

# Bella Bella Community School

## Chromebook, G-Suite & Online Consent (Grades 4-12)



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

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**Informed Consent for G-Suite & accessing online information:** I understand that the information my child's teacher and my child may create and store, could be stored in or accessed from a location outside of Canada, and I hereby consent, on behalf of me and my child, to my child's information and created content identified above being stored in, or accessed from, a location outside of Canada. **This permission to use the tools indicated above is granted until October 31, 2022, unless revoked.**

This requires the signature of both Student (if over 13) and Parent/Guardian.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature (if over 13)

\_\_\_\_\_  
Date

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**Informed Consent for Student use of ChromeBook and agreement to the PROTOCOL AND LOAN AGREEMENT.** This permission to use the tools indicated above is granted until October 31, 2022, unless revoked.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature (if over 13)

\_\_\_\_\_  
Date

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**No**, as the parent or guardian of the student named below, I do not give my consent for my child to use a ChromeBook, access or use g-suite, access online or similar internet-based resources.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature (if over 13)

\_\_\_\_\_  
Date

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*(Consent for students is renewed annually. However, you may resubmit a new consent form to your school at any time to change your consent. This consent is valid until October 31, 2022)*

# Bella Bella Community School



## *IT-Suite & Online Access Parent & Student Information (grades 4-12)*

Bella Bella Community School (BBCS) plans to provide grade 8-12 students with access to Google WorkSpace for Education (GSFE) and its extensions.

The school (BBCS) will provide each student with an email account, and a secure login and password to access the email account and any documents or work they create. The school is able to use these tools to facilitate collaboration between educators and students.

Because Google's servers are located outside of Canada, we are required by the BC Freedom of Information and Protection of Privacy Act (FIPPA) to get consent to use these products at Bella Bella Community School. Google also requires that students under the age of 18 obtain parent or guardian consent before using any of its Google Suite for Education Core Services. Any data placed on Google's servers is the property of the student and the school district. Google cannot use any of the data for any reason, nor can they use any advertising whatsoever in their product.

Google WorkSpace, school approved extensions and other online tools may involve the storing and accessing of the following types of information:

- Student's name, grade level and school name to create the Google WorkSpace login account
- Classroom assignments, research notes, presentations, school-based projects
- Multimedia objects created by students (videos, pictures, audio files, animations, etc.)
- Quizzes, tests, surveys
- Professional development materials and documents
- Summative assessments (e.g., teacher comments, peer feedback)
- Calendars for assignment dates, project deadlines, events
- Communication with teachers and other students related to educational purposes
- Images and video of students for educational purposes

Details about Google's Privacy and Security Practices can be found here. [https://edu.google.com/intl/en\\_ca/k-12-solutions/privacy-security/](https://edu.google.com/intl/en_ca/k-12-solutions/privacy-security/)

As general safe practice, when interacting with any online service at school, students are taught to take care and avoid posting personal information or personal location that could be used to identify themselves or other persons. We are providing ongoing online safety instruction for learners as part of their program.

BC teachers, administrators and professional organizations are continually reviewing programs and applications (apps) and adding them to our best practices list once they pass inspection regarding Terms of Use and Personal Privacy.

The following online resources may also be used in your child's classroom if you wish or require further information please do not hesitate to contact us.

To learn Primary level Math and literacy skills, Starfall.com <http://more.starfall.com/privacy.php> or IXL <https://ca.ixl.com/privacypolicy>

To facilitate teacher parent communication your child's teacher may use Classroom Dojo <https://www.classdojo.com/privacy/> or SeeSaw <https://web.seesaw.me/privacy-policy>

To explain and document their overall learning in, students may be using, Prezi <https://prezi.com/prezi-for-education/>

To explain and document their overall learning in mathematics, and other subjects students may be using, Khan Academy <https://www.khanacademy.org/about/privacy-policy> and IXL <https://ca.ixl.com/privacypolicy>

To communicate with other learners, students may be using Skype <https://education.microsoft.com/skype-in-theclassroom/>

To learn about coding, robotics and computational thinking. <https://code.org/privacy>

To provide classroom gamification and progress tracking. <https://www.classcraft.com/privacy-policy/>

**If you have any questions or concerns, please feel free to contact, Ted Martin at [tedmartin@bellabella.ca](mailto:tedmartin@bellabella.ca) or at the school 250-957-2391 ext 219**

# Bella Bella Community School



## *Chromebook Protocol & Lone Agreement Parent & Student Information (grades 4-12)*

The Bella Bella Community School is providing ChromeBook computers to students to assist in the development and delivery of curriculum in the classroom. ChromeBook computers are to be used for school-related business, curriculum enhancement, research, communications, and other instructional purposes. While the ChromeBook is in your care, the following guidelines should be observed:

- Ownership of the ChromeBook rests with the Bella Bella Community School and it's use is for the student to which it is issued.
- Students are reminded to follow the guidelines stated in the Bella Bella Community School Acceptable Use Policy. The Acceptable Use Policy applies to the use of the ChromeBook both on and off school grounds.
- All student must return the ChromeBook and all accessories at the end of current school year unless other arrangements have been made regarding preparation for the following school year.
- ONLY Legally-licensed software may be installed on your school issued ChromeBook. Technology student should be consulted prior to installing additional software. The technology student is not responsible for issues due to unauthorized software conflicts.
- THE FOLLOWING SOFTWARE IS NOT TO BE INSTALLED; any file sharing software or other peer-to-peer music, or movie downloading software. If you are uncertain, contact the Technology student.
- Should any faults occur with the hardware or software, they must be reported to the technology coordinator as soon as possible to make the necessary repairs. Students should not attempt to fix any problems on their own nor contact any outside vendor for repairs.
- It is the student's responsibility to maintain a backup of his/her own data. In the case of technical problems, a ChromeBook's hard drive may be erased and/or re-imaged to its original format, erasing ALL DATA stored on the ChromeBook.
- It is the student's responsibility to keep his/her assigned ChromeBook and accessories secure and protected at all times. The following suggestions include but are not limited to:
  1. Use protected storage bags or carrying cases specifically designed for ChromeBooks.
  2. Secure the ChromeBook if you are temporarily leaving it unattended in a classroom or conference room. Lock ChromeBooks in cabinets or desks where possible.
  3. Avoid creating a trip hazard when plugging in the ChromeBook for power or projection.
  4. Use car trunks or other means to keep ChromeBooks out of plain sight; keep car doors locked at all times.
  5. Be aware of extreme (hot or cold) temperatures in an enclosed vehicle that can harm the electronics of the ChromeBook.
  6. Keep drinks, food, lotions and other harmful materials away from the ChromeBook.
  7. Avoid leaving the ChromeBook unsupervised in areas with children or pets.
- Accompanying the ChromeBook, the school will issue each student a power supply. In addition, in some specific situations additional hardware may be issued. In the event of product failure for any of these accessories, the district will provide a replacement.
- Damage, vandalism, loss, or theft of a ChromeBook or accessories while being used ON-site during the course of a work day should be immediately reported to the Office, building administration, and technology department. If necessary under this circumstance, replacement is the responsibility of the school, except in the case of established student negligence.

- Damage, vandalism, loss, or theft of a ChromeBook or accessories while being used OFF-site should be immediately reported to appropriate authorities (local police department, home or rental insurance, etc.), school administration and technology department. The student and/or Guardian is responsible for the repair and/or replacement of the system in these circumstances. So it is recommended that students wishing to use these systems off-site treat them as if they were their own and take all appropriate measures to insure and secure the systems.

## **ACCEPTABLE USE POLICY** ( for all staff and Students)

The Bella Bella Community School will provide a connection to a computer network that provides links to computers throughout the world, while on school grounds. Collectively this interconnected network of computers is referred to as "the Internet." BC student and students are able to access information from around the world and bring it to their school computer/school account via this electronic highway.

Successful operation of the network requires that students and student regard this connection as a shared resource. It is, therefore, imperative that members conduct themselves in a responsible, decent, ethical, and polite manner while using the network. Following is a list of guidelines.

### **Responsibilities of the Computer User**

1. Using the computer/school accounts for illegal, inappropriate, or obscene purposes, or in support of such activities is prohibited.
2. Any use of the computer/school accounts for product and/or service advertisement (for profit) is prohibited.
3. The computer/school accounts shall be used only by the authorized owner of the account. Account owners are responsible for all activity within their account.
4. School accounts are a publicly funded resource, and as such must be used in moderation. Please be aware that there are other users in your school who will also want access to the network.
5. Disk storage space on school accounts and server is limited. Consequently, users should store information on them in moderation.
6. Copyrighted material must not be placed on any computer system and/or file connected with school accounts without the appropriate permission.
7. Users may upload and download public domain programs for their own use or redistribute a public domain program if it is for non-commercial use; however, a user assumes all risks regarding the determination of whether a program is in the public domain. Bella Bella Community School will not be responsible for any and all computer issues or damage caused by the user downloading public domain software to our / their computer using our accounts.
8. Members are expected to remove old electronic mail / chat messages in a timely fashion and the system administrators may remove such messages if not attended to regularly by the user.

### **E-Mail**

Internet Mail (E-mail) is an international electronic message board, on which messages are posted from systems connected to the Internet. The system administrator has no control over the content of messages posted from other systems.

Electronic mail is a private electronic message sent by or to a user in correspondence with another person having Internet mail access. Messages received by the system are retained on the system until deleted by the recipient. A cancelled school account will not retain its mail.

Email and correspondence is considered to be private information. While it is stored on the server, it will not be accessed by technology student or administration except during a criminal investigation as authorized by the RCMP.

All student and students who connect to another network, (Hotmail, Gmail etc...) will be subject to that networks acceptable use policies.

### **Rights and Responsibilities of the System Administrators**

The system administrator may remove locally posted messages that are unacceptable and/or in violation of the acceptable use policy.

In the case of misuse or suspicion of misuse of the network or services, the technology system Administrators reserve the right to access any files on the server for maintenance purposes.

Bella Bella Community School will cooperate fully with any participating provincial, or federal officials in any criminal investigation concerning or relating to any mail transmitted on through school accounts.

The system administrator, at his/her sole discretion, reserves the right to immediately terminate the account of a user who misuses the real-time conference features (talk/chat/internet/skype etc...)

The system administrator reserves the right, at his/her sole discretion, to suspend or terminate a users access to and use of all school accounts upon any breach of the Acceptable Use Policy by the user. Prior to a suspension or termination or as soon after as is practicable, the school management team will inform the user of the suspected breach and give the user an opportunity to present an explanation. The user may request a meeting with school administration rather than the system administrator who imposed the suspension or termination within seven (7) days of such suspension or termination if the user feels that such action was unjust. After the review, access may be restored if the school management team upholds the user's appeal.

Vandalism will result in cancellation of computer/school account privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the purposeful uploading or creation of computer viruses.

### **Inappropriate Uses of Bella Bella Community School system/network/server/accounts and computers.**

Inappropriate use includes, but is not limited to, the following:

1. You may not use BBCS computing equipment to:
  - transmit any materials in violation of Canadian laws
  - duplicate, store, or transmit pornographic materials
  - transmit or post threatening, bullying, abusive, prejudicial, or obscene material
  - duplicate, store, or transmit copyrighted material that violates copyright law
  - participate in pyramid schemes or make money from an internet-based program.
  - participate in any form of online gambling.
2. You may not violate, or attempt to violate, the security of BBCS computers, data, or network.
  - Any attempts to access unauthorized data on school accounts will result in termination of the account and/or charges as is appropriate.
  - Any attempts to vandalize school accounts or systems will result in termination of the account. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or any of the agencies or other

- networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
- Use of another individual's school account or password with or without their knowledge is prohibited.
  - Any user identified as a security risk or having a history of problems with other computer systems may be denied access to BBCS school accounts.
3. When interacting on the Internet, DO NOT:
    - use abusive, vulgar, profane, obscene, prejudicial, or other inappropriate language
    - repost personal e-mail that you receive to public forums (e.g., listservs, newsgroups) without the permission of the author.
  4. As an BBCS account holder, DO NOT:
    - share your school account password(s) with others. Remember, school accounts are to be used only by the owner of the account. Account holders are responsible for all activity within their account.
    - distribute or use anyone else's school account ID and/or password
    - reveal anyone else's personal address or phone number or other personal information.
  5. School accounts are a shared resource, and you should use them in such a way that it doesn't disrupt the services to others. DO NOT use school accounts for the following activities:
    - private business purposes
    - product and/or service advertisement (for profit).
    - to send chain letters
    - to play network intensive games or any form of Online gambling
    - to download excessively large files
    - to download files, images, or programs with mature or adult content
    - to harass other users with unwanted e-mail messages

#### Other provisions

The Computer Acceptable Use Policy shall be interpreted, construed, and enforced in all respects in accordance with the laws of the Province of British Columbia. Each party irrevocably consents to the jurisdiction of the courts of the Province of British Columbia, in connection with any action to enforce the provisions of the Computer Acceptable Use Policy, to recover damages or other relief for breach or default under the Computer Acceptable Use Policy, or otherwise arising under or by reason of the Computer Acceptable Use Policy.

BBCS management reserves the right as final authority on the use of the school's network, systems, and services, as well as the issuing of all school accounts.

This acceptable use policy is applicable to all members of the Bella Bella Community School student and students.

**BBCS ACCOUNT HOLDERS – COPY OF THIS DOCUMENT CAN BE FOUND ON THE SCHOOL SHARED DRIVE**

**If you have any questions or concerns, please feel free to contact, Ted Martin at [tedmartin@bellabella.ca](mailto:tedmartin@bellabella.ca) or at the school 250-957-2391 ext 219**