



ADMINISTRATIVE PROCEDURES PERTAINING TO STUDENT REGISTRATION

PLEASE READ THIS INFORMATION BEFORE COMPLETING THE REGISTRATION FORM

ADMINISTRATIVE PROCEDURE 140 – DIGITAL CITIZENSHIP

Background

The Division recognizes that instructional resources, made available through technology, can enhance learning and teaching and support program delivery based on the prescribed curriculum. Further, it is recognized that due to the connected nature of technology and the internet, the use of technology will open classrooms to resources which may not have been specifically chosen or previewed for use by students of various ages. Access to these resources can support individual and group projects, collaboration, idea sharing and provide access to curriculum materials. Internet access also makes possible contact with people all over the world, bringing into the classroom, experts in every content area.

The Division encourages the appropriate use of technology by students and staff to support the provision of learning experiences, in keeping with the Alberta Education Program of Studies.

Procedures

1. The following principles shall guide students, staff, and other users access to technology based resources:
 - 1.1 Access is essential for learning. The Division will endeavor to provide access to digital learning tools and endeavor to provide internet access for student and staff owned devices.
 - 1.1.1 With access being essential for learning, the focus of proper use of technology is around education and instruction of ethical, effective use instead of blocking or restricting use.
 - 1.2 Student access to the internet and digital tools shall focus on appropriate instructional materials related to the content and goals outlined in the Alberta Education Program of Studies.
 - 1.3 Accessing, uploading, downloading, transmitting, displaying or distributing obscene, violent, illegal or sexually explicit language is unacceptable. All users are responsible for their appropriate use of resources in all areas of the school program.
 - 1.4 Staff members will ensure that developmentally appropriate guidelines and instruction are provided to students in the appropriate and effective use of such resources.
 - 1.4.1 **Disclaimer:** Northern Gateway Public Schools employs a variety of measures to regulate access and information; however, no method is completely effective for enforcing the provisions of this administrative procedure and it is recognized that there are significant limitations to devices designed to eliminate chance encounter of inappropriate sites.
 - 1.5 Damaging computers, computer systems, or computer networks, vandalizing, damaging or disabling the property of another person or organization, debilitating or disabling computer systems or networks through the intentional misuse or overuse of electronic tools and the internet, contravening local, provincial, federal, or copyright statutes is unacceptable.
 - 1.6 Users must recognize that any electronic work may be subject to loss. It is the user's responsibility to ensure that necessary precautions and backups are in place to prevent data loss.
 - 1.7 Where appropriate and where technology permits, a network account with a username and private password for the student will be established. Each student or class with network access shall be assigned storage space on the corresponding file servers. Users may not expect that files stored on school system resources will be private. Students will be provided an online account through the Google Apps system. This account provides email and online storage access. This system is monitored and can be accessed by district personnel.
 - 1.8 Students will be taught proper copyright and citation of digital works. Teachers are to model proper citation and copyright practices. It is expected that students and teachers, whenever possible, properly cite sources of text, images, video, and other media.
 - 1.9 Digital Citizens, teachers and students, are not just encouraged to use and cite other works, but also encouraged to create and share their work. Collaborative, open, shared work contributes to the learning of others and is essential to learner growth.
 - 1.10 Disciplinary action related to inappropriate student access to the internet or technology resources will be in line with school based discipline policies and procedures. Removing access to technology should be seen as a last resort, and only used in extreme cases. Education, communication and informed ethical use of the tools is to be emphasized.
 - 1.11 Disciplinary action related to inappropriate staff access will be addressed in keeping with Board Policy, Administrative Procedures, the School Act and the Alberta Teachers Association code of ethics where applicable.
 - 1.12 Additional sanctions for inappropriate behavior and communication shall be governed by statutory and policy sources identified above and appropriate law enforcement agencies may be involved.
2. All users will submit a properly signed technology use agreement for the use of electronic resources based on the principals outlined above. The acceptable use contract shall include the signature of the user and in the case of a minor, the signature of the parent or guardian. This agreement applies to all situations in which users access information through technology.

Reference: Sections 12, 60, 61, 113 School Act
Sections 11, 33, 196 Education Act
Ministerial Order 001/2013
Freedom of Information and Protection of Privacy Act
Canadian Charter of Rights and Freedoms
Canadian Criminal Code
Copyright Act
ATA Code of Professional Conduct
Board Policy 12 Role of the Superintendent

ADMINISTRATIVE PROCEDURE 180 – FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Background

The Division recognizes that all procedures for the collection and storing of information by Division staff in the course of affairs and procedures regulating the release of information to other parties must follow provisions of the Freedom of Information and Protection of Privacy

Act (FOIP). The purposes of FOIP and Division administrative procedures are to:

- Allow any person a right of access to the records in the custody or under the control of the Division subject to limited and specific exceptions as set out in the Act;
- Control the manner in which a public body may collect personal information from individuals, to control the use that the Division may make of that information and to control the disclosure by the Division of that information;
- Allow individuals, subject to limited and specific exceptions as set out in the Act, a right of access to personal information about themselves that is held by the Division;
- Allow individuals a right to request corrections to personal information about themselves that is held by the Division; and
- Provide for independent reviews of decisions made by the Division under the Act and the resolution of complaints under the Act.

Procedures

1. The Superintendent has been named the Head of the Local Public Body for the purposes of the Freedom of Information and Protection of Privacy Act.
2. The Secretary-Treasurer shall act in the capacity of FOIPP Coordinator for the Division.
3. The Principal of each school shall be the site coordinator for the purposes of the Act. Site coordinators are responsible to ensure the protection of personal information at their schools and to direct inquiries about disclosure of information to the FOIPP Coordinator.
4. When fees are to be levied under the Freedom of Information and Protection of Privacy Act, the rates adopted by the Government of Alberta, as specified in Freedom of Information and Protection of Privacy Act Regulation 200/95, shall be confirmed as the rates used by the Division.
5. All persons making requests for the release of information shall be notified as to appeal provisions under this Act.

Personal Information

6. No personal information may be collected unless collection is specifically authorized by the School Act or the information relates directly to and is necessary for an operating program or activity of the Division.
7. The Division may use or disclose personal information only for the purpose for which it was collected or compiled or for a use consistent with that purpose, or if the individual the information is about has identified the information and consented to the use, or for purposes referred to in sections 40 or 41 of the Freedom of Information and Protection of Privacy Act.
8. The Division has a duty to maintain accurate and complete personal information that is used to make decisions about the individual. Under the Act an individual has the right to request a correction when the applicant believes an error or omission has been made

Publications and Databases

9. All publications, following release, will be available in the Division Office, for review by members of the public.
10. Databases and data files are records.

Public Access

11. The Division provides access to Division publications.
12. Persons requesting information must first contact either the school or Division Office, whichever is responsible for creating or maintaining the information in question.
13. Access to information through the Freedom of Information and Protection of Privacy Act is intended as a last resort-if other attempts to acquire information have failed.
14. If the requested information is not available from the school, then the person requesting the information may apply to the designated Coordinator with his/her request (Form 180-1, available online).

Reference: Section 60, 61, 75, 113, 116 School Act
Freedom of Information and Protection of Privacy Act
FOIPP Regulation 200/95
Board Policy 12 Role of the Superintendent