École Heritage Park Middle School
NEW STUDENT INFORMATIONAL NEWSLETTER

Mission Public Schools

2018-2019 School Year

Linda Ziefflie, Principal | 33700 Prentis Avenue, Mission, BC V2V 7B1 | Tel 604-820-4587 | Fax 604-820-4589 | hpms.mpsd.ca

MESSAGE FROM THE PRINCIPAL

Dear Parents and Guardians:

Éy kwe'se xwe'í tel École Heritage Park Middle School!

Bienvenue à École Heritage Park Middle School!

Welcome to École Heritage Park Middle School!

This newsletter contains basic beginning of the school year information. For the remainder of the school year, a brief newsletter will be posted on the last Thursday of each month on the school website: http://hpms.mpsd.ca/.

Additional parent information can be found on the school website and in the handbook in the student agenda, in both the book and the app. Notifications are sent to parents and guardians via the agenda app. The Highlander fee includes access to the HPMS e-agenda app, which can be downloaded at i-Tunes and at Google Play. The app can be downloaded onto multiple devices, so parents and students can access the same information.

We look forward to an exciting productive school year. Please do not hesitate to contact the school office if you have any questions or concerns.

Linda Ziefflie

L. Ziefflie

Principal

Mrs. Linda Ziefflie
Principal

Mr. Mikel Brogan
Vice-Principal

Counsellors:

Mrs. Debbie Kooy
Ms. Lorette Tataryn

ABSENCES

Parents or Guardians should call the school as soon as possible in the morning to report a student's absence or if the student will be late. An auto-dialer message will go to the homes of students who are marked unexcused absent each morning and afternoon.

PLEASE ENSURE WE HAVE CORRECT CONTACT INFORMATION ON FILE IN THE EVENT OF AN EMERGENCY!

Bell Schedule:

Welcome Bell	8:35 AM
START	8:40 AM
Lunch Break	11:23 AM - 12:13 PM
DISMISSAL	2:56 PM

STUDENT PHOTO DAY
13-SEP-2018

École Heritage Park Middle School has a **CLOSED CAMPUS POLICY**. This means that only students who attend École Heritage Park Middle School are to be on the school grounds during the school day. It also means that once students arrive at school, they must remain on the school grounds for the rest of the school day. Students are not permitted to visit the mall on 11th Avenue and Stave Lake during the lunch hour.

SCHOOL TOURS FOR NEW STUDENTS IN AUGUST

For any NEW students starting in September that have **not** already received a tour of the school, our counsellors and leadership students will be running tours on:

22-AUG-2018, 10:00 am to 12:00 pm and 23-AUG-2018, 1:00 pm to 3:00 pm

Please stop by the lobby of the school on either of these days where the counsellors and students will be waiting to greet you.

REPORT CARDS

Parents/Guardians are encouraged to pick up their child's report card. Due to the cost of postage, report cards are no longer mailed.

SIGN-IN and OUT

Anytime students are late, they must sign in at the office and receive a late slip to take to their teacher.

Students who need to leave early for an appointment must sign out at the office and sign back in again when they return.

A note or a phone-call from a parent to accompany this is mandatory.

Students may not leave the school grounds during the day without parent permission.

SCHOOL SUPPLIES

Students will need basic school supplies: pens, pencils, erasers, ruler, notebook/paper, glue sticks, binders etc. For the first two or three days of school, students should bring paper and a pencil. Teachers will inform students of their requirements for their classes during the first week. **Please see attached sheet for additional details.**

Student Fees

Parents/Guardians are asked to send in student fees to their child's homeroom teacher the first week of school or sign-up at https://mpsd.schoolcashonline.com/ to pay fees through School Cash Online. Payments can be made at the main office after the first week.

The fees outlined below are necessary to support school programs offered to all students ***(Athletic Fees are only required if your child joins an athletic team)***:

Athletic Fee (Grade 7)	$35.00
Athletic Fee (Grade 8)	$75.00
Athletic Fee (Grade 9)	$125.00
Foods Workbook (Grade 9)	$20.00
Football Fee (Grades 7 & 8)	$250.00
Football Fee (Jr. Varsity Gr. 9)	$250.00
Highlander Package *(Planner, Locker Rental, Student ID Card)*	$25.00
Textbook Deposit *(Refundable at withdrawal upon return of all textbooks)*	$100.00
Yearbook (Optional)	$50.00 *(up to Dec.31)* $55.00 *(eff. Jan. 1)*

Although paying fees through School Cash online is preferable, a cheque made out to *Heritage Park Middle School* or exact change is acceptable. The school office will accept Interac, Visa and MasterCard.

STUDENT DROP-OFF - PICK-UP and VISITOR PARKING

Students are encouraged to walk to school. When it is necessary to drop off and pick-up your child, please enter the parking lot off Stave Lake Road and proceed past the bus-loop to the rear parking lot, between the field and the track.

Students may be safely dropped-off beside the school. There is also plenty of parking in the rear lot for visitors. There are also a few marked visitor parking spaces in front of the main entrance.

Most other parking spaces in the front of the school and on the west-side of the school are assigned as staff parking; the parking lot on the east side of the school is for the University.

We ask your cooperation in respecting the designated parking spaces and the "No Stopping At Any Time" sign in front of our main entrance. This allows complete and safe access to permitted parking spaces, spaces for people with disabilities and access for emergency vehicles if required.

PARENT ADVISORY COUNCIL (PAC)

The Parent Advisory Council (PAC) is your parent community at Heritage Park Middle. Every parent is automatically a PAC member.

PAC executive members are elected at the PAC meeting in September each year. Our PAC meets once per month.

The next meeting is 12-Sep-2018 @7:00 pm in the Cafeteria, following the Parent/Staff Meet & Greet.

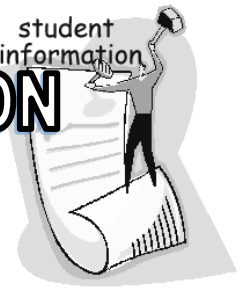
(Please check our website at hpms.mpsd.ca for additional dates)

FRUIT & VEGGIE SNACK PROGRAM

Through "Agriculture in the Classroom" (Consent Form Attached)

EHPMS participates in this wonderful program that delivers fresh fruits and vegetable to the school twice a month for students to enjoy. It will be assumed that your son/daughter will be allowed to sample these healthy snacks. If you do NOT want your son/daughter to participate, please fill out the attached consent form and submit it to the office.

IMPORTANT STUDENT INFORMATION



- **STUDENT TIMETABLES / HOMEROOMS (8:40 am to 11:23 am)**

  All students will report to their homerooms on the first day of school to receive a new timetable. Homeroom lists will be posted in the lobby of the school.

  ⇒ **Grade 7 Students** will report to the Clarke Theatre for an assembly where they will be dismissed to their homeroom teachers.

- **HIGHLANDER PACKAGES**

  Highlander Packages cost $25.00 and will be available from your homeroom teacher the first day you attend and up to Friday, September 7th. After this time, they are available at the office. Package includes: rental of locker and lock (students cannot use their own locks), ID card, student planner and app. To pay for this package, sign up with School Cash (**https:// mpsd.schoolcashonline.com/)** and pay online, a cheque can be made out to *'Heritage Park Middle School'* or exact change would be appreciated. The school office will accept Interac, Visa and MasterCard.

- **TEXTBOOK DEPOSIT FEE**

  Students in the Mission Public School District pay a textbook deposit fee of $100.00 when first entering a middle school. This deposit is returned to students when they have completed grade 9 or upon transferring out of the school providing all textbooks and library books issued to that student have been returned and any outstanding fees have been paid.

- **STUDENT PHOTOS BY 'LIFETOUCH PHOTOGRAPHY' - Thursday, September 13th**

  Student photo package information and payment envelopes will be given to students approximately two weeks prior to photo day. To purchase portrait packages, please bring the full payment with you to give to the photographer. You can pay by cash or cheque made payable to **Lifetouch**. Please include Student Name, School Name, Grade and Phone Number on the back of your cheque. Lifetouch will **NOT** accept postdated cheques. Retakes are in the morning on Thursday, October 25th.

- **FORMS TO BE COMPLETED (attached)**

  ⇒ Photograph, Video, and Media Consent Form

  ⇒ Office 365 Consent Form

  ⇒ My Blueprint Consent Form

  ⇒ Google Docs Consent Form

  ⇒ Internet Access Agreement

  ⇒ BC School Fruit and Vegetable Nutritional Program (*this is only to be completed if you do not wish your child to participate)*

  Please sign the applicable forms and have your child return them to their homeroom teacher on the first day of school.

FIRST WEEK OF SCHOOL WEDNESDAY / THURSDAY / FRIDAY SCHEDULE			
	Wed., September 5th DAY 1	**Thurs., September 6th DAY 2**	**Fri., September 7th DAY 3**
8:40 am to 9:05 am	HOMEROOM	HOMEROOM	HOMEROOM
9:05 am to 9:10 am	Transition	Transition	Transition
9:10 am to 10:10 am	Period A	Period E	Period B
10:10 am to 10:15 am	Transition	Transition	Transition
10:15 am to 11:23 am	Period B	Period F	Period C
11:23 am to 12:13 pm	LUNCH	LUNCH	LUNCH
12:13 pm to 1:32 pm	Period C	Period G	Period D
1:32 pm to 1:37 pm	Transition	Transition	Transition
1:37 pm to 2:56 pm	Period D	Period H	Period A

<u>EFFECTIVE MONDAY, SEPTEMBER 10th</u>, schedule will resume as normal (see rotation schedule below)

- **Day 4, Periods F-G-H-E**
- **No Homerooms**

ÉCOLE HERITAGE PARK MIDDLE SCHOOL ROTATION SCHEDULE

Schedule Repeats Every 8 Days

Welcome Bell 8:35 am	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
8:40 am to 9:59 am	A	E	B	F	C	G	D	H
9:59 am to 10:04 am	TRANSITION							
10:04 am to 11:23 am	B	F	C	G	D	H	A	E
11:23 am to 12:13 pm	LUNCH							
12:13 pm to 1:32 pm	C	G	D	H	A	E	B	F
1:32 pm to 1:37 pm	TRANSITION							
1:37 pm to 2:56 pm	D	H	A	E	B	F	C	G

student CONDUCT

CONDUCT EXPECTATIONS

Respect, Responsibility, Safety

École Heritage Park Middle School Students are expected to:

1. Treat yourself and others with RESPECT
2. Demonstrate RESPONSIBILITY
3. Ensure the SAFETY of yourself and others by making wise choices

These expectations are outlined further on the next page as part of the S.O.L.E.S. section

Acceptable Conduct:

- Be respectful to yourself, others and property
- Be helpful to others by thinking and playing safe
- Report to an adult if you think someone needs help
- Think before you act
- Take pride in your accomplishments and strive for your personal best
- Avoid situations where you may be assumed to be guilty by association

Unacceptable Conduct:

These behaviours are examples only and are not an all-inclusive list.

Unacceptable behaviours are ones that:

- Interfere with learning
- Interfere with the orderly environment
- Create unsafe conditions
- Involve name calling or inappropriate language
- Involve bullying, harassment, intimidation or defamation
- Involve physical violence
- Involve retaliation against a person who has reported incidents

As students progress through maturity we expect increasing personal responsibility and self-discipline.

FAILURE TO MEET EXPECTATIONS WILL RESULT IN PROGRESSIVE DISCIPLINE

including, but not limited to, warnings, parent conferences and suspension.

2018-2019 YEAR AT A GLANCE

04-Sep-2018	First Day of Classes, 11:23 am Dismissal
12-Sep-2018	Parent/Staff Meet & Greet, 6 pm, Cafeteria PAC Meeting, 7 pm, Cafeteria
13-Sep-2018	Student Photo Day
21-Sep-2018	District Pro-D Day, No Classes
05-Oct-2018	Curriculum Implementation Day, No Classes
08-Oct-2018	Thanksgiving Day, No Classes
19-Oct-2018	Provincial Pro-D Day, No Classes
25-Oct-2018	Student Photo Retakes, AM
09-Nov-2018	1/2 Day Assessment, 11:23 am Dismissal Term 1 Ends
12-Nov-2018	Stat in Lieu of Remembrance Day, No Classes
13-Nov-2018	Term 2 Begins
22-Nov-2018	Parent/Teacher Conferences / Report Cards
23-Nov-2018	Non-Instructional Day, No Classes
24-Dec-2018 to 04-Jan-2019	Winter Break
07-Jan-2019	School Re-Opens
01-Feb-2019	Term 2 Ends, Semester 1 Ends
04-Feb-2019	Term 3 Begins, Semester 2 Begins
14-Feb-2019	Report Cards Available
15-Feb-2019	District Pro-D Day, No Classes
18-Feb-2019	Family Day, No Classes
28-Feb-2019	Gr. 9 Immunizations Parent/Teacher Conferences
01-Mar-2019	Non-Instructional Day, No Classes
18-Mar to 29-Mar-2019	Spring Break
01-Apr-2019	School Re-Opens
18-Apr-2019	1/2 Day Assessment, 11:23 am Dismissal Term 3 Ends
19-Apr-2019	Good Friday, No Classes
22-Apr-2019	Easter Monday, No Classes
23-Apr-2019	Term 4 Begins
02-May-2019	Report Cards
17-May-2019	District Pro-D Day, No Classes
20-May-2019	Victoria Day, No Classes
29-May-2019	Aboriginal Student Recognition Dinner 4:30 pm, HPMS Large Gym
27-Jun-2019	LAST DAY OF SCHOOL
28-Jun-2019	Report Cards

S.O.L.E.S.

At **École Heritage Park** our SOLES keep us grounded.

WE RESPECT:

Self, by accepting and valuing ourselves for who we are

Others, by accepting and valuing others for who they are

Learning, by seeking and valuing opportunities to learn

Environment, by protecting and conserving our surroundings

Safety, by thinking before acting

SOLES behaviour includes, but is not limited to:

1. Attending all classes and arriving prepared to participate
2. Putting effort into assigned class work and homework
3. Choosing language, behaviour and dress that shows respect for the learning environment
4. Making safe thoughtful choices
5. Seeking assistance from staff in response to threatening or unsafe situations

Heritage Park Football, 2018

Grade 7 and 8's interested in playing football, should e-mail Mr. Chezzi at darren.chezzi@mpsd.ca.

No experience is necessary.

There will be an early equipment hand-out and light practice held Wednesday, August 29th and Thursday, August 30th, from 9:00 am to 11:00 am.

A reminder e-mail will be sent out closer to the date, so please inform Mr. Chezzi of your interest in playing.

We look forward to another exciting season of Highlander football!

Information with regard to other sports teams e.g. Basketball, Ski & Board Club, Track & Field and Volleyball etc., will be communicated through-out the school year.

Clothing should be appropriate for a learning/working environment, and not be distracting to others.

MIDDLE SCHOOL
School Supply List
Hatzic Middle and Heritage Park Middle

Mission Public Schools

All Supplies Need to Be Labelled.

***Please Be Advised**: These are the **basic** starting supplies and additional supplies may be required. Teachers will inform students of the requirements for their class during the first week of school.*

Item	Amount
• Binders: 3" (Preferably Zippered)	2
• Calculator	1
• Coloured Pencil Crayons	1 x 24 Pack
• Dividers	2 Sets of 8
• Erasers	2
• Felt Pens (Thin Tipped)	1 x 12 Pack
• Glue Sticks (Large)	3
• Lined Paper	500 Sheets
• Pencils	24
• Pens (Blue, Black & Red)	3 of Each Colour
• Ruler	1
• Sharpies (Black)	2

SCHOOL FRUIT AND VEGETABLE NUTRITIONAL PROGRAM

FRUIT & VEGGIE OPT-OUT FORM

(Please submit this form ONLY if you do not wish your child to participate)

We are pleased to announce that our school has been accepted into the BC School Fruit and Vegetable Nutritional Program, administered by the BC Agriculture in the Classroom Foundation and supported by Healthy Families BC.

Our school is involved in a province-wide healthy living initiative. One of the goals is to encourage healthy eating by providing fresh BC fruits and vegetables to our students *during class time*. Our students will receive these healthy treats 12 times over the school year at **no charge!**

To ensure every student's health and safety, please return this opt-out form **ONLY** if you do **NOT** wish your child to participate **AND/OR** if you need to alert us to certain **FOOD ALLERGIES**.

Student's Name: _____ Grade: _____

(Please Print)

☐ **NO** I do **NOT** wish my child to participate in the BC School Fruit and Vegetable Program

☐ **MEDICAL ALERT:** My child has food allergies you need to be aware of and therefore he/she may not be able to participate in every offering. To assist you, below is information on my child's "allergy profile".

Please list allergy(s) and define allergy profile(s):

_____

_____

_____

For Example
- ☐ It is airborne
- ☐ It is by ingestion only
- ☐ It can be contracted through touch -the skin

Parent/Guardian's Name: _____

(Please Print)

Signature: _____

Date: _____

Photograph, Video, and Media Consent Form

Mission Public Schools

School Districts must comply with the *Freedom of Information and Protection of Privacy Act* which sets out the privacy rights of individuals and provides regulations on protecting personal information for the public sector.

Mission Public Schools must have consent to collect, use, and publicly release photographs, videos, and audio of students.

Please complete the information below and return this form to your school.

Student names or images may be shared for the following purposes:

1. School yearbooks

	YES, I consent for the release of my child's personal information for the prescribed purpose outlined above.
	NO, I do not consent for the release of my child's personal information for the prescribed purpose outlined above.

2. School and / or school district website, newsletter, social media sites, or videotaping in the classroom and / or during special events for presentation purposes.

	YES, I consent for the release of my child's personal information for the prescribed purpose outlined above.
	NO, I do not consent for the release of my child's personal information for the prescribed purpose outlined above.

Student Name:
School:
Parent/ Guardian Name:
Parent/ Guardian Signature:
Date:

NOTE: Mission Public Schools does not have control over public events at which individuals voluntarily appear or attend, and external media is present.

The information described above is collected in accordance with **Section 26 (c) (d) and (g)** of the *Freedom of Information and Protection of Privacy Act*. Mission Public Schools must seek consent to disclose personal information for the examples listed above. Questions and concerns should be directed to the School Principal or the District Privacy Coordinator.

This form was last revised: **January 31, 2018**

Mission Public Schools Privacy Coordinator: Aleksandra Zwierzchowska
Email: aleksandra.zwierzchowska@mpsd.ca **Direct:** 604-814-3703

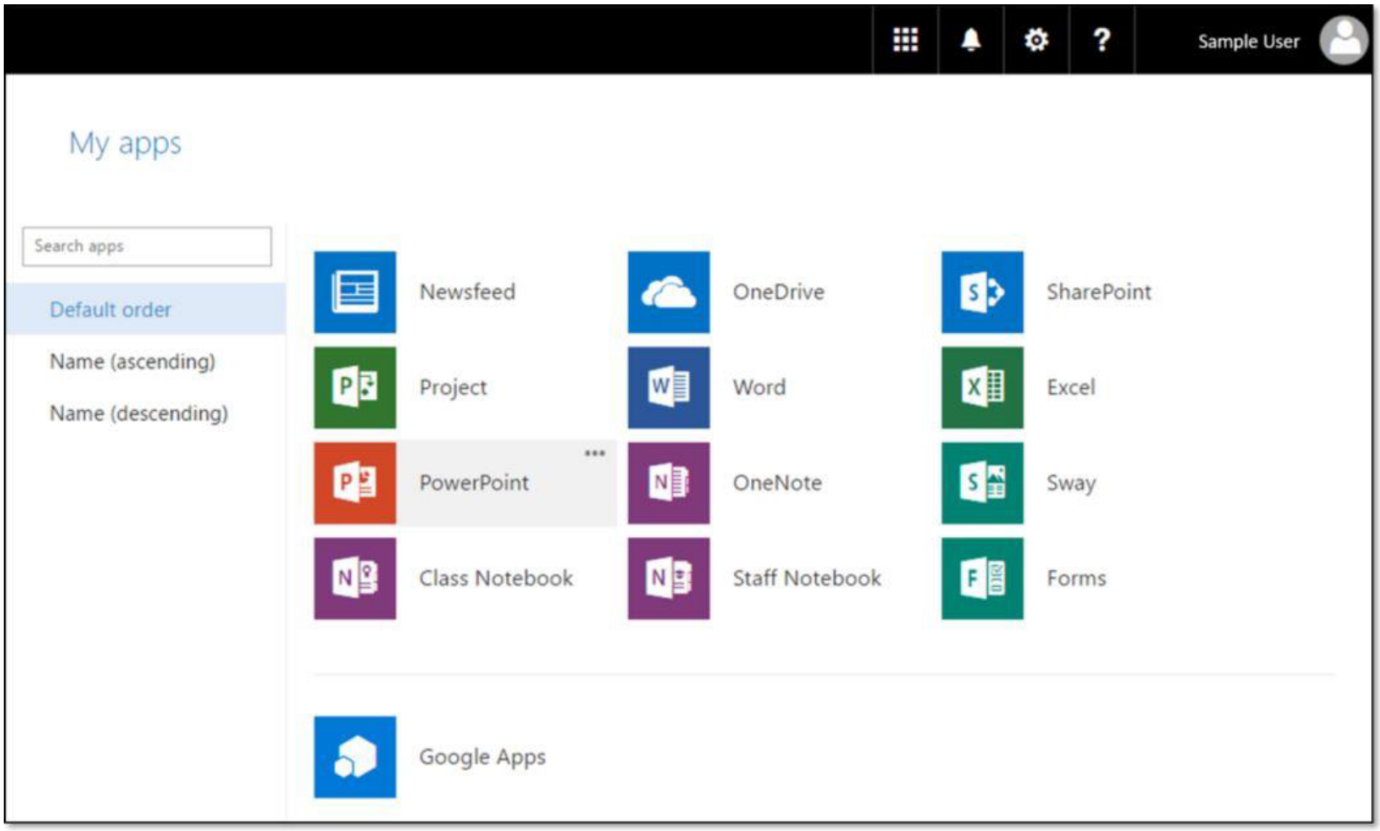
Mission Public Schools

Office 365

What is Office 365

Office 365 Education is a collection of services that allows you to collaborate and share your schoolwork. It's available for free to teachers who are currently working at an academic institution and to students* who are currently attending an academic institution. The service includes Office Online, and OneDrive online file storage. This service also allows teachers and students to install the full Office applications on up to **5 PCs or Macs for free**.

*Students MUST have parent permission granted for Office 365 via school policies on the following form to use this service each year.



Mission Public Schools

Office 365

Dear Parent/Guardian:

École Heritage Park Middle School is going to be upgrading the Microsoft Office to Office 365. Students will be provided with personal user accounts to create and manage their school assignments.

As a school district, we are subject to the *BC Freedom of Information and Protection of Privacy Act*. This requires the school district to ensure families provide consent for educational digital resources. This is in accordance with s.26(c) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Students' creations will be archived as an educational project under the authority of s.27(1)(a)(i) of FOIPPA and only accessible to the student who created it. In accordance with this Act, we must at all times protect the privacy of students under our care.

Linda Ziefflie, Principal
Email: linda.ziefflie@mpsd.ca

Consent:

Office 365 - I have read the above information from École Heritage Park Middle School and understand that when implementing a web-based service we will be creating personal, private accounts for students. I understand that the objective of *Office 365* is to enable opportunities to create and manage school assignments. Students who are not granted permission by their parents will not be penalized and alternative assignments will be provided.

☐ I consent to my child using *Office 365.*

By signing this Agreement, I on my own behalf or, as applicable, on behalf of my child, understand and agree that:

- Student's work in *Office 365* may be accessed by the student's teachers, school based administrator and you as the invited parent.

This consent will be considered valid **from the date at which it is signed.** I also hereby acknowledge that I have read and understood the above information on *Office 365.*

_____ _____ _____
Print Name of student **Grade** **Date**

_____ _____
Signature of parent or guardian*: **Date**

**For parents who have court orders describing their parental rights, this form should be signed by a parent who has the right to exercise the student's privacy protection rights.*

This form must be returned, signed and dated, to the student's school so that an *Office 365* account can be created.

Consent Form *My Blueprint*

Dear Parent/Guardian:

École Heritage Park Middle School is going to be using *My Blueprint* as a Career Education Resource. Students will be provided with personal user accounts for career education purposes.

As a school district, we are subject to the *BC Freedom of Information and Protection of Privacy Act*. This requires the school district to ensure families provide consent for educational digital resources. This is in accordance with s.26(c) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Students' creations will be archived as an educational project under the authority of s.27(1)(a)(i) of FOIPPA and only accessible to the student who created it. In accordance with this Act, we must at all times protect the privacy of students under our care.

Linda Ziefflie, Principal
Email: linda.ziefflie@mpsd.ca

Consent:

My Blueprint - I have read the above information from École Heritage Park Middle School and understand that when implementing a web-based service we will be creating personal, private accounts for students. I understand that the objective of *My Blueprint* is to enable opportunities to explore career education. Students who are not granted permission by their parents will not be penalized and alternative assignments will be provided. I also recognize that I may be invited to view my child's work in My Blueprint and as a guest I will be respectful of not sharing classroom photos that may be posted by my child.

☐ I consent to my child using *My Blueprint.*

By signing this Agreement, I on my own behalf or, as applicable, on behalf of my child, understand and agree that:

- Student's work in *My Blueprint* may be accessed by the student's teachers, school based administrator and you as the invited parent.

This consent will be considered valid **from the date at which it is signed.** I also hereby acknowledge that I have read and understood the above information on the Use of *My Blueprint.*

_____ _____ _____
Print Name of student **Grade** **Date**

_____ _____
Signature of parent or guardian*: **Date**

**For parents who have court orders describing their parental rights, this form should be signed by a parent who has the right to exercise the student's privacy protection rights.*

This form must be returned, signed and dated, to the student's school so that a *My Blueprint* account can be activated for the student named below.

École Heritage Park Middle School

Consent for Use of Google Docs

Mission Public Schools

Dear Parents/Guardians,

In our class, students will be using Google Suite (Google Docs) (https://www.google.com/docs/about/) to support the ability of students to write, edit and collaborate in an online cloud environment. In order for students to use Google Applications, each student in this class will have a google account (https://accounts.google.com) created so that students can work on their own and work with others. Our goal is to help all our students learn to use computer technology and online tools effectively and to develop the necessary skills to become active learners, critical thinkers, creative innovators, cooperative collaborators and mindful contributors to our society. These are the attributes our provincial Ministry of Education has determined as necessary for success in the 21st Century.

By creating a Google Account and using the Applications available, this involves the storing and accessing of some personal information (to set up the Google account, etc.). This information will be stored on secured Google servers located outside of Canada, and in certain circumstances, may be accessed by Google. While stored outside the country, information in your child's Google account may be subject to the laws of foreign jurisdictions including, in the United States, the USA Patriot Act. Privacy legislation requires that we inform you of this and obtain your consent to this arrangement.

As a public institution, we are subject to the *BC Freedom of Information and Protection of Privacy Act*. Personal information will be collected by the School District for the above noted purposes under the authority of s.26(c) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Personal information may also be collected by students who are sharing information about other students (such as videos containing images of other students) for the purposes of collaboration on an educational project under the authority of s.27(1)(a)(i) of FOIPPA. In accordance with this Act, we must at all times protect the privacy of students under our care.

This letter of informed consent is to ask permission for your child to have access to and use a teacher created common Gmail Account and have access to Google Docs for educational purposes. You may withdraw your consent in writing at any time. If you choose not to provide your consent, your child will not be penalized in any way and alternate activities will be provided as appropriate.

Kindly return a copy of this letter to École Heritage Park Middle School, signed and dated (see reverse) as soon as possible. If you have any questions or concerns, please feel free to contact:

Linda Ziefflie, Principal
Email: linda.ziefflie@mpsd.ca

SEE CONSENT FORM ON REVERSE SIDE OF PAPER

PLEASE READ, SIGN, and RETURN THIS FORM TO THE HPMS SCHOOL OFFICE

I have read the above information from École Heritage Park Middle School and understand that when implementing a web-based service known as *Google Suite* we will combine information about students that is collected by the School District as part of its registration processes, with class work and other content that the student adds or uploads to this service. I understand that the objective of *Google Suite* is to provide a web-based tool that will educational and work storage purposes. Students who are not granted permission by their parents will not be penalized and alternative assignments will be provided. I also recognize that I will not copy any information through screenshots or using a device to capture students work and save it or share it, as the information posted is respected as being private and only viewed by guests (parents).

☐ I consent to my using Google Suite.

By signing this Agreement, I on my own behalf or, as applicable, on behalf of my child, understand and agree that:

- The School District may provide personal information about me or, if a parent/guardian is signing, my child as described in the attached letter. This consent is for the purposes of participating in the *Google Suite* initiative as set out in the attached letter;
- All personal information disclosed to *Google Suite* will be stored on external servers located in Canada and possibly the United States and managed by service providers engaged by the School District.
- Student personal information on *Google Suite* will be accessible to the student's teachers and school based administrator, parents, and possibly other students for the purposes of group work, collaboration or similar activities.
- Student content on *Google Suite* will be accessible by students and parents using web-based applications from locations outside of the School, if I or my child choose to access this material

This consent will be considered valid **from the date at which it is signed.** I also hereby acknowledge that I have read and understood the above information on Google Suite

_____	_____	_____
Print Name of student	**Grade**	**Date**

_____	_____
Signature of parent or guardian*:	**Date**

**For parents who have court orders describing their parental rights, this form should be signed by a parent who has the right to exercise the student's privacy protection rights.*

_____	_____
Signature of Student (if over 13)	**Date**

This form must be returned, signed and dated, to the student's school so that a *Google Suite* account can be activated for the student named above.

Note: Although Parents cannot legal consent to the collection, use or disclosure of their child's information if the student is of capable mind and maturity able to consent for themselves. Accordingly, all students age 13 and over should sign this consent on their own behalf. However, we ask all parents to provide their assent to this process by also signing above. In addition, students for whom consent is not provided will have access to an alternative resource.

Administrative Procedure #210b
Network, Internet, and Wi-Fi Procedure for Students K – 12

The Board of Education will set appropriate standards for users to access the MPSD Network, Internet, and Wi-Fi Access in order to perform work and studies. This use must not jeopardize operation of the School District Network or the reputation and/or integrity of the School District.

General Guidelines

Internet Usage

- Users must comply with all applicable laws and regulations and must respect the legal protection provided by copyright and licenses with respect to both programs and data.
- Internet usage must be able to withstand public scrutiny and/or disclosure. Sites should be accessed in accordance with the criteria established in the Selection of Supplementary Learning Resource Materials Administrative Procedure #212.
- Sensitive information must not be transmitted via or exposed to Internet access.
- Internet usage must be consistent with professional conduct and not for personal financial gain.
- Users must not attempt to obscure the origin or any message or download material under an assumed Internet address.
- Administrators must ensure that all student users sign a Network, Internet and Wi-Fi Access User Agreement Form for Students K -12 before access is allowed. Parents/guardians will be advised by the School District that they can withdraw their consent at any time.
- The Systems Administrator monitors the use of the School District network and will monitor selected network traffic at the request of School District administration or the Ministry of Education.

Responsibilities

Users

- Users are responsible for ensuring that their use of the MPSD Network, Internet and Wi-Fi is appropriate and consistent with this policy.
- Users with an Access Agreement completed are personally responsible for the security of their user account, if one is granted, as follows:
    - Passwords must not be disclosed to any other individual.
    - Responsible for all activity that occurs within their account.
    - Notifying the immediate supervisor, teacher or systems administrator immediately if a security problem is suspected.
- Users are responsible for informing a teacher, an administrator or the system administrator if they mistakenly access inappropriate information or receive any message that they feel to be inappropriate.
- Users are responsible for following virus protection procedures to avoid the spread of computer viruses.
- Users are responsible for checking their email on a regular basis and for deleting unwanted messages.

Administrators

- Administrators are responsible for ensuring that all students review this policy, the Computer Network Administrative Procedure # 601 and Internet Access for Students and Staff: Safe Practices Administrative

Procedure #107. These policies are to be reviewed annually with users and parents of students to ensure they are aware of their obligations and responsibilities.

- Administrators and supervisors are responsible for taking appropriate action when this policy is contravened.

Systems Administrator

- The District Systems Administrator is responsible for monitoring network usage in term of traffic/load.
- On an annual basis, the systems administrator will delete all non-renewed network access agreements (i.e. graduated students, students who do not have parental and/or school permission, students who have withdrawn, transferred, etc.).
- Students that leave the School District, will have their accounts disabled. Student's accounts will be purged and deleted at the end of each school year.
- Limited privacy is afforded to student personal files on the School District network through routine maintenance and monitoring of the system.
    - Pursuant to the School Act, parent(s)/guardian(s) have the right to view the contents of their student's files.
    - A search will be conducted if there is a reasonable suspicion that a student has breached the rules and regulations governing use of the MPSD.CA network, the District Code of Conduct Policy #19, or the law.
- The School District will cooperate fully with law enforcement officials conducting an investigation into illegal activities related to student use of the MPSD.CA network.

Safe Practices

- The MPSD.CA network must not be used for any of the following. Engaging in any of these activities may be considered an illegal act and subject to an investigation by school and/or law enforcement officials.
    - transmitting any materials in violation of Canadian laws;
    - violating, or attempting to violate, the security of the district's computers, data or network equipment or services;
    - offering, providing or purchasing products or services;
    - political lobbying;
    - posting or linking personal and/or private information about themselves or other people. (See the Information and Privacy Act for a definition of *personal information*);
    - knowingly or recklessly posting false or defamatory information about a person or organization;
    - engaging in personal attacks, including prejudicial or discriminatory attacks;
    - using obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language at any time;
    - harassing another person;
    - posting chain letters or sending unnecessary messages (spamming) to a large number of people;
    - posting information that could cause damage or danger;
    - plagiarizing works found on the Internet;
    - accessing material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination (hate literature);
    - pursuing unauthorized access or attempt to access another person's accounts, files or computer;
    - attempting to spread or create computer viruses, destroy data or disrupt the computer system in any way;
    - engaging in any act that contravenes the District Code of Conduct Policy #19.

Administrative Procedure #210b
Network, Internet, and Wi-Fi Procedure for Students K – 12

Mission Public Schools

Date Adopted: **October 2001**

Date Amended: **April 2018**

Definition:

- *"User" means students authorized to access the network, internet and Wi-Fi via a School District service provider and.*
- *"Internet" means the global interconnection of data networks that commonly use (but are not limited to) the Internet Protocol.*
- *"Sensitive Information" means personal, confidential or protected information whose release is unauthorized – i.e. information which is reasonably likely to be accepted or excluded from access under the Freedom of Information and Protection of Privacy Act.*
- *"Offensive material" includes, but is not limited to, pornography, hate literature or any material which contravenes the BC Human Rights Act.*

Cross Reference: *District Code of Conduct Policy #19*
Internet Access for Students & Staff: Safe Practices Administrative Procedure #107
Selection of Supplementary Learning Resource Materials Administrative Procedure #212

Network, Internet and Wi-Fi Access User Agreement Form for Students K – 12

Mission Public Schools

The personal information on this form is collected by School District No. 75 (Mission) under the authority of the School Act. The information will be used for educational purposes. This information will be protected under the Freedom of Information and Protection of Privacy Act. Questions about the collection and use of this information should be directed to the Information and Privacy Coordinator, School District No. 75, 33046 4th Avenue, Mission, BC, V2V 1S5, 826-6286.

Student Section

Student Name: _____ Div:_____

School: _____ Grade: _____

I have read the *Internet & Wi-Fi Access for All Users of the School District Computer Network* policy and regulations and I agree to follow the rules and regulations in the policy. I understand that if I violate the rules, my account can be terminated and I may face other disciplinary measures.

Student Signature: _____ Date:_____

Parent or Guardian Section

Students under the age of 19 must also have the signature of a parent or guardian who has read this agreement.

As the parent or guardian of the above-named student, I have read the *Internet & Wi-Fi Access Agreement for All Users of the School District Computer Network* Policy and Regulations and agree to abide by the provisions therein. I understand that network services are intended for educational purposes.

In consideration of the privilege of using the MPSD.CA Network, I hereby release the district, its personnel and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the MPSD.CA Network, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Student Acceptable Use Policy and Regulations. I will emphasize to my child the importance of following the rules for personal safety and understand that it is impossible for the School District No. 75 (Mission) to restrict access to all controversial materials, and I will not hold School District No. 75 (Mission) responsible for materials acquired via its networks.

☐ I give permission for _____ (name of student) to access the SD75.MISSION Network and/or the Internet and/ or Wi-Fi and certify that the information contained in this form is correct.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____

Home Address: _____ Phone: _____

This form will be retained at the office of the enrolling school of the student.