

AP 334 – Online Communications and Digital Learning

Background

The purpose of this procedure is to provide guidance for students and the parent community when participating in online district communications and social media activities.

Procedures

1. Definitions
 - 1.1 Online communications refers to web-sites, social media platforms, web applications, and services that enable learners to create and share content or to participate in social networking for educational purposes. Social media is defined as websites and applications that enable users to create and share content or participate in social networking.
2. Students
 - 2.1 Student online behaviour is subject to the Student Code of Conduct (see Board Policy 15).
 - 2.2 Consent is required for students to access services. The consent forms, AP 334-1 Google for Education, AP 334-2 Additional Digital Learning Services, and AP 334-3 Bring Your Own Device must be signed by parents and students in order to access district communications. Any use of online communications or digital learning services must observe the terms or contract agreement of the service.
 - 2.3 Students must be advised of the potential consequences of their online activity and digital footprint and only engage in online activity that reflects high standards of digital citizenship.
 - 2.4 School related online activities are an extension of the classroom, and subject to all school and district expectations.
 - 2.5 Personal information, including, but not limited to, last names, birthdates, phone numbers, addresses, media (audio, video, images), financial or medical information must not be posted publicly online. When possible, students should provide anonymous personal information using aliases for online user accounts. Students should not share passwords.
 - 2.6 To ensure that all information is appropriate, students must thoroughly read any source/webpage before linking to it in an online format such as a portfolio.

- 2.7 Students must do their own work. They must not use intellectual property without permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s), the sources must be cited. Sources must be properly cited when others' thoughts, work or ideas are used.
 - 2.8 Many pictures and other media are protected under copyright laws. Students must cite sources and/or verify that they have permission to use an image, recording, video, or other media.
 - 2.9 Although students are encouraged to use an alias or different birthdate to increase privacy, students must not intentionally misrepresent themselves or use someone else's identity in any other manner.
 - 2.10 Students must report any content or behaviour that is not suitable in the school environment.
 - 2.11 It is expected that students using district services only do so for educational purposes.
 - 2.12 Students who do not abide by these terms and conditions may face disciplinary action.
3. Parents
 - 3.1 Parents participating in school-related activities must adhere to the privacy principles in this administrative procedure (AP 334) with regard to posting student media, including photos and personal information.
 - 3.2 Parents must not distribute any personal information about other students or parents. For example, when sending an email to groups, use the blind carbon copy (BCC) field to protect individual email addresses.

Appendix [AP 334-1 Google for Education – Consent Form](#)
[AP 334-2 Supplemental Digital Learning Services – Consent Form](#)
[AP 334-3 Bring Your Own Device \(BYOD\) – Consent Form](#)

AP 334-1 Google for Education – Consent Form

This consent form is provided to parents and students so that an informed choice may be made with regard to consent to use Google for Education.

Abbotsford School District provides teachers and students access to a district-managed Google for Education account. Each student may have their own secure login and password to access Google. Google for Education differs from consumer Google in that there is no tracking of user data or advertising. To use the Google for Education platform, personal information (student name, grade, and school) will be collected by the Abbotsford School District under the authority of the *Freedom of Information and Protection of Privacy Act* (FIPPA). If you have any questions about this collection, please contact the school principal.

As all account and content information is hosted by Google on servers outside of Canada, there are important limitations to the type of information that can be shared within Google for Education. Google tools are for educational use only, including content related to classroom assignments, projects, and curriculum related work. Since the servers are not located in Canada, steps must be taken by all users to ensure that sensitive, confidential and/or personally identifiable information is not shared in any emails, attachments, files, and documents created or uploaded into the district-managed Google for Education platform.

According to the Google for Education Terms of Service, all information shared with Google is owned by the school district and can be removed at any time. While stored outside the country, information in the 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.

Parent/Guardian Consent

Select **only one** of the following:

- I have read and understand the information above and **consent** to the use of Abbotsford School District's Google for Education services. This consent will be considered valid from the date on which it is signed until completion of grade 12.
- I have read and understand the information above and **I do not consent** to the use of Abbotsford School District's Google for Education services.

Name of Parent/Guardian: _____

Parent/Guardian Signature: _____

Date Signed (MM/DD/YYYY) _____

Student Consent:

- I agree that I will use the above services appropriately and for learning.

Name of Student: _____

School: _____ Grade: _____

Student Signature: _____

AP 334-2 Supplemental Digital Learning Services – Consent Form

This consent form is used by individual teachers when online services are used by students. It is provided to parents and students so that an informed choice may be made with regard to consent for use of various online communications and digital learning services.

Many teachers are using a variety of online communications and/or digital learning services with students. Some services store data in Canada, while others have data on servers in foreign jurisdictions. When these services are outside of Canada the Abbotsford School District is required to inform parents and students that student data may be located on foreign servers. Personal information will be collected by the district for the above noted purposes under the authority of Section 26 (c) of the Freedom of Information and Protection of Privacy Act (FIPPA). While stored outside the country, information in your child’s account may be subject to the laws of foreign jurisdictions. If you have any questions about this collection, please contact your child’s teacher directly.

Below, teachers have provided a list of online services that they plan to use with students, so that parents may consent for their child to access these web apps and/or services.

Teacher Name: _____

Class: _____

List of Digital Learning Services to be Used for Education

In the spaces below, teachers will identify the services that they intend to use with students.

Parent/Guardian: Please initial next to any service you consent for your student to use.

Title of service and/or website, and purpose	Data on servers outside of Canada Y/N	Parent/Guardian consent (initials)

Teachers, please use the back of this form or an additional sheet of paper if necessary.

Student Consent

I agree that I will use the above services appropriately and for learning.

Name of Student: _____

Student Signature: _____

Parent/Guardian Consent

Name of Parent/Guardian: _____

Parent/Guardian Signature: _____

Date Signed (MM/DD/YYYY): _____

AP 334-3 Bring Your Own Device (BYOD) – Consent Form

This consent form is provided to parents and students so that an informed choice may be made with regard to consent to use a personal device, such as a laptop.

The Abbotsford School District recognizes that digital devices are valuable resources for learning. The Bring Your Own Device (BYOD) Program is an optional program available in some Middle and Secondary Schools, that allows students to use personal devices limited to laptops, Chromebook or tablets. Smartphones are not included in the BYOD Program.

Participation in the BYOD Program requires district approval. The district expects that students should be using BYOD devices for educational purposes.

Although staff will endeavor to support students in the classroom, the district has no liability or responsibility at any time or location for technical support, device theft or damage, or loss of data. BYOD users are subject to school and class expectations, as well as AP 334 - Online Communications & Digital Learning. The district, through school administrators, reserves the right to access any files on the device in case of misuse, suspicion of misuse, or other activities in violation of the district's Student Code of Conduct. Misuse of devices may result in their removal from school networks and a request to remove the devices from school property.

Parents/Guardians may wish to include personal devices used on school property in their personal insurance coverage.

Student Consent

I agree that I will use my device appropriately and for learning.

Name of Student: _____

Student Signature: _____

Parent/Guardian Consent

Select **only one** of the following:

I have read and understand the information above and consent to my child being involved in the Abbotsford School District BYOD Program. This consent will be considered valid from the date on which it is signed until completion of grade 12.

At this time, I do not consent to my child being involved in the Abbotsford School District's BYOD Program.

Name of Student: _____ Student ID: _____ Grade: _____

Type of Device (Tablet, Chromebook, Laptop): _____ (No phones)

MAC Address of Device (all devices have a MAC address; search online to learn how to find the MAC address for your device): _____ (Must be 12 digits. Letters are A-F. Numbers are 0-9. Example

AF:03:B2:50:E3:C3):

Name of Parent/Guardian: _____

Parent/Guardian Signature: _____