

PARENTS/GUARDIANS:

PLEASE READ THE FOLLOWING SECTIONS CAREFULLY BEFORE COMPLETING AND SIGNING THE CHECKLIST. IF YOU HAVE ANY QUESTIONS, DO NOT HESITATE TO CONTACT US AT THE SCHOOL.

MEDIA COVERAGE:

The Surrey School District occasionally receives requests from the news media to interview, photograph or video record individuals or groups of students in connection with news stories. Also, reporters are sometimes invited to publicize events, as well as student and school successes.

There are great stories in our school to share. As a public body, we attempt to cooperate with the media whenever possible. However, your right to personal privacy is our priority. Therefore, we ask that this consent form be signed and returned to the school so we can respect your wish for family privacy.

(School staff cannot control news media access or photos/videos at public locations (e.g. field trips) or school events open to the public such as sports tournaments, student performances, school board meetings, etc.)

NAME/PHOTO PUBLICATION:

In accordance with the *Freedom of Information and Protection of Privacy Act*, the Surrey School District requires consent to use a student's full name or photograph/video on school or district websites, or social media sites such as Twitter, Tumblr, YouTube, Wordpress, Instagram and other social media sites accessible to the general public. **Therefore, your permission is requested to publicly post your child's full name, photo or video of your child in connection with school or district activities for websites, brochures, reports, advertisements, positive, day-to-day school activities, or personal accomplishments.**

Clayton maintains several social media sites that celebrate learning and share information to keep families informed:

School Website:

www.surreyschools.ca/schools/clayton

Twitter:

@ClaytonElem

(Consent for elementary students is renewed annually. However, you may resubmit a new consent form to your school at any time to change your consent.)

INTERNET ACCESS:

SURREY SCHOOLS: Clayton Elementary SD36 WIFI AND INTERNET APPROPRIATE USE

Background

Surrey Schools has configured Clayton Elementary to an open wireless school. This means that students, teachers, and parents have access to data communication links including the 'Internet'. Internet services and technologies offer valuable learning experiences for students and sources of information for teachers. At the same time, there are potential hazards. Students may receive offensive communications and may access material that is not appropriate. As with other methods of communication, there are opportunities with computer networks for students to create and distribute inappropriate materials and to conduct themselves in unacceptable ways. Therefore, the District is obliged to inform parents of potential risks and benefits, and impose rules on what students see and do. (Surrey Schools Policy # 5780)

Our focus is the education of our students; therefore, business and administrative use of District computers is intended for the direct support of the District's operation.

Access to the Internet is available through use of electronic mail and the World-Wide-Web (www.) and is provided to staff members to assist in the performance of their work.

The District does not permit the use of its computers and networks to create, distribute, or access any material considered unsuitable for any sector of our community, particularly students. Inappropriate use of District computers has the potential to cause severe public embarrassment and damage the trust relationship that we have with our public. Users must avoid accessing sites that might bring the District into disrepute. Internet usage must be able to survive public scrutiny and/or disclosure. Users must comply with all applicable laws and regulations and must respect the legal protections provided by copyright and licenses with respect to both programs and data.

In providing Internet access for students, the District also affirms that it will not permit the creating, distributing, or accessing of any material not suitable for classroom learning.

Procedures

The following procedures are therefore intended to ensure appropriate use. Inappropriate behaviours may lead to disciplinary action for students under the District Code of Conduct for Students, corrective action up to and including termination for staff, and/or suspension or limitation of network access privileges:

1. Clayton Elementary area network is intended only for educational purposes and for the business and administrative functions directly in support of the District's operation.
2. Network users are personally responsible for all activity that occurs within their account. Where possible, students are to have their own password-protected device. Teachers are expected to take all reasonable precautions to ensure that their students are not accessing inappropriate material on the Internet.
3. When interacting with other users online, users are expected to behave as they would in any other environment where they represent their school. It is important that users conduct themselves in a responsible, ethical, and polite manner in accordance with the District's code of conduct.
4. Using the Clayton Elementary network and the Internet for illegal, obscene, harassing or inappropriate purposes, or in support of such activities is prohibited.
5. The network at Clayton Elementary is a shared resource and must be used in moderation. From time to time, users may be asked to limit or relinquish access to high priority processes or to accommodate others.
6. Users are advised that computer systems (and files/records including email records) are District property and may be inspected or monitored at any time if misuse is suspected.
7. All above rules apply whether the Clayton Elementary network access is gained from in or out of school/work setting and school/work time.
8. Inappropriate use of network services includes, but is not limited to, the following:
 - 8.1 Users may not use the Clayton Elementary network or any computing equipment to:

- 8.1.1 transmit any material in violation of Canadian laws
- 8.1.2 download, duplicate, store, or transmit pornographic materials
- 8.1.3 transmit or post threatening, abusive, obscene, or harassing material
- 8.1.4 duplicate, store, or transmit copyrighted material that violates copyright law
- 8.1.5 participate in pyramid schemes or chain mail
- 8.1.6 harassment of other users
- 8.2 Users may not violate, or attempt to violate, the security of the District's computers, data or network equipment or services. Users must not attempt to obscure the origin of any message or download materials under an assumed Internet address.
 - 8.2.1 Any attempts at unauthorized access of District data
 - 8.2.2 Any attempt to vandalize District network accounts, systems, or property will result in termination of the user's computer and network privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another member, the District, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
 - 8.2.3 Use of another individual's password-protected account is prohibited.
 - 8.2.4 Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Clayton Elementary network and services.
- 8.3 Users may not:
 - 8.3.1 use abusive, vulgar, profane, obscene, harassing, or other inappropriate language;
 - 8.3.2 criticize the spelling, writing, or keyboarding of others;
 - 8.3.3 re-post personal electronic mail received to public forums (e.g. listserves, newsgroups) without the permission of the author;
 - 8.3.4 share password(s) with others;
 - 8.3.5 distribute or use anyone else's account name and password;
 - 8.3.6 students may not reveal anyone else's personal address, phone number, or picture;
 - 8.3.7 staff may not reveal anyone else's personal address, phone number, or picture without their consent, except as required in the course of one's duties;
 - 8.3.8 use network access for business purposes or anything else not related to the individual's position in the District
 - 8.3.9 Transmit or expose to Internet access, personal, confidential, or protected information that is reasonably likely to be accepted or excluded from access under the Freedom of Information and Protection of Privacy Act.
- 9. Schools will, where and when appropriate, ensure that the Student Internet Registration Form (Form 140-1) is completed and signed.

TECHNOLOGY TOOLS ACCESS:

An important part of our class work this year will involve using Internet-based tools to create and share our learning -- to continue building a lifelong digital portfolio. Many tools may require your child to create a personal account, using his/her School District provisioned email account (doe.j@surreyschools.ca). Please note that your child will use Internet-based tools for both classroom activities and homework assignments, and will continue to hold accounts after our coursework is completed.

Your written consent to your child's use of Internet-based tools is required by British Columbia's *Freedom of Information and Protection of Privacy Act (FIPPA)*.

If you choose not to provide your consent to your child's use of Internet-based tools, your child will not be penalized in any way and alternate activities will be provided, as appropriate.

It is important to be aware that the majority of the Internet-based tools noted below are online services hosted outside of British Columbia and possibly Canada. **While stored outside the country, information in your child's accounts may be subject to the laws of foreign jurisdictions, including, in the United States, the USA Patriot Act.**

As a general safe practice, when interacting with any online service, students should take care and avoid posting personal information or personal location that could be used to identify themselves or other persons.

To explain and document their learning as well as communicate their learning with others, students may be using *FreshGrade*, *Surreyschools.ca*, *Twitter*, *Prezi*, *Showme*, *Explain Everything*, *Educreations*, *Kidblog*, *Edublog*, *Weebly*, *Wordpress*, *Flickr*, *Skype*, *Google Hangout*, **or similarly related sites/apps. Please contact your child's teacher for information on these sites/apps.**

To store and manage assignments and other information, students may be using *Surreyschools.ca*, *FreshGrade*, *Dropbox*, *Youtube*, *Evernote*, *Google Drive*, *Folletshelf* (eBooks), *Discovery Education Canada* (including *BC Science Techbook*), **or similarly related sites/apps. Please contact your child's teacher for information on these sites/apps.**

FRESHGRADE:

This year, teachers have the option to communicate student learning using an online tool called *FreshGrade* to create personalized digital portfolios. Learning evidence may take the form of informal notes, pictures, links to video or audio, and student self-assessments, and informs you about your child's progress in relation to the learning standards in the prescribed areas of learning.

During this school year our focus will be on determining where *your* child is in relation to curriculum learning standards, what their next steps are, and how we can help them get there. Students will be active participants and take ownership of their learning by capturing their own evidence of learning or choosing artifacts in collaboration with teachers. Student self-assessment and reflections on their learning will be a significant part of their portfolios. Most important is that you, as parents, will receive information in a timely manner so you can celebrate your child's learning, stretch their thinking by asking good questions, provide support and communicate with your child's teacher when it is most needed.

In order for teachers to document student learning electronically, your consent is required. All data within *FreshGrade* resides on servers located within Canada. Accounts are password protected and only you, your child, your child's teacher(s), and anyone else you grant access to can view the portfolio. With your consent, you will receive an email with information on how you can access your child's individual digital portfolio. In this portfolio, you will view information regarding:

- ✓ *Evidence of your child's growth over time in relation to learning standards*
- ✓ *Concrete changes in abilities, skills, behaviours, attitudes, and understanding*
- ✓ *Ways your child can be supported at home and school*
- ✓ *Celebrations of learning*

Please complete and return this form with your child. If you have any questions or concerns, please do not hesitate to contact us at school.

Thank you for your support and we look forward to a wonderful year of learning.