



Motto: Encourage, Engage, Inspire!

# École Deer Meadow School Student Handbook

ÉCOLE DEER MEADOW SCHOOL

5411-61 Avenue, Olds, AB

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[deermeadow.ca](http://deermeadow.ca)

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## WELCOME TO ÉCOLE DEER MEADOW SCHOOL

For those of you that have had children go through those years from ages 9-15, you would probably agree that the “middle years” are interesting times for kids. There are dramatic differences in physical development, emotional growth and stability, social confidence with friends and personal confidence. Would you believe that some students even exhibit bizarre behavior? We specialize in teaching these students.

École Deer Meadow School is a Middle School. The focus in all that we do to educate students at École Deer Meadow School is based on research and principles learned over the past three decades about how middle years students learn as well as teaching practices proven effective over time.

It takes a whole community to raise a child. You help create the climate for successful schools, not just a Middle School, but for all schools in the Olds community. The support of parents, community members and businesses is one of the reasons why all our schools are excellent. We welcome your child into the École Deer Meadow School “family” where we feel children are the future of our nation.

WHAT MAKES MIDDLE SCHOOL STUDENTS UNIQUE? They are:

- experiencing growth spurts with rapidly changing bodies,
- sometimes graceful, sometimes awkward,
- starting to show signs of sexual maturation,
- sensitive about their body changes,
- often energetic, sometimes listless,
- becoming more independent,
- searching for self-identity,
- sometimes an emotional roller coaster,
- leaving childhood with mixed feelings about the future.

## CURRICULUM

All students in grades five, six, seven, and eight at École Deer Meadow School will be enrolled in the following courses:

- |                  |                       |
|------------------|-----------------------|
| 1. Advisory      | 4. Social Studies     |
| 2. Language Arts | 5. Science            |
| 3. Mathematics   | 6. Physical Education |

In grade 5 and 6, all students take French and Band. In grade 7 and 8, all students take complementary courses with choices in the Academy Program. Opportunities in Fine Arts, Leadership and Athletics are offered.

## ADVISORY PROGRAM

For the 19/20 school year, École Deer Meadow School will continue with the further development of the Advisory Program. The Alberta Health and Personal Living Skills Curriculum will provide the basis of the health section of our Advisory Program. The advisory period will include time for social and personal skills activities, the Health curriculum, resiliency training, current events, student initiated topics, and a limited number of announcement/administrative items. This will also be a time to deliver Social Emotional Learning programming including citizenship.

## INCLUSIVE EDUCATION

Inclusive Education is the shared responsibility of the homeroom teacher, educational assistant, administration and various support services; as well as, the student and parents. Inclusive education students at École Deer Meadow School are integrated as completely as possible into the regular classroom programs. Student progress is monitored and evaluated on a regular basis. Any concerns or questions about Inclusive Education at École Deer Meadow School should be directed to the classroom teacher, Coordinator for Inclusive Education/Vice Principal, Georgie Perigny or to the Principal, Carey Collin.

## GENERAL INFORMATION

### BELL TIMES AND SCHEDULE (GRADE 5 & 6)

8:40	Warning Bell	11:43-12:04	Lunch
8:44-9:00	Advisory Period	12:04-12:25	Recess
9:00-9:37	Period 1	12:29-12:44	Reading Period
9:37-10:14	Period 2	12:44-1:21	Period 5
10:14-10:29	Recess	1:21-1:58	Period 6
10:29-11:06	Period 3	1:58-2:35	Period 7
11:06-11:43	Period 4	2:35-3:12	Period 8

### BELL TIMES AND SCHEDULE (GRADE 7 & 8)

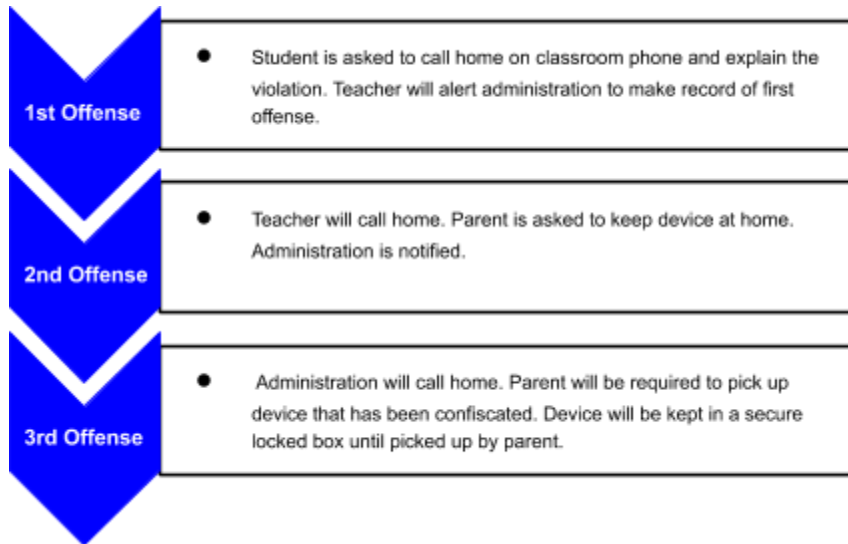
8:40	Warning Bell	11:43-12:04	Recess
8:44-9:00	Advisory Period	12:04-12:25	Lunch
9:00-9:37	Period 1	12:29-12:44	Reading Period
9:37-10:14	Period 2	12:44-1:21	Period 5
10:14-10:29	Home Room	1:21-1:58	Academy
10:29-11:06	Period 3	1:58-2:35	Academy
11:06-11:43	Period 4	2:35-3:12	Academy

## DIGITAL DEVICES POLICY

It is recognized that cell phones and other digital internet-capable devices may be available to some of our students. With that, such devices brought to school will be required to be **locked** inside the student's locker immediately when they enter the school and accessed **ONLY** after the last bell at 3:12. After 3:12, use of devices will only be allowed in Green / Gold boot-rooms OR outside. Students will not have access, nor will they need access to their devices, throughout the day. Plans that need to be made for after school will need to be made in advance, or made using the classroom telephone with teacher permission. There will continue to be a land line telephone at the kitchen available to students after school.

Any student with a device at school will be required to have a school lock on their locker. The lock must always be locked and the combination **NOT** shared. **There will be no "In Locker" use of devices.**

**Failure to follow the Digital Device Policy will result in the following consequences:**



**NOTE:** The fastest method of getting a message to your child during the school day is to call the school office at 403-556-1003 then dial 2 for the office.

Refer to AP 1-24 Cameras, Cell Phones and Other Electronic Communication Devices on Page 15. **\*Incidents will be evaluated on a case by case basis - the consequence may be determined at the discretion of the principal based on the severity of the event.**

**PARENT COUNCIL**

At École Deer Meadow School we encourage parents to support, share, and become actively involved in the education of their children. Parent involvement in the education of their children is one of the top five reasons why students are most successful in school. Meetings are held in the conference room on the **first Monday of each month at 12:00 noon.**

**SCHOOL TELEPHONE**

School telephones are business phones and not generally for student use. The school phones in the office are available for emergency student calls. Permission for telephone usage should be obtained from the office or school staff and phones should not be used during class time.

**TRAFFIC**

**“Please do not use the school parking lots or the bus lane for drop-off or pick-up of students.”** Drop-offs may be made along the front of the school, or along adjacent streets. **Please drop off your children so they don’t have to cross the street** and please use caution around the bus lane entrance and exit.

**VISITORS AND MESSAGES**

For the safety of students, all visitors to the school are required to report to the office. Messages may be left for staff and students with the receptionist in the office. Students will be called to the office rather than visitors going to classrooms to ensure student safety. All doors are locked (except the front door) for security reasons during the school day.

## VOLUNTEERS

We thrive on volunteers!!! Parents, grandparents, seniors, teenagers, moms and dads from the community workplaces; we appreciate and value your help. If you are interested in volunteering please call the office or contact your child's teacher and your name will be passed on to our teachers and Parent Council. A volunteer handbook is available for helping us record your volunteer time so we can thank you. All volunteers are asked to please sign in at the office.

## PROCEDURES AND POLICIES

### ARRIVAL & DISMISSAL

Please DO NOT send your child to school before 8:15. Generally the gym is open to students to enter the school at 8:15 a.m. as part of our Health and Wellness Initiative. Breakfast for Learning operates at École Deer Meadow School most mornings starting at 8:15 a.m. Students must remove hats on entry and should have clean "inside" shoes at school. After school dismissal students should not remain in the school without permission from staff.

### ASSESSMENT FOR / OF LEARNING

Student achievement language is changing for teachers and students and parents may feel a little confused with new report cards. "Assessment For Learning" is the coaching part of teaching while "Assessment Of Learning" is the testing/judging part. Classroom teachers are reporting student achievement by Alberta curriculum outcomes. We are using PowerSchool to report achievement. Parents need a PowerSchool account to view the digital report cards.

### ATTENDANCE

Each student should report to their homeroom class each morning at 8:40 a.m. for attendance check and announcements. The teacher in the first class of the afternoon will take afternoon attendance.

Success in school is directly related to regular attendance. Attendance is required by law as written in the School Act, thus appointments should be made for out-of-school hours, or Fridays off, whenever possible. Excused absences are those resulting from illness, injury, or medical appointments.

If it is necessary for a student to be absent from school, a parent/guardian should phone the school in advance to advise the secretary of the absence (this includes when busses are not running). A message can be left on the answering machine outside of school hours.

### CURRENT EVENTS

Check our website for events at the school and in the community. Our calendar will also let you know when things are happening.



## EMERGENCY DRILLS

Students will practice evacuating the school in an orderly fashion in order to prepare them to leave the building quickly, should an emergency occur. Each room has the exit route to be used posted near the door.

Students are expected to:

- listen to the teacher's instruction.
- leave the classroom quietly in single file with no pushing or shoving.
- remain quiet while filing out of the school in order to hear safety instructions.
- go to the area assigned by your teacher and stand quietly in single file so the teacher can take roll call.

## HOMEWORK

Students will be required to complete some assignments at home throughout the year. Homework should include assigned work as well as unassigned study and review.

The following areas should serve as guidelines for a weekly homework plan:

- work not finished in class
- work missed due to absenteeism
- long term assignments
- organization of notes, assignments
- review of each day's work
- study for tests and examinations

It would be beneficial if parents and students could agree upon a suitable place and a regular time for students to complete homework. **Parents are encouraged to examine PowerSchool, the student agenda, notes and assignments on a regular basis and to ensure that homework is completed.** Parents are encouraged to **contact the teacher immediately if they have concerns about homework at 556-1003 – École Deer Meadow School phone number.**

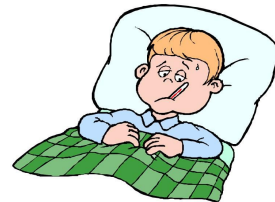
Assignments missed because of absence are due upon return or at a time specified by the teacher. **Each student is responsible** for finding out what assignments are due and for meeting the deadline provided by the teacher.

## ILLNESS AND MEDICATION

Students who are ill should ask the teacher's permission to report to the office. In the office, a decision will be made to either contact the parents and send the student home or allow time to be spent in the sick room.

Administering medication to students is covered under School Division Policy. Parents must complete a permission form at the school so we can clearly understand medical expectations.

Students may only be excused from P.E. Class for a valid medical reason, which may have to be supported by a doctor's note. Students who are excused from P.E. must report to class and be under the teacher's supervision.



#### LATES

Students who arrive late in the morning or afternoon must check in at the office. They will be given a late slip. Students will be marked late by their teacher anytime they are not in the room by the bell. They may be required to make up the time after school or at noon hour.

Between classes, students should go directly to their next class. If it is necessary to use the washroom or get a drink, they are to report to their next class, check in, and then obtain permission to leave.

#### LOCKERS

Each student will be assigned a hall locker, which may have to be shared. These lockers are school property and should be kept clean and uncluttered. The school reserves the right to open and inspect a locker at any time. **Locks must be purchased from the school** and can be taken to Olds High School when the student moves into grade nine. Students should not be at their lockers during class time.

#### LUNCH RECESS

We expect all students to remain on the school grounds during the lunch recess unless they have written permission from their parents to go home for lunch. Parents may send one note to the administration to cover the entire year or parents may give permission as the occasion arises. We need your help in this regard to help ensure the safety of all students.

#### PARENT/STUDENT/TEACHER CONFERENCES

Parents are encouraged to attend conferences with their child. Conferences are usually held in November and March. Parents are encouraged to check PowerSchool regularly for assessment updates and missing assignments.

**You may arrange a conference with your child's teacher(s) at any time** you deem necessary. If a student is experiencing trouble understanding a subject, early contact with their teacher is essential.

#### PERSONAL PROPERTY

The care of personal property is each student's responsibility. The school cannot assume responsibility for missing items such as: electronic devices, iPods, cell phones, skateboards, roller blades, bikes or scooters. Students are strongly discouraged from bringing valuable items to school to be stored in their lockers. If for some reason valuable items or large sums of money must be brought to school, these may be left in the office for safekeeping. Students may put their outside shoes in their lockers.

#### PLACEMENT OF STUDENTS

The underlying concept of grade and classroom placement is that the school exists to promote the maximum development of the potential of every student. Many aspects of student growth must be considered in determining appropriate placement: academic achievement, skill, age, social adjustment, attendance, health, and ability.



Our goal is to place each student in the grade and classroom where she/he may experience educational success. The responsibility for placement of each student rests with the teachers and school administration. The school desires to share this responsibility with the parents by keeping them informed and including them in conferences whenever it becomes evident that a student's progress will be other than normal. If parents have concerns regarding placement, they should contact the principal in April with educational concerns for next year's placement.

#### **SCHOOL SUPPLIES**

Students are responsible for purchasing their own school supplies. Supply lists are posted on the École Deer Meadow School website – [www.deermeadow.ca](http://www.deermeadow.ca). Extra copies are available from the office.

#### **SIGN OUT**

For safety reasons, students are not allowed to leave the school or grounds without parent permission, and prior to leaving must report to the office to sign out. Parents are encouraged to plan ahead and send a hand-written, signed and dated note explaining that their child will be signing out. As a general rule, parents of students this age should come to the school to pick up their children during the school day.

#### **TEXTBOOKS**

Textbooks are the property of the school district and are loaned to students subject to the following conditions:

1. Textbooks will be used only by the student to whom they are issued and not transferred to another student.
2. Students must return textbooks when requested or at the time of withdrawal if the student leaves before the end of the year.
3. If the book is damaged in excess of reasonable wear, or if it is lost, the student must pay a sufficient amount to cover damage or loss.

#### **STUDENT SERVICES**

##### **ACTIVITIES/SPORTS/CLUBS**

Our students are encouraged to participate in school clubs, sporting events, and social activities. Through participation in such activities, your child will have an opportunity to make new friends with similar interests, develop school spirit, and socialize in a safe environment.

After-school events are scheduled to end early enough that our students will not have to be out late at night. The extra-curricular opportunities will be based on student interest and availability of an adult supervisor. Students participating in extra-curricular activities may be suspended from these activities if their behavior is considered unacceptable (i.e., attitude, performance, effort, academic standing) until their cases are reviewed by the administration.

#### FAMILY SCHOOL WELLNESS WORKER

The F.S.W.W. coordinates programs for students in resiliency and personal living skills, such as drug education and human sexuality, to compliment topics covered in Health. In addition, the F.S.W.W. provides personal counseling for students and acts as a liaison to outside agencies who can help students and their families deal with personal difficulties that may affect academic performance at school. The Mentorship Program is also run by the F.S.W.W. with the aid of faculty advisors.

#### LEARNING COMMONS (Library)

The Learning Commons is open before school at 8:15 a.m., during recess and lunch break, and after school for students until 3:30 p.m. It is a quiet, pleasant place for students who wish to spend time reading, collaborating, doing research, or studying. Books are on loan for a 2-week period; and some references on an overnight basis. Students are expected to pay for any damaged or lost items.

#### OLDS COMMUNITY HEALTH CENTRE

The school works very closely with the Olds Community Health Centre, as we are all concerned with all aspects of the physical health of students. The Centre coordinates programs in immunization, dental health education and health promotion.

#### DISCIPLINE PHILOSOPHY AND PRACTICE

Our school-wide discipline program includes role descriptions for all members of the École Deer Meadow School community. In addition, students are taught about the development of social skills in the advisory program with reinforcement taking place throughout the school day. Behavior guidelines have been developed for each classroom and the entire school. We have developed procedures to deal with misbehavior. The cycle of discipline continues until the desired behaviour is achieved. Our “With All Due Respect” guidelines are posted in every classroom.

**With All Due Respect** – The Titan BIG 3 – To ensure that École Deer Meadow School maintains an atmosphere of respect for learning, for others and for school property, we will abide by these “absolutes”.

1. **Be Diligent in Pursuing your Learning**
2. **Be on Time and Prepared**
3. **Be Accountable for your Behavior.** This means: Treat others with consideration and respect – (example: hold open a door for someone, don’t disrupt the learning of others). Language must be school appropriate. Physical contact, which can include, pushing, hitting, pinching, kicking, tackling, roughhousing, is not allowed. Walk in hallways and classrooms. Toss items only when requested by an adult. Stop wherever you are and listen during ALL announcements. Digital devices should be locked away unless permission is granted by your teacher. They can be accessed at recess. Wear clean and appropriate footwear. Hats may be worn outside of the school. Food and drinks should only be consumed in the school. Sunflower seeds are not permitted. Appropriate clothing must be worn: we are in a business environment so please dress as such. Pick up after yourself. Recycle and garbage bins are everywhere. Anything with wheels must be walked inside the bus loop. The staff parking lot is off limits to students at all times.

## STUDENT'S ROLE

### Rights and Responsibilities of Students:

1. *I have a right to an education.*  
It is my responsibility to listen, to learn, to practice, to complete school assignments and to graciously accept extra assistance when necessary. I will not disturb, disrupt, or interfere with the instruction of my teachers and/or the learning of my fellow classmates.
2. *I have a right to happiness and to be treated with dignity and respect in the school.*  
It is my responsibility to treat others with honor and polite consideration. I will not laugh at, tease, ridicule, or put down other students, staff, or adults.
3. *I have a right to hear and be heard in this school.*  
It is my responsibility to help maintain a calm, peaceful, and quiet school. I will not interrupt, shout, or make loud noises when others are speaking.
4. *I have a right to be safe and secure in this school.*  
It is my responsibility not to threaten, push, punch, hit, kick, spit at, hurt, or verbally abuse others.
5. *I have a right to free expression in learning about others and myself.*  
It is my responsibility to learn about others and myself in this school. I am free to express my feelings and opinions as long as I am not rude or disrespectful, or disturb the order of the school and/or personal and public property.
6. *I have a right to be myself in this school.*  
It is my responsibility to respect others as individuals and not to treat them unfairly because they are handicapped, fat or thin, short or tall, boy or girl, child or adult, are a different color, or because they think and act differently than I do.
7. *I have a right to privacy and to my own personal space.*  
It is my responsibility to respect the personal property of others, and to accept their right to privacy.
8. *I have a right to assistance and support in learning self-control.*  
It is my responsibility to practice self-control and ask for assistance when necessary. I expect to be corrected when I abuse the rights of others, as they shall be corrected if my rights are abused.  
I can expect all these rights will be mine as long as I am fulfilling all my responsibilities. **Behavior and learning are my responsibilities.**

## ALBERTA SCHOOL ACT (SECTION 12)

**A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:**

- (a) be diligent in pursuing the student's studies;**
- (b) attend school regularly and punctually;**
- (c) cooperate fully with everyone authorized by the board to provide education programs and other services;**
- (d) comply with the rules of the school;**
- (e) account to the student's teachers for the student's conduct;**
- (f) respect the rights of others;**
- (g) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;**
- (h) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;**
- (i) positively contribute to the student's school and community.**

## SPECIFIC BEHAVIOR GUIDELINES

If students use common sense and adhere to the Student's Role that outlines "Rights and Responsibilities of Students", they will encounter few behavioral problems. Disrespect to teachers, fighting, theft, vandalism, causing harm to others, and failure to report for detention are examples of misbehaviors that may result in serious disciplinary action and referral to the administration. Consequences are based on the severity and frequency of the misbehavior. Whenever possible, the consequences are "logical" (i.e. vandalism results in restitution and/or community service). Examples of consequences include written assignments, detention, time-out, community service, parent-student conference, or suspension from school. In the case of serious offences, students are also subject to expulsion. Students who are on suspension will **NOT** be allowed at school extra-curricular events until a period of 1 month after suspension OR at the discretion of administration.

1. **Student Appearance** - Students should dress as though they are in a business environment (no visible cleavage, no visible belly buttons, no visible bums, no visible underwear.) In particular, clothing and accessories showing offensive slogans, sayings, pictures, tobacco, alcohol, drugs and violence are prohibited. Hats and hoods are not to be worn inside. Final decisions regarding dress code will be made by administration. All efforts will be made to have discreet conversations regarding potential dress violations.
2. **Vandalism/Property Damage/Littering** - Students take pride in our school and do their best to respect the school, the equipment, and the grounds.  
Chewing gum and eating sunflower seeds are not allowed either in the school or on the playground. Similarly the use of 'white-out' and other corrective liquids is prohibited in order to protect our carpets and floors. Those who intentionally damage school property will be dealt with very severely and expected to cover costs of repair or replacement. If, through carelessness or accidentally, damage should occur, students are asked to report the incident to the administration. Those responsible may be charged for repair or replacement.
3. **Bus Conduct** - Students riding on the bus must remember that they are responsible for their conduct to the bus driver, and through the driver, to the school administration. Continued violation of any of the bus rules may lead to the loss of riding privileges or to suspension from school. Bus rules apply to any student who rides a bus.
4. **Traffic Safety** - Students must use crosswalks on the bus lane between 8:20 and 8:45 am and for 15 minutes at the end of the school day. Bikes, skateboards, scooters, etc. are not to be ridden on school property.
5. **Play Structures, Net Playground and Swing:**  
Students will use equipment in a safe and responsible manner. If supervisors determine the actions of a student to be dangerous to others, the privilege of using the equipment will be taken away for a period of time.
6. **Serious Behavioral Problems:** The school takes a very firm position with students who commit serious behavioral errors. Serious errors include:

**Breaking the Law:** Government and School Board laws and regulations govern student conduct with regard to liquor, cigarettes, e-cigarettes, drugs, weapons or dangerous items, fighting, theft, trespassing, and truancy. Any student involved in any of these activities may be suspended from school.

**Dangerous Acts:** Fighting, throwing objects, tripping, or shooting elastics could result in another student being injured. The school, therefore, treats these as serious errors and deals with them firmly.

**Treatment of Others:** Acts, which cause another person to be upset emotionally, are also treated seriously. We will not accept behavior, directed at others, which is intended to hurt feelings or undermine a student's self-concept or social status. If others are being unkind to you, please see your teacher, advisor, F.S.W.W., or a member of the administration.

#### PARENT'S ROLE

The parent's role in developing a "Spirit of Cooperation" is to:

- recognize their responsibility in developing student self discipline.
- be aware of the school expectations concerning student behavior and conduct.
- collaborate with school authority in maintaining an atmosphere that promotes the wellbeing of the student and the learning community.
- be willing to examine their family schedule and dynamics as to the affect it may have on their child.
- provide support for both the child and the school when difficult issues arise.
- make contact with the teacher or Principal if a child brings home an issue of concern.

#### TEACHER'S ROLE

The teacher's role is to develop a "Spirit of Cooperation" by:

- being fair, firm and free of anger.
- maintaining student dignity.
- making sure students are aware of expectations within the classroom/school.
- reviewing the École Deer Meadow School Absolutes and outlining "With All Due Respect" principles with students.
- modeling principles of "With All Due Respect".
- providing opportunity for success and development of a healthy self-esteem.
- helping develop an action plan with students who frequently find themselves in difficulty.
- make contact with parents if issues of concern arise.

#### ADMINISTRATION'S ROLE (WITH REGARD TO:)

**Students** - The Administration should:

- establish firm, fair, consistent "With All Due Respect" expectations and convey these to all students and staff.
- let students know they will be listened to (that students are not always wrong).
- encourage students to be problem-solvers. (Encourage them to approach teachers at the proper time, in the proper place and proper manner).

**Parent (public) Expectations** - The Administration should:

- be sensitive to the mores of the community in which the school operates.
- encourage staff to be involved in the school community.
- keep lines of communication open with parents and important groups such as councils and chambers of commerce, etc.
- solicit input from these groups on what they expect for their students and future citizens/ employees.

**Teaching Staff** - The Administration should:

- encourage teachers to handle most discipline issues.
- serve as a source of ideas for student discipline.
- be prepared to assume a primary role for more serious breaches or repeat incidents of the behavior code.
- let teachers know they are supported in their endeavors to teach and discipline students.
- be able to demonstrate flexibility without appearing to be indecisive.

*Chinook's Edge School Division No. 73*  
**Technology Responsible Use Terms and Conditions Document**  
Exhibit I

***For the Use of Computers, Internet, Gmail, Google Application, Personal Devices and Internet Applications***

Technology provides students with unique and powerful ways to enhance their learning. Chinook's Edge School Division No. 73 supports the use of technology for the purpose of enhancing and supporting learning and is pleased to offer students access to computer networks so that they can use Division supplied technology or bring in their own personal devices to school.

It is one of the technology goals of the Chinook's Edge School Division to ensure that student's interactions with the use of technology contribute positively to the learning environment both at school and in the community. Negative use of technology through Division owned devices inside or outside of our schools that degrades or defames members of our communities, or the Division, is unacceptable. Chinook's Edge School Division also recognizes that students have widespread access to both technology and the Internet; therefore, use of personal devices and connectivity is considered to be included in this Responsible Use Terms and Conditions Document.

Access to the Chinook's Edge School Division network is a privilege not a right. The use of technology whether owned by the Division or devices supplied by the student entails personal responsibility. It is expected that students will comply with Division standards, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher, school, and Division. Failure to comply with such terms and conditions may result in permanent or temporary loss of access as well as other disciplinary or legal action as necessary. In particular, students will be held accountable for their actions and are encouraged to report any accidental use immediately to school administration.

With the increased usage of free educational applications on the Internet, digital storage areas, containing less sensitive student information, may or may not be located on property of the School Division. In some cases, data will not be stored on Canadian servers. Therefore, students should not expect that files and communication are private. Network Administrators may review files and communications to maintain system integrity and to ensure responsible use. Chinook's Edge also has a private and secure system for sensitive school records which will be managed by Division Information Technology Staff.

***Definitions***

- **Network** refers to wired and wireless technology networks including school networks, cellular networks, commercial, community or home based wireless networks accessible to students on school property.
- **Student/staff owned (supplied) mobile devices** refers to cellular phones, blackberry type devices, PDAs, MP3 players, iPod type devices, and portable computers such as laptops ,iPads, notebooks, tablets and netbooks as well as portable storage devices.

### ***Terms and Conditions***

#### **Students/ staff will use technology in a responsible manner by:**

- Using technology for legal and appropriate activities and by abiding by the copyright laws.
- Using technology in ways which treat others and themselves with respect and follow school policies and behavior standards of the school and Chinook's Edge School Division.
- Using the equipment and network in a positive manner so that it does not disturb the system performance and does not breach security standards.
- Respecting the rights of others by obtaining consent from the individual and a school staff member before taking individual's pictures, publishing, sending or displaying private or personal information.
- Only using their own account and electronic data unless they are granted sharing permission by other users.
- Using the bandwidth, file space, and printers responsibly for educational purposes.
- Keeping their own personal data secure such as addresses, telephone numbers, age, school, last names etc..
- By realizing that data is not always private and that their data could be stored on other servers throughout the world (Gmail, Google Apps, and other web applications).
- Realizing that Chinook's Edge School Division will monitor, flag and review inappropriate use of technology as deemed necessary.
- Reporting security or network problems to a teacher, administrator, or system administrator.
- Having the site Administrator install any needed software on Division owned technology.

#### **Use of Personal Devices in Schools - Students/staff understand that:**

- A student/staff-owned device which is registered at the school may have a client application placed on the device. This will allow the student to have more bandwidth privileges and educational access than non-registered students. It will also allow the user's activities through the school's network to be traced back to the student, if there is any reason to believe that the privilege is Student Registration Form - Page 6 being abused. School Administration and Division Technology staff may search the student's memory device if they feel school rules have been violated which may include, but are not limited to, audio and video recording, photographs taken on school property that violate the privacy of others, or other issues regarding bullying, etc.
- Students/staff need to connect to the school's network and NOT to the networks of the neighbors surrounding the school.
- If students/staff choose to use a device that is not registered, they are responsible for making sure that the virus protection is up-to-date. Students/staff will turn off all peer-to-peer (music/video/file-sharing) software or web-hosting services on their device while connected to the school wireless network.
- Students will use the student owned device in class only with the teacher's expressed permission.
- Students/staff understand the security, care and maintenance of their device is their sole responsibility. They will securely store and charge their device when not in use.
- Students will not use an audio recording device, video camera, or camera (or any device with one of these, e.g. cell phone, netbook, laptop, tablet, etc.) to record media or take photos during school unless they have permission from both a staff member, and those they are recording.

### Use of Public Internet Tools

- Technology provides an abundance of opportunities for students/staff to use interactive tools and sites on public websites that benefit learning, communication and social interaction. The Division does not control these public sites and does not manage the information posted by their users; therefore, does not accept responsibility for their content. Personal information could be used for commercial purposes and information stored there could be lost. Users need to ensure that they protect their personal information.
- Students/staff may be held accountable for the use of and information posted on these sites if it detrimentally affects the welfare of individual users or the governance, climate, or effectiveness of the school(s).
- From time to time teachers may recommend and use public interactive sites that to the best of their knowledge are legitimate and safe. As the site is “public” and the teacher (School and Division) is not in control of it, students and parents must use their discretion when using, accessing information, storing, and displaying student’s work on the site.

### Security and Supervision

- The Division does provide content filtering controls for student access to the Internet using the Division’s network as well as reasonable adult supervision, but at times inappropriate, objectionable and/or offensive material may circumvent the filter as well as the supervision and be viewed by students. Students are to report the occurrence to their teacher or the nearest supervisor. Students will be held accountable for any deliberate attempt to circumvent Division technology security and supervision.
- Students using mobile and cellular devices on networks other than the Division’s network are subject to the rights and responsibilities outlined in this document and are accountable for their use.

### Student Email

All Chinook’s Edge students are given a Gmail and Educational Google Applications account. The information being stored by this web tool as well as others might not reside on Canadian servers. Students must use email, web tools and the Internet while at school according to the terms and conditions outlined in this Responsible Use document.

*All students, parents and staff are provided with this Responsible Use Terms and Conditions Document in student agendas. All users understand that the use of this electronic information resource is for educational purposes. They recognize the Division has initiated reasonable safeguards to filter and monitor inappropriate materials. They understand that while the Division has also taken steps to restrict user access on the Internet to inappropriate information and sites, it is impossible to restrict access to all controversial materials. Any user who does not abide by the rules of appropriate use understands that consequences will be instated. Users will not hold Chinook’s Edge School Division responsible for materials they acquire on the Internet. Users are required to read the Technology Use Document at the start of each school year (or upon enrolling in Chinook’s Edge) and adhere to all requirements in the document. Staff is required to read the document upon commencing employment with Chinook’s Edge School Division and adhere to all requirements in the document.*





*Chinook's Edge School Division No. 73 - Administrative Procedures*  
**AP 1 – 24 Cameras, Cell Phones and Other Electronic Communication Devices**

**PURPOSE**

To ensure guidelines for students bringing electronic devices to school are established and understood. Electronic communication devices, including but not limited to cell phones and cameras are brought onto school property by students on a daily basis. While such electronic devices may be a tool of communication and learning, they can also be disruptive and can affect the learning and safety of fellow students.

**SCOPE**

This procedure applies to all students and staff.

**DEFINITIONS**

None

**PROCEDURES**

1. Electronic communication devices may be confiscated for limited durations by teachers or school administration if a device interferes with classroom expectations or violates classroom or school rules.
2. The Principal shall establish an expected consequence for a first incident, second incident, and subsequent incidents. Keeping in mind the safety of staff and students and the desire to de-escalate incidents, the Principal or designate may be asked to intervene if a student refuses to hand over a device.
  - 2.1. Information of a confiscated device will be recorded to ensure it is returned (i.e. name of student). The Principal or designate shall keep the device and information in a secure location. The Principal or designate will determine when and under what circumstances the device is to be returned in accordance with school practice.
  - 2.2. The Principal must communicate clearly the school practices with regard to student cell phone or electronic devices and the consequences for first incident, second incident and subsequent incidents.
3. Inappropriate use of electronic communication could result in suspension or expulsion for the following:
  - 3.1. The use of the electronic communication results in a threat to the physical safety of staff, students and community
  - 3.2. Text or electronic messaging that is threatening, demeaning or abusive
  - 3.3. Electronic communication used to harass or embarrass a student or staff member or to facilitate cheating
  - 3.4. The unauthorized recording of video or audio footage without permission of the Principal, the Teacher, and all individuals recorded
  - 3.5. Electronic communication use during diploma exams.

**REFERENCE AND LINKS**

*School Act*

Cross Reference to CESD Policy POL 2 – 05 Harassment Page

