Dear Parents, July, 2016

Online activities can be exciting and engaging learning opportunities for students. Many students today already have access to technology at home and are eager to incorporate the use of laptops, computers and mobile devices into their learning environment. Because of their familiarity with technology they can quickly ‘pick up’ how to work within programs or apps to complete assignments and activities. The use of technology in the classroom allows for individualized learning and encourages students to be creative when providing evidence of their learning. This, in turn, results in deeper, more lasting understandings of the world around them.

There is, however, a risk involved in working online, specifically in sharing information and in having online activities tracked (whether for marketing purposes or other, more questionable reasons) and students and parents must be made aware of any risks the student might encounter during their time working online. In addition, students need to learn about privacy issues and copyright concerns in order to safely and ethically participate in a variety of activities online, something we will focus on during this summer school session.

The determination of risk vs. benefit for each tool, application or website is reviewed and assessed by the classroom teacher prior to embarking on any learning activity with students, however parents and students should also have a voice in determining suitable and safe activities for use in the classroom. As our class will be using a variety of online tools and resources in our learning this summer, it is important that you are aware of the risks involved in using each tool, understand the privacy practices of companies whose tools or websites we will be working with and are then able to make an educated choice as to whether you wish your child to participate in such known activities online or not.

Please review the attached permission form and privacy policy for a variety of sites we will use and if you agree that the benefits outweigh the risks, please complete and sign the permission form allowing your child to participate. If you do not want your child to have an online ‘identity’, participate in online activities, or if you would like your child to participate using an alternate name to protect their privacy, all are viable options and you simply need to indicate your wishes in the space provided on the permission form.

Your child’s safety in our learning environment, whether virtual or real, is of the utmost concern for us and we want to make every learning experience safe and enjoyable for every student. In order to do so we outline some ‘best practices’ in working online in class and review proper ‘netiquette’ on a regular basis. Please see the attached outline of specific privacy and safety rules we follow whenever we use technology in class. These rules outline proper posting practices, problem solving for unknown situations students may find themselves in as well as appropriate and inappropriate information for students to post online.

If you have any questions or concerns about the use of this technology in our class, please feel free to contact me at [kristin\_sward@sd33.bc.ca](mailto:kristin_sward@sd33.bc.ca). Together we can make this an engaging, exciting and safe learning experience for all students.  
Thank you, K. Sward

Parental Permission Information for Student Use of Online Resources

Name of School: Summer Learning 2016 Date: July 4, 2016 Sponsor Teacher: K. Sward

Online tool or resource to be used: [www.education.weebly.com](http://www.education.weebly.com)   
 <https://platform.everfi.net/teacher/home>

The Board of Education requires completion of this consent form for students participating in any student use of online resources that are (1) hosted / served by computers located outside of the Chilliwack School District and (2) require the use of usernames and passwords and / or store student-created content (SD33, 2013).

**Type of Online Resource**: Communication and Collaboration as well as Student Content Creation, Digital Citizenship studies

**Type of Online Resource Registration**: Teacher registration of student accounts

**Type of Online Resource Student Created Content Storage**: Student created online content is only available to teachers and students (as well as their parents) within this project group. Websites will be password protected

**Online Resource Review by Teacher**:

* Online Resource Privacy Policy Review (included with this form)
* Online Resource Advertising Review
* Online Resource Information and Authorization Form for Parent/Guardian created (SD33, 2013).

**Personal Information Collected by web resources:**

For the purposes of this summer school session, students will be given a generic login that will identify them using their first name only. Information such as age, gender, grade, school information, home address or telephone number or other contact information WILL NOT be required nor shared. Students have also been advised to not post pictures of themselves or other students in our class or school and not to include email addresses or usernames for other sites or apps on their personal webpages.

**Purpose of use**:

[www.education.weebly.com](http://www.education.weebly.com) will be used in our session for a variety of purposes. Students will build and maintain personal websites that will act as both a storage place for exemplars of their work (ePortfolio) as well as a place for them to journal or ‘blog’ about their learning experiences. They will also have the opportunity to comment on other students blogs as part of our peer review process. These educational sites are able to be viewed only by those who have the class password and are not available for public viewing online unless you have a password (our password is: sward). We will be able to use Weebly free of charge and the easy drag and drop feature to import data and multimedia files make it a user-friendly and easy to learn tool. In addition, students should not have to worry about advertisements on the page on which they are working that could be inappropriate or cause distraction.

<https://platform.everfi.net/teacher/home> is a digital citizenship resource that requires a student log in (other similar resources not requiring a log in will be used but no personally identifiable information will be shared). Students will use pseudonyms for accessing this content and no personal information will be shared. This online learning tool takes students through a series of seven modules covering topics such as computer and hardware needs, sharing information and pictures online, creating strong passwords and the ‘viral’ world that we live in where anything posted online is accessible and share-able. It is a great resource for students to learn about proper safety practices online.

**Outline of Risks:**

Information added to a site like Weebly or Everfi is stored and hosted on company servers which are located in the U.S. This means that any information added to student sites is potentially viewable and trackable under the jurisdiction of the US Patriot Act (2011). This adds privacy concerns to our work and students will be learning about appropriate and inappropriate content for their websites. Student sites will be password protected and in order to maintain the privacy of our classroom websites it is imperative that students do not share the password with anyone other than their parent, and that parents not share the password with others, thus making the sites openly accessible. Also, it is again noted that no personally identifiable information or images will be shared with any site aside from the student’s first name used on their Weebly site.

Alternate activities will be provided for students who do not receive parental consent for use of online resources. These activities will complement work being completed by other students online and will be marked using the same guidelines for content and creativity.

In the event that there is a breach in privacy controls or any information becomes accessible to any user of the website, or in the event that inappropriate content is posted on student websites access to the sites will be locked immediately, the principal and parents will be advised of the issue accordingly and the inappropriate content or use will be contained and removed. Additional class discussions will be held in order to help students understand the issue, the concern and the proper way to rectify the situation without providing specific details or identifying information.

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Signature of participating teacher Signature of Principal

Please sign and return the following permission slip. Note: by signing you agree that you have read the accompanying information package and agree to the terms outlined within.

Parental Consent for Student Use of Online Resources

Name of School: Summer Learning 2016 Date: July 4, 2016 Sponsor Teacher: K. Sward

Online tool or resource to be used: [www.education.weebly.com](http://www.education.weebly.com)   
 <https://platform.everfi.net/teacher/home>

The Board of Education requires completion of this consent form for students participating in any student use of online resources that are (1) hosted / served by computers located outside of the Chiliwack School District and (2) require the use of usernames and passwords and / or store student-created content (SD33, 2013).

I, \_\_\_\_\_\_\_\_\_\_\_, give permission for my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to participate in using [www.education.weebly.com](http://www.education.weebly.com), and <https://platform.everfi.net/teacher/home> in the classroom to blog, comment on classmates blogs, post exemplars of their work and participate in an online digital citizenship series of lessons in order to improve digital literacy understandings and skills.  
Or:  
I, \_\_\_\_\_\_\_\_\_\_\_, give permission for my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to participate in using [www.education.weebly.com](http://www.education.weebly.com), and <https://platform.everfi.net/teacher/home> in the classroom to blog, comment on classmates blogs, post exemplars of their work and participate in an online digital citizenship series of lessons in order to improve digital literacy understandings and skills. I request that \_\_\_\_\_\_\_\_\_\_ be able to participate in these activities under a pseudonym or avatar that will not reveal their identity online.  
Or:  
I, \_\_\_\_\_\_\_\_\_\_\_, DO NOT want my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to participate in using [www.education.weebly.com](http://www.education.weebly.com) and <https://platform.everfi.net/teacher/home> in the classroom to blog, comment on classmates blogs, post exemplars of their work and participate in an online digital citizenship series of lessons in order to improve digital literacy understandings and skills during class time and would prefer an alternate activity be provided for them to complete.

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Signature of Parent Date Student Name

**Privacy Policy**

**Privacy Policies for the above noted sites are available at:**

**Weebly:** [**http://education.weebly.com/privacy/**](http://education.weebly.com/privacy/)

**Everfi:** [**http://www.everfi.com/legal/privacy**](http://www.everfi.com/legal/privacy)

Privacy and Safety Rules we recognize in our class as ‘Best Practices’

* Students will be respectful of others using computer, iPods or other audio-visual equipment.
* Cyber Bullying is bullying which is carried out through an Internet service such as email, chat room, discussion group or instant messaging; or through mobile phone technologies such as short message services (SMS). It may also include inappropriate use or distribution of images, videos or audios of another person.
  + Any form of cyberbullying will not be tolerated under any circumstances.
* If a student accidentally accesses inappropriate content, they should move on without drawing unnecessary attention, or inform the teacher quietly if needed.
* Students will not access chat-rooms or social networking sites and will not give out any personal details over the Internet.
* Students will always be respectful of others (SD33, 2011)
* The following is prohibited:
  + Pornographic, obscene, or vulgar content
  + Downloading, uploading, sending, or importing inappropriate content
  + Illegal use or transfer of copyrighted materials to a school owned computer
  + Sharing of any passwords for any reason, other than with staff member. (SD33, 2011)
* Students may only post content within the rules and restrictions put in place by a school or teacher, or by government legislation such as the British Columbia Freedom of Information and Personal Privacy Act (FOIPPA).
* Students may not post or send any personal information that may be damaging, threatening or dangerous to themselves or to others.
* Social networking may only occur within provided or approved systems.
* Users are prohibited from sharing their passwords with any other user, or permitting others to use their access accounts. Account holders are responsible for all activity within their account.
* Users must be aware of and actively protect their own personal safety while using the information technology. (SD33, 2013)
* Students will, at all times, use the technology in a privacy-sensitive manner, refraining from including their or any other identifiable individuals’ personal information in posts, instant messages and email exchanges. Specifically,
  + students will not post or share their or anyone else’s full name, home address, personal email address, telephone number, gender, birthdate/age or other potentially identifying information.
  + students will not make statements or express opinions about their or any other identifiable individual’s personal life or character.
  + students will not post or share information, images, audio or video belonging to or identifying other individuals without first seeking their permission and obtaining their consent.
* Students will immediately report any potential, foreseeable or actual privacy invasions to the instructor so that the problem, breach or error can be addressed and rectified. (VIU, 2011)
* Students will remember that blog posts must be readable and deemed appropriate by their teacher for all students in our school.
* Students will not accept unsolicited comments or requests from people they do not know or users who are not members of our class
* Students will not post links to sites that could pose a risk or be deemed inappropriate for viewing by other children in our school