



## PALLISER REGIONAL SCHOOLS INFORMATION TECHNOLOGY USER AGREEMENT/ PERMISSION FORM FOR GRADES 4-12 STUDENTS

As the parent or legal guardian of the student listed below, I have read, reviewed and discussed the terms, conditions and responsibilities stated on the reverse of this page as well as **Administrative Procedure 140** (accessible on the Palliser web site) with him/her. Further, unless I advise the school to the contrary, in writing, this authorization shall continue henceforth for the current school year and shall be renewed annually. Having understood and acknowledged these stated conditions, I hereby:

I. **Basic Student Access to Networked Systems for Educational Use** (check ✓ one):

- Grant permission for my son/daughter to access electronic information services provided by Palliser Regional Schools for educational purposes. Should I wish to revoke this permission at some future date, I understand that I will be responsible for communicating such a decision, in writing, to the school principal.
- Decline to permit my son/daughter to access any electronic information services as part of his/her educational program.

I/We confirm that I/we have discussed with our son/daughter his/her responsibilities as a student as described in this document and have discussed with my son/daughter that he/she is responsible for complying with the expectations set out in this document and may be disciplined for failure to do so.

School: \_\_\_\_\_ Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As a student user of Palliser Regional Schools electronic information resources, I have discussed my responsibilities as a student as described in this document with my parent(s)/guardian(s). I accept and understand that I am responsible for complying with these expectations.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

II. **Permission to Electronically Publish Student Work** (check ✓ one):

- Grant permission for student work completed by my son/daughter to be published electronically beyond the school site, provided that a copy of the work in its finished form is shared with me prior to publication. I understand that such works will include no personal/private information (i.e., surname(s), home address, telephone number) and include a copyright notice prohibiting the copying of such work without my permission. Should anyone request permission to copy, such requests will be forwarded to me for a decision.
- Do not wish to have work completed by my son/daughter published electronically at this time.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, the student, also give my permission for electronically publishing my work.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **PARENTAL PERMISSION FORM FOR STUDENT ACCESS TO ELECTRONIC INFORMATION LEARNING RESOURCES**

### **OVERVIEW**

Palliser Regional Schools provides opportunities for students to access electronic information for educational purposes. To gain access to electronic information such as local area networks, e-mail and the Internet, all students under the age of 18 years must obtain parental permission and must sign and return this form to their school. As legal adults, independent students (as defined by the *School Act*, Section 1(1)(m)(ii)) may sign their own forms.

Access to e-mail, Google Apps for Education, and the Internet will enable students to explore thousands of libraries and information sites. Palliser Regional Schools filters and monitors student electronic activity (e.g., e-mail filtering and webpage scanning). Palliser Regional Schools believes that the benefits to students gained by accessing electronic information beyond the immediate school site, in the form of information resources and opportunities for collaboration, exceed any potential disadvantages. In the best interests of students, Palliser Regional Schools will employ the use of a recognized system software program which will normally not permit access to inappropriate (offensive, obscene, illegal) external electronic sites. However, despite such a safeguard, parents should be aware that some material accessible via this worldwide network **may** still contain information that may be illegal, defamatory, inaccurate or potentially offensive to some people.

Parents and guardians of minors have the primary responsibility for setting and conveying the standards, beliefs and ethics that their children should follow when communicating with other persons or when using media and information services. To that end, Palliser Regional Schools supports and respects each family's right to decide whether or not to apply for access.

### **STUDENT RESPONSIBILITIES**

1. Students are responsible for demonstrating acceptable behaviour when using school electronic technology, just as they are in a classroom or a school hallway. Electronic communications are often public in nature, and therefore, general school rules regarding behaviour and communications shall apply.
2. Electronic access is provided for students to conduct research and communicate with others for educational purposes. Such access is provided to students who agree to act in a considerate and responsible manner. Parental permission prior to use is required. Access must be recognized and accepted as a privilege - not a right. Access entails responsibility by the user.
3. Individual users of electronic technologies are responsible for their behaviour and communications. All students who are granted access to Palliser computer technologies must comply with division and school standards and must honour the agreements they have signed.
4. Electronic information storage areas will be treated like other school property such as textbooks, school desks or lockers. System or school personnel may review files and communications to maintain system integrity and ensure that users are using the system responsibly. No file stored on the division servers or Google Drive is private. Palliser may monitor this data storage at any time and will regularly utilize e-mail filters to ensure that division standards are complied with in the use of division computers and networks.
5. Within reason, freedom of speech and access to information will be honoured by the division. However, during school, teachers must monitor and guide students toward the use of appropriate materials and must take steps to discontinue use of inappropriate materials by students. Students utilizing Palliser Regional Schools technology outside of school facilities bear the same responsibility for adhering to Palliser's educational standards as the students bear participating in any other division activity.
6. In addition to complying with school rules related to computer use, all students are required to comply with Palliser rules related to computer use as set out in this form. Conduct that violates this acceptable use agreement includes, but is not limited to, activities in the following list
  - a) Using another user's account or password, or trespassing in another user's folders, work or files;
  - b) Spreading, purposefully retrieving or displaying offensive messages or graphics;
  - c) Using obscene language;
  - d) Gaining access to or participating in unapproved electronic "chat" line sites;
  - e) Mounting inappropriate or offensive material as part of a webpage, including, but not limited to, links to other websites/webpages that may contain such material;
  - f) Harassing, insulting or attacking others using an electronic format;
  - g) Damaging computers, computer systems or computer networks;
  - h) Engaging in practices that may compromise the integrity of the network (i.e., downloading files, without permission, that may introduce a virus to the system);
  - i) Violating copyright laws;
  - j) Plagiarizing information from existing sources;
  - k) Intentionally wasting limited resources, such as paper or ink or network space;
  - l) Employing electronic techniques for commercial purposes and/or personal profit;
  - m) Attempting to connect any non-Palliser devices to the network without prior authorization; (laptops, PDA's, cell phones etc).
  - n) Violation of any other relevant laws or restrictions; or
  - o) Accessing e-mail services other than those provided by Palliser Regional Schools.
7. Failure to comply with any of the provisions outlined in this agreement may result in a loss of access, other disciplinary actions or legal proceedings consistent with Administrative Procedure 140 or school site policies.