cloud-Based Applications

As a student of the district, I will have access to cloud-based applications, including Google Apps for Education, for educational purposes. These cloud-based applications are managed by district personnel. Student-created files may be stored on cloud-based servers which may be located in various countries, including the United States of America. Contents of servers are subject to the law of the jurisdiction where the servers are located. St. Albert Public Schools cannot guarantee protection against possible disclosure of student-created files residing on servers outside of Canada.

By agreeing to access cloud-based applications, I also agree to the following:

- My first name and last name will be used by St. Albert Public Schools to create a Google Apps for Education account that may be linked to other cloud-based applications.
- An email address (e.g. firstname.lastname@5565.ca) will be provided to use for school purposes. This address is what gives me secured access to cloud-based applications and Google services.

***** READ THE ABOVE DOCUMENT AND SIGN THE SIGNATURE PAGE *****



St. Albert

PUBLIC SCHOOLS

FOIP NOTIFICATION

Freedom of Information and Protection of Privacy (FOIP) Act **Collection of Personal Information Notice under s. 34 of the FOIP Act**

The FOIP Act, which came into effect for school boards on September 1, 1998, sets controls and standards on how public bodies, such as school boards, collect, use and disclose personal information that is in their custody or under their control.

The FOIP Act requires that school boards collect personal information directly from individuals the information is about, that these individuals be provided with the legal authority for the collection, be explained the purpose of the collection and how the information will be used, and be provided a contact person should they have any questions relating to this activity.

The information collected on this form as part of the school registration process is personal information as referred to in the FOIP Act. This personal information is collected pursuant to the provisions of the *School Act* and its regulations (e.g. for the establishment of a student record, determination of residency) and pursuant to section 33(c) of the FOIP Act as the collection is related directly to and is necessary to a school board's obligation to provide students with an education program that meets their needs and to provide a safe and secure school environment (e.g. program placement, determination of eligibility and/or suitability for provincial or federal funding, contact and health related information in the event of problems or emergencies). Personal information may also be provided to the Minister of Education for the purpose of carrying out programs, activities, or policies under his administration (e.g. research, statistical analysis).

This information will be made available to employees of St. Albert Public Schools and the Board of Trustees within the scope of their roles and responsibilities, and to individuals working with the children in schools and Alberta Education, on a need to know basis. Please read the following information about the types of activities for which personal information is collected. The information will be used for authorized programs and activities that are vital to a healthy, well functioning school life. We realize that there may be occasions where you have concerns relating to the safety of your child with respect to any of the uses of this information. In such cases, please contact the principal of the school where your child attends to discuss your concerns.

The uses to which the personal information collected on the registration form may be put, which are considered part of a vital, healthy and well functioning school are listed below. In order to assist the Board in maintaining a vital and healthy environment, participation of all students is important and encouraged. The activities where personal information may be used are:

- The use of student's name, photograph or comments about the student in the school calendar, newsletter, year book, graduation book or other school publications.
- The taking of individual, class, club or team photos for school purposes and the use of student photos for the issuance of student identification cards and student report cards.
- The use of student names on artwork or other creative work or material of students displayed at the school or district sites or at school or district sponsored displays within the community; provided that a copyright consent form has been signed respecting the works created by each student.
- The use of student names, related contact information and telephone numbers for absenteeism verification, for kindergarten parents' information or for distribution to parents regarding field trips.
- The use of family name and address information for the purpose of satisfaction surveys.

- The use of student names' for recognition purposes on honour rolls, at graduation ceremonies, and for scholarships or receipt of other awards or for birthday recognition purposes within the school or jurisdiction.
- The use of student names on class lists posted for the purpose of class placement for the coming school year.
- The use of student names and academic information necessary for determining eligibility or suitability for provincial federal or other types of awards or scholarships in the event the Board applies on the student's behalf.
- The use of student's name, address, parental and emergency contact information, for the provision of transportation services.
- The taking of photos and/or videos of classroom or other school sponsored activities and their use by the media or other organizations where students are not identified by name or face, or interviewed. Where individual students are identified or interviewed and the material will be used outside the school, a separate and specific consent will be required. You will be contacted prior to such events taking place. Please note that photos and/or videos of school activities that are open to the general public may be taken and used for purposes outside the school.
- The taking of photos or videos of classroom or other school activities by school board personnel or agents for nonprofit and educational purposes, where the material will be used within the school. Where individual students are identified or interviewed and the material is to be used outside the school, separate and specific consents will be required. You will be contacted prior to such events taking place.
- The public may access school newsletters through the respective school websites. The newsletters regularly include news items such as student activities, sports clubs and recognition of students who have received awards. Student names and/or pictures may also be included.

The information collected on the student registration form is required to allow the Board, through its administrators to make such decisions as are necessary in order for it to fulfill its obligation to provide students with an appropriate education program, to provide a safe and secure environment, to protect the student's rights and to determine eligibility for particular programs and the funding available both under the *School Act* and Regulations and through the *Charter of Rights and Freedoms*.

The information will be made available to employees of St. Albert Public Schools, its authorized agents, and the Board of Trustees, within the scope of their roles and responsibilities, and to individuals working with the students in schools and to Alberta Education on a need to know basis.

The information will be used for authorized programs and activities that are a part of normal school life. We realize that there may be occasions where you have concerns relating to the safety of your child with respect to any of the uses of this information. In this case, please contact the principal/administrator at the school where your child attends or the District's FOIP Coordinator, Michael Brenneis, Associate Superintendent of Finance at 60 Sir Winston Churchill Avenue, St. Albert, AB, T8N 0G4, phone (780) 460-3712.

If you wish to request that your child's personal information be **withheld** for any reason, please contact the **school principal directly!**

******READ THE ABOVE DOCUMENT AND SIGN THE SIGNATURE PAGE.**

LICENSE TO USE SCHOOL LOCKER 201+ - 201,

This document, when executed by the principal of Bellerose Composite High School constitutes a license granted by the school to the said student to use a Bellerose Locker during the school year subject to the right of the principal to terminate this license for any reason that the principal considers reasonable. The granting of this license does not confer any property right or interest in the locker to the student, and the student acknowledges that the locker is subject to search at any time without notification to the student by any personnel associated with the school or by persons representing other authorities, including police authorities. If necessary in order to affect such searches, such persons have full authority to remove any locks by any means required to gain access to the locker. The Board of Trustees has entered into a Protocol which permits police searches of lockers in accordance with that Protocol.

By signing this license (on the front page of this document) to use the locker, the student agrees to be bound by all the rules of the school and the board respecting use of lockers and respecting contraband or prohibited items. The student further acknowledges awareness of the notice on the back of this license.

I am aware that I will be responsible to have my locker emptied and cleaned out by the assigned date during the final exam session in June 201, . I am aware that I will be charged a cleaning fee if my locker is not cleaned properly.

******READ THE ABOVE DOCUMENT AND SIGN THE SIGNATURE PAGE.**

IMPORTANT NOTICE

**TO: ALL ST. ALBERT STUDENTS
IN JUNIOR AND SENIOR HIGHSCHOOLS**

TOPIC: "FROSHING" - ASSAULT AND ABDUCTION

BE ADVISED that all junior and senior high schools in St. Albert will not tolerate "froshing."

St. Albert Public Schools' Policy I-290 states:

The Board of Trustees believes that froshing is an abusive and humiliating activity, and expects that students will neither initiate, participate in, nor encourage froshing.

BE ADVISED that students involved in the activity of assault or abduction (froshing)

- may be suspended from school for a period of up to five school days,
- may be expelled from the school, and
- may be subject to a criminal charge.

***** READ THE ABOVE DOCUMENT AND SIGN THE SIGNATURE PAGE**



St. Albert
PUBLIC SCHOOLS

IMPORTANT NOTICE

To: All Junior and Senior High School Students

Topic: Drug Free Schools

Be advised that all junior and senior high schools in St. Albert are committed to implementing the **Drug Free Protocol**.

It states:

- Possession of or trafficking in illegal drugs in any form is an act utterly incompatible with the *School Act* which states that students are to comply with the rules of the school and respect the rights of others.
- School administrators and the RCMP, including canine members, will conduct cooperative patrols of the school when reasonable suspicion exists. If these patrols result in detection of illegal substances, recommendation for expulsion from the school may result.
- In all cases, parents or legal guardians will be notified.

*****READ THE ABOVE DOCUMENT AND SIGN THE SIGNATURE PAGE.**



Code of Student Conduct

School Year 2017-2018

The Board of Trustees of St. Albert Public Schools places a strong emphasis on parent/guardian and community involvement in education. Working with students, staff, parents/guardians and the community, the Board has developed a Student Conduct Policy that will serve to promote a positive attitude and acceptable behaviour in our schools. The policy is in place to ensure that our students get the maximum benefit from their education in a safe and inviting environment. Parents/guardians play an important role in assisting teachers and principals in implementing our Student Conduct Policy.

The Board believes that this Student Conduct Policy is integral in supporting the work of the district. The five outcomes identified in the district's Three Year Education Plan are:

- the diverse needs of our students are met in inclusive learning environments;
- students demonstrate growth in literacy and numeracy skills;
- students are resilient and have the skills to succeed when faced with opportunities and challenges;
- staff are supported through high quality professional learning and collaborative opportunities; and
- governance, policies and partnerships support the success of our students.

In order to achieve these outcomes, our students must have a safe and caring school environment, and all students need to feel accepted and respected. Through the commitment and cooperation of students, staff, parents /guardians and the community, we will provide our students with a safe learning environment.

Glenys Edwards
Board Chair

It is the responsibility of all of us in St. Albert Public Schools to provide a rich and inspiring educational environment for our students.

We work hard to ensure that our schools are safe and secure places for learning. We recognize, too, that appropriate student behaviour is essential in achieving our goals for student achievement, and the development of caring, compassionate, self-reliant and productive citizens. Our Student Conduct Policy is based on the principles of respect for oneself and for one another.

The policy serves to guide district staff, students, parents/guardians and community members as we work together to make our schools the best they can be.

Barry Wowk
Superintendent of Schools

Student Conduct

Each school shall have a written school Code of Student Conduct developed in consultation with staff, students, the school council and parents/guardians. The school shall communicate to parents/guardians and students:

- **expectations for student behaviour;**
- **a range of specific corrective measures that will be taken when students are found responsible for unacceptable behaviour;**
- **provisions regarding safety and security offenses; and**
- **any other matter which the principal deems necessary.**

Reference: Board Policy F-110, Administrative Regulation F-110-AR and Board Regulation F-110-BR

Student Rights and Responsibilities

Students shall be treated with dignity, respect and fairness by other students and staff.

Students shall be provided with a learning environment that is free from discrimination, harassment and abuse of any kind.

Students and parents/guardians shall be informed of the board's and school's expectations for student behaviour.

In the event of student misbehaviour, students and parents/guardians shall have the right to offer an explanation, and to be informed about consequences of misbehaviour.

Students are accountable for:

- attending school regularly and punctually
- contributing to a climate of mutual trust and respect
- using their abilities and talents to gain maximum learning benefits from their school experiences
- accessing and using networked information resources (technology) appropriately
- behaving appropriately when travelling directly to and from school
- behaviour beyond the hours of school operation if the behaviour detrimentally impacts the welfare of individual students or operations/climate within the school

Students shall be provided with opportunities for consultation and involvement in student-related matters.

Students shall show respect for:

- authority
- others and their property
- ethnic, racial, religious and gender differences, including students, staff and families who identify or are perceived as lesbian, gay, bisexual, transgender, transsexual, two-spirit, queer or questioning their sexual orientation, gender identity or gender expression
- school attendance and punctuality
- work habits, assignments and homework
- learning resources and equipment
- fire alarms and safety equipment
- district and school policies relating to smoking, alcohol, drugs and inhalants



St. Albert
PUBLIC SCHOOLS

60 Sir Winston Churchill Ave
St. Albert, AB T8N 0G4
Phone (780) 460-3712
www.spschools.org

Consequences

Failure of a student to meet the expectations for student conduct may result in one or more of the following consequences, such as:

- participating in deciding on an appropriate consequence
- accounting to parents/guardians
- making appropriate apologies, and where possible, making restitution
- making restitution for property damage to an individual or the board
- being referred to attendance board
- losing privileges for a time
- rendering service or serving a detention
- being temporarily excluded from class
- serving an in-school suspension
- serving an out-of-school suspension
- agreeing to a contract to improve personal conduct
- receiving assistance from the police liaison officer
- being expelled from the school

Grounds for disciplinary action that could lead to suspension or expulsion exist where a student has demonstrated unacceptable behaviour, such as:

- violation of the code of conduct as set out in the *School Act*
- contravention of district policies and regulations related to student conduct
- willful disobedience and/or open opposition to authority
- willful damage to school or others' property
- interference with the orderly conduct of class(es) or the school
- use or display of improper or profane language
- conduct which threatens the safety of students and/or staff, including assault, discrimination and harassment
- possession and/or use of a weapon
- theft
- possession, trafficking or use of illegal drugs, alcohol, or inhalants

Role of Parents/Guardians

Parents/guardians play an essential role in working with the school district to develop appropriate student behaviour and conduct. The district expects that parents/guardians will:

- be aware of board policy and regulations together with the school's expectations for student conduct
- cooperate with the school and district in the implementation of policies, regulations and codes of conduct
- review this *Code of Student Conduct* and the school's code of student conduct with their child(ren)
- work with the school to resolve student conduct issues that affect their child(ren), when they arise

“...when you go out into the world, it is best to hold hands and stick together.”

Robert Fulghum

BOARD OF TRUSTEES

Kim Armstrong
Cheryl Dumont
Glenys Edwards
Gerry Martins
Sheri Wright

Role of the School District

Mission

Through our commitment to excellence in public education, we strive to ensure all students become life-long learners, confident and capable of shaping their future and meeting the challenges of today and tomorrow.

Beliefs

- Our students' learning is central to everything we do.
- It is a shared responsibility of the school community to encourage all students to become respectful, responsible, global citizens who demonstrate tolerance and acceptance.
- By setting high expectations, students are challenged to achieve to their full potential.
- Schools must be safe and caring environments where students, staff and parents feel connected, valued and respected.
- Public education is the foundation of equal opportunity that recognizes and enhances the value and potential of all.
- The classroom is central to student learning.
- Members of our school community have a shared responsibility and obligation to provide learners with optimum learning environment.

Student Conduct Policy

The Board of Trustees believes that a safe and caring school environment is paramount. The board is committed to ensuring the school environment is inclusive, equitable and welcoming for all members of the school community. The board expects that student diversity be respected, accepted and supported in every school. The board also believes that all members of the school community share in developing and fostering appropriate student conduct, and in the maintenance of order and discipline necessary for quality learning environments. The board expects students to exhibit socially responsible and respectful behaviours so that teaching and learning are maximized. Accordingly, students shall conduct themselves in a manner that demonstrates respect for the dignity of others and which reasonably complies with the code of conduct as specified in the School Act, the St. Albert Public Schools' Code of Student Conduct and the school's code of student conduct.

Reference: Board Policy F-110, Administrative Regulation F-110-AR and Board Regulation F-110-BR

All staff play a vital role in developing student behaviour and conduct by:

- upholding board policy and regulations together with the school's expectations for student conduct
- being committed to *"treat students with dignity and respect and (be) considerate of their circumstances."*

ATA Code of Professional Conduct

School Act – Code of Conduct

"A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- (a) be diligent in pursuing the student's studies;
- (b) attend school regularly and punctually;
- (c) co-operate fully with everyone authorized by the board to provide education programs and other services;
- (d) comply with the rules of the school;
- (e) account to the student's teachers for the student's conduct;
- (f) respect the rights of others."

Section 12 of the *School Act*

To support section 12 of the *School Act*, section 24(1) states:

"A teacher or a principal may suspend a student in accordance with subsection (2) or (3) if in the opinion of the teacher or principal

- (a) the student has failed to comply with section 12, or
- (b) the student's conduct is injurious to the physical or mental well-being of others in the school."

and furthermore, section 25(1) states:

"On considering the report provided to it under section 24(6)(b) and any representations made to it under section 24(9), the board may expel a student if

- (a) the principal has recommended that the board expel the student, and
- (b) the student has been offered another education program by the board."