

Freedom of Information and Protection of Privacy Notice

The information collected on this form as part of the school registration process is personal information as referred to in the *Freedom of Information and Protection of Privacy Act* ("FOIP Act"). This personal information is collected pursuant to the provisions of the *School Act* and its regulations (e.g. for the establishment of a student record, determination of residency) and pursuant to section 33(c) of the FOIP Act as the collection is related directly to and is necessary to a school board's obligation to provide students with an education program that meets their needs and to provide a safe and secure school environment (e.g. program placement, determination of eligibility and/or suitability for provincial or federal funding, contact and health related information in the event of problems or emergencies). Personal information may also be provided to the Minister of Education for the purpose of carrying out programs, activities, or policies under his administration (e.g. research, statistical analysis).

In accordance with its obligations to collect, use and disclose personal information only in accordance with the FOIP Act, Livingstone Range School Division No.68 believes the uses of personal information listed below are part of a vital, healthy, and functioning school and participation of all students in these activities is viewed as an important part of a student's education. The following are examples of how personal information may be used for school-related activities and are not intended to be an exhaustive list.

- The use of a student's photograph/image for school-related purposes including report cards, student records, student identification cards, school library cards, school yearbooks, school newsletter, recognition, composites, displays at school or Division buildings, school newsletters, emergency, medical, legal, law enforcement and/or matters related to safety or security.
- The use of the student's name, school, grade, academic information, and/or written material for the school newsletter, yearbook, and/or other school publications.
- The use or disclosure of a student's name, school, grade, and/or academic information for the identification or assignment of classroom or teacher, use for class photos, collection of resources, recognition of birthdays, academic/athletic achievement, or community involvement, honour roll, graduation ceremonies, scholarships, or other school or Division awards.
- The use of a student's name, address, telephone number, grade, school, program, parent's name and related contact information for the provision of transportation services, taking attendance, emergencies, field trips, planning and/or other school-related activities.
- The use of a student's name, school, grade, and/or photo for athletic events, fine arts productions, presentations, fairs, celebrations and/or school sponsored activities.
- The use by the school District personnel of a student's photograph, video tape, audio tape and/or interview by the school District personnel or activities held outside of the school.
- The use of a student's name, address, telephone number, school, program, grade, parent's name and related contact information for the purpose of satisfaction surveys.
- The use of a student's name for individual class, club, team and/or group photos/videos/images taken at school sponsored activities for display in the school.
- The use of a student's photo/video/images taken by Division personnel of classroom or other school sponsored activities held within the school for educational purposes.
- The use of a student's name, photo/image, birth date, parent's name, telephone number, address and any student health and/or relevant personal information to assist authorized individuals in responding to emergency situations relating to safety and security, for law enforcement purposes and other legal requirements, and to assist those who have severe or life-threatening medical or other conditions.
- The use of photos and/or videos of classroom activities by media or other organizations, where students are not interviewed or identified by name or photo. Where individual students are identified or interviewed, a separate and specific consent is required.

Note: Events that are open to the general public are considered public events. Livingstone Range School Division cannot control or prevent the further distribution or use of photos, videos, images or other personal information by those who attend.

If you have any concerns or questions with respect to the collection or use of personal information, please contact your school principal or:

Superintendent of Schools

Livingstone Range School Division No. 68
410 – 20th Street
Box 1810
Fort Macleod, AB T0L 0Z0

Phone: (403) 625-3356
Toll Free: 1-800-310-6579

Email: centraloffice@lrsd.ab.ca

Parent Consent Form

1. Collection, Use, and Disclosure of Personal Information for School/Division Websites and/or the Media

Livingstone Range School Division No.68 may have opportunities to promote its students, schools and programming in the school community. Your consent is requested in order to allow photos, videos, audio tapes, or other images or interviews with your child to be used in this way. The media or other organizations may also approach schools or the Division to feature students, schools, or programming within the Division. This may include taking photos, videos, audio-tapes, digital images or interviews that identify your child and/or reproduce their personal information.

I hereby provide consent to Livingstone Range School Division No. 68 to photograph, video, interview or audio record my child and to post any personal information herein contained on Division or school websites or social media accounts. I understand that personal information posted on these websites could be copied, altered, or moved to another site by anyone who visits these sites.

Signature of Parent/Legal Guardian

Date

Signature of Student
(if 18 years or older or an independent student)

I hereby provide consent to Livingstone Range School Division No. 68 to permit media and/or other outside organizations to display creative works, to film, photograph, videotape, video conference, or make an audio or digital recording and/or interview my child for non-public events for use outside the school community, while my child is under the supervision of Livingstone Range School Division No. 68. I understand that this means that a creative work, photograph, video, video conference, audio or digital recording and/or interview, or likeness of my child may be collected, used, reproduced, and/or broadcast by media or an outside organization.

Signature of Parent/Legal Guardian

Date

Signature of Student
(if 18 years or older or an independent student)

2. Collection, Use, Disclosure of Personal Information to the School Council

I hereby provide consent to Livingstone Range School Division No. 68 to disclose to the school council of the school in which my child is enrolled the following information: my name, address, telephone number, and email address for contact purposes, as well as my child's name and grade level. I understand that the role of the school council is to represent parents and engage in activities of the school.

Signature of Parent/Legal Guardian

Date

Signature of Student
(if 18 years or older or an independent student)

3. Copyright Release

I hereby provide consent to Livingstone Range School Division No. 68 to use, record, tape, display, or reproduce any artwork, written material or creative work created or authorized by my child through school activities. I understand that this material or creative work may be used by Livingstone Range School Division No. 68 in school or Division displays, publications, websites, other electronic media and advertising or promotional materials. I understand that my child may be identified as the author or the work by name and by grade.

Signature of Parent/Legal Guardian

Date

Signature of Student
(if 18 years or older or an independent student)

4. Canada's Anti-Spam Legislation (CASL)

In order to keep parents up-to-date and informed on what's happening in the school and school division, Livingstone Range School Division No. 68 and its schools, school councils and school foundations would like to send parents electronic communications such as emails, newsletters and automated phone messages that may include information about offers, advertisements, promotions related to school and school board activities such as event tickets, yearbooks, field trips, student photos, transportation fees, school fees, etc. In accordance with Canada's Anti-Spam Law, your consent to receive the electronic communications described above is required. Please note that you may withdraw your consent at any time by contacting Livingstone Range School Division No.68 at centraloffice@lrzd.ab.ca or (403) 625-3356.

I hereby give consent to Livingstone Range School Division No.68 to receive the electronic communications described above to the email address I have provided in the student registration form or to the email address provided below.

Signature of Parent/Legal Guardian

Signature of Student
(if 18 years or older or an independent student)

Email address

Date

Optional permission for 2nd email account

Signature of Parent/Legal Guardian

Email address

Date

Network Responsible Use Agreement

In order to provide quality education to students in a dynamic learning environment, Livingstone Range School Division No. 68 provides network resources that support learning for students and staff. "Network resources" refers to all hardware, software, services (e.g., e-mail or Internet) and information resources accessed by authorized users of the Livingstone Range School Division No. 68 technology network. Having students learn responsible use of the Internet as an educational resource and maximizing its potential as a learning resource, depends on the coordinated effort, involvement and commitment of the student, the school and the parents. One aspect of that commitment is for parents and students to review this Network Responsible Use Agreement and accept its terms and conditions.

Student

I have read and understand the Network Responsible Use Agreement and the Expectations for Students Using Livingstone Range School Division No. 68 Network Resources and I agree to comply with them. I understand that if I violate these Guidelines, my network privileges may be revoked and may lead to additional discipline. I understand and agree that my computer use may be monitored at any time. I understand that this document will remain in my school file and will be signed in grades 4, 7 and 10, or when I begin as a student of Livingstone Range School Division No. 68. I grant permission to issue an account to me and consent to the release of information necessary to establish said account.

Student's Name

Date

Signature of Student*
(*students in K-3 are not required to sign)

Student ASN (to be completed by office)

Parent or Legal Guardian (if student is under age 18)

As the parent or guardian of this student, I have read this document and have reviewed it where applicable with my child. I understand and agree that my child's computer use may be monitored at any time. I understand that some materials on the Internet may be objectionable and that my child may manage to access those materials despite the best efforts of Livingstone Range School Division No. 68 and its staff; therefore, I accept the responsibility for guiding my child and conveying to him or her appropriate standards for selecting, sharing and exploring information and media on the Internet. I understand that this document will remain in my child's school file and will be signed in grades 4, 7 and 10, or if a student is new to Livingstone Range School Division No. 68. I hereby grant permission for the school to issue a network account to my child and I grant permission for my child to use LRSD network resources. I certify that the information supplied on this form is correct. I also consent to the release of information necessary to establish said account.

Signature of Parent/Legal Guardian

Date

Expectations for Students Using Livingstone Range School Division No. 68 Network Resources

Students must follow the following rules when utilizing network resources, on school computers or personal devices, including accessing the Internet or using e-mail. Network use is a privilege, not a right. Failing to follow these rules may lead to losing your privileges.

1. Students will keep their user name and login password private.
2. Student will follow and respect the law and all Livingstone Range School Division No. 68 policies and rules when using network resources. Students will never use network resources for any illegal activity.
3. Students will not access, download, save, display, send or receive any inappropriate material. Inappropriate material includes anything which is:
 - sexually explicit
 - hateful or discriminatory based on sex, race, religion, origin, sexual orientation, etc.
 - offensive
 - profane or using profane language
 - harassing or intimidating
 - illegal
 - otherwise not appropriate for school
4. Students will not use network resources to bully or harass any person. Bullying is more than just physical – it includes personal attacks, intimidation, gossiping, humiliating, negative comments, threats, harassment and other unkind online activity. These types of behaviours may lead to much more severe discipline under our schools' discipline policy.
5. Students will not vandalize any computer or computer system, or try to break computer security. This includes damaging or infecting any computer hardware, software, network, or information on them, including creating computer viruses. Students will not attempt to access any other students' or staff members' information, or any other "hacking" activity. Students will not attempt to access any website which is blocked.
6. Students will not download music, video, games or any software on school computers, unless specifically allowed for a school project.
7. Students will not use school computers to play games, including Internet games, or access Internet gambling sites.
8. Students will respect the copyright on all material accessed by the Internet and will not illegally download material. Remember that plagiarism is very serious and that materials from the Internet should be cited, just as you would cite other materials. You also agree that you will not illegally copy material protected under copyright law, or make that material available to others for copying, including software, music or video files.
9. Students will follow accepted rules of network etiquette. These include (but are not limited to) the following:
 - Students must be polite. Do not be abusive in your messages to others.
 - Students must use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - Students must not reveal personal information about themselves, family members, fellow students, teachers, friend or others over the Internet.

Notice to Students and Parents/Guardians

All Livingstone Range School Division No. 68 network accounts are the property of Livingstone Range School Division No. 68. Files may be inspected and copied and a history of visited sites and utilized services may be searched in the event of suspected violation of this Network Responsible Use Agreement, school rules, or of the policies and regulations of Livingstone Range School Division No. 68.