
**ACCEPTABLE USE OF INFORMATION AND COMMUNICATION TECHNOLOGY
RESOURCES
STUDENT APPLICATION AND AGREEMENT FORM**

Directions:

After reading the Regulations governing “*Acceptable Use of Information and Communication Technology Resources*”, please complete the appropriate sections of the following contract. The signature of a parent or guardian is also required.

I have read the policies and procedures of the regulations governing “*Acceptable Use of Information and Communication Technology Resources*”. I further understand that violation of the regulations is unethical and may constitute a criminal offence. Should I fail to comply with all the regulations, my access privileges may be revoked and school disciplinary action may be taken and/or appropriate legal action taken.

LAST NAME: _____ FIRST NAME: _____
(PRINT) (PRINT)

START DATE: ____/____/____

EXPECTED YEAR OF GRADE 12 GRADUATION: _____

SIGNATURE: _____ DATE: ____/____/____
(Signature required for students age 12 and older)

PARENT OR GUARDIAN (a parent or guardian must also read and sign this agreement)

As a parent or guardian of this student, I have read the procedural guidelines of the Regulations governing “*Acceptable Use of Information and Communication Technology Resources*”. I understand that this access is designed for educational purposes and the Huron-Superior Catholic District School Board has taken reasonable precautions to eliminate controversial materials. I also recognize that it is impossible for the Board to restrict access to all controversial materials acquired on the network. Further, I accept full responsibility for supervision if and when my child’s use is not in a school setting.

I hereby give my permission to issue an account for my child and certify that the information contained in this form is correct.

PARENT OR GUARDIAN: (PRINT) _____

SIGNATURE: _____ DATE: ____/____/____

When your account is established, your site administrator will notify you of your user name and user password.



PROCEDURAL GUIDELINES
GOOGLE G-SUITE

Definition:

The Huron-Superior Catholic District School Board is using Google Apps for Education in grades K-12. These accounts are used for school-related projects and will provide students with very powerful collaboration and sharing tools, including Spreadsheets, Documents, Forms and Presentations.

The email feature on all Google Apps accounts has been restricted to only allow students to send/receive to/from other @hscdsb.on.ca accounts.

The Board encourages the use of student K-12 Google Apps accounts as an effective and efficient way to improve communication between students and staff. The primary purpose of student Google Apps is to support teaching and learning.

Google Apps Account

All K-12 students are assigned an @hscdsb.on.ca student Google Apps account. Students login using their first 3 characters of their first name followed by first 8 characters of their last name followed by the first 3 digits of their OEN number @hscdsb.on.ca.

Example: Michael Mackenzie (OEN #: 999 555 111) = mickmackenzi999@hscdsb.on.ca

Prohibited Conduct:

- Participating in unlawful activities, including forwarding and copying materials without permission.
- Misrepresenting the Huron-Superior Catholic District School Board.
- Sending an attachment that contains a virus.
- Sending emails with any libelous, defamatory, offensive, racist or obscene remarks.
- Disguising or attempting to disguise one's identity when sending an email.
- Attempting to send an email to any domain/address other than @hscdsb.on.ca.
- Engaging in incidents of cyber-bullying* or inappropriate actions while using one's account.

Access Restrictions:

Access to and use of Google Apps is considered a privilege at the discretion of the Huron-Superior Catholic District School Board. The Board maintains the right to immediately withdraw the access and use of Google Apps when there is reason to believe that violations of policy or law have occurred. In such cases, the alleged violation will be referred to the school principal for further investigation and adjudication.

Security:

Huron-Superior Catholic District School Board cannot and does not guarantee the security of electronic files located on the Google Apps system.

Privacy:

Huron-Superior Catholic District School Board and all users should treat electronically stored information in individuals' files as confidential and private. There is an acknowledged trade-off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources. In the normal course of system administration, system administrators may have to examine activities, files, and electronic documents to gather sufficient information to diagnose and correct problems with system software and/or hardware.

Users of Google Apps accounts are strictly prohibited from accessing files and information other than their own. The Board reserves the right to access the @hscdsb.on.ca Google Apps systems when there is reasonable suspicion that unacceptable use has occurred.

Questions:

If you have any questions or comments about these acceptable use guidelines, please contact Patrick Pelletier (Manager of Information Technology) at 705-945-5650, or via email at patrick.pelletier@hscdsb.on.ca

DECLARATION

I have read, understand, and acknowledge receipt of the K-12 Google Apps for Education policy. I will comply with the guidelines set out in this policy and understand that failure to do so might result in disciplinary action.

Parent/Guardian:

I _____ give permission for my child to be assigned an
(Please Print) @hscdsb.on.ca Google Apps account

Student name: _____
(Please Print)

Parent signature: _____

Student:

I agree to adhere to the guidelines stated above for use of my @hscdsb.on.ca Google Apps account.

Student signature: _____



IDENTIFICATION OF STUDENTS FOR SCHOOL RELATED ACTIVITIES

It has been the practice of the Huron-Superior Catholic District School Board to recognize and affirm its students by way of announcements, Honour Rolls, displays, mention in newsletters, public media, awards, assemblies, and so on. Names may also appear on graduate lists, in printed programs and yearbooks. This recognition has always been a regular part of our schools' operations.

However, in order to ensure protection of individual privacy, your written consent is required for any publications of names and/or photographs. For students under the age of 18, consent from a parent/guardian is required. A student who is 18 years of age or over may give his or her own consent. You are therefore requested to read and sign the attached consent form.

Questions regarding this issues should be directed to the School Principal, or you may contact the School Superintendent.

PARENT/GUARDIAN

I give my consent for the name, photograph and details of achievement of my child(ren) _____, to be displayed and/or published internally (Board newsletters, website, etc...) or externally (various media) for recognition and affirmation purposes. Yes No

I give my consent with the following restriction(s):

Parent/Guardian Signature

Date

Please Note:

This consent will be deemed to be in effect until further notice.
Please contact the school immediately if there are any circumstances which affect the status of this consent.

ENTRY DATE

REMOVAL DATE

NOTE: This form is to be completed upon Registration.