

February 2017

ATTENTION: Parents

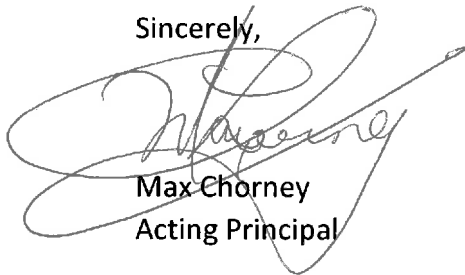
Re: Student Acceptable Use of Technology Guidelines and Agreement

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.**