



115490

Student Acceptable Use Agreement and Parent Media Release Form

A. Internet Use Parent Advisory

The St. James-Assiniboia School Division strongly believes that technology and access to the internet are valuable resources that teachers will use as a means to extend and enhance the learning experiences in the classroom. As such, you may expect your child to have regular access to the technology available in their school and in turn, access to the internet.

Additionally, all St. James-Assiniboia students will be supplied with a Division managed Office 365 account providing them with an email address, cloud based document storage and a set of productivity and collaboration tools that can be used at school and at home.

These resources are being provided to students with the understanding that they will be used for educational purposes only and all such use will abide by the following Division policies:

- Acceptable Student Use of Digital Technologies and Electronic Communications (Policy IJNDC and Regulation IJNDC-R)
- Acceptable Student Use of Digital Technologies and Electronic Communication (Exhibit: IJNDC-E-2)
- Student Conduct (Policy JK)

B. Student Acceptable Use Agreement

I have read, or will ensure that I read, and agree to comply with the Division policies (IJNDC, IJNDC-R, IJNDC-E-2, JK) regarding my responsibilities as a St. James-Assiniboia School Division student as they pertain to my use of Information Technology. I understand and agree that access to technology as provided by the School Division is to be used for educational purposes only, that there is no expectation of privacy, and that the Division has the right to access and monitor the information in the accounts.

School: _____

Student Name: (Print) _____

Grade: _____

Student Signature: _____

As a parent or guardian of the above student, I have read, or will ensure that I read, and agree to support the Division's Student Acceptable Use Policies. (IJNDC, IJNDC-R, IJNDC-E-2, JK) *(Parent or guardian signature required for students less than 18 years of age)*

Name of Parent or Guardian: (Print): _____

Signature of Parent or Guardian: _____

Date: _____

Revised May 1, 2018

Note: Parents and/or students will be asked annually to sign off on Section B of IJNDC-E1 on the School Registration Form. For students who turn 18 years of age during the school year, the school will ensure that the student signs a new media release prior to their 18th birthday.

Approved: Feb 2008, Motion 03-04-08, Revised Aug 27, 2013 Motion 13-07-13, Revised April 12, 2016 Motion 01-12-16, Revised Dec. 13, 2016 Motion 20-02-16

This personal information is collected under the authority of the Public Schools Act and the Freedom of Information and Protection of Privacy Act (FIPPA), and will be used for the purpose of general administration. If you have any questions about the collection of this information contact the Access and Privacy Officer, St. James-Assiniboia School Division, 2574 Portage Avenue, Winnipeg, MB R3J 0H8, (204) 888-7951.



C. Print and Digital Media Release Form

The St. James-Assiniboia School Division recognizes that print media, digital media and the internet provide an ideal means to showcase, celebrate and promote school and Divisional activities and share student work with other students, parents/guardians, staff and the global community.

At the same time, however, the Division remains committed to protecting the privacy and safety of all students. For this reason, the Division has established a protocol for the publication, broadcast and distribution of print and digital media under regulation IJNDBA-R and policy IJNDBA.

School Division managed / sanctioned online sites are defined as:

- the Division website;
- school websites;
- teacher websites;
- teacher blogs;
- School Division sanctioned social media tools (as defined in policy GBEE)
- School-wide moderated public social media networks (as defined in policy GBEE)

The School Division requires parent/guardian consent for the use of their child's photograph, video or audio recording, samples of their child's work and the use of their child's name under the circumstances detailed below.

1. Use of Student Photograph and Name in Print and/or Digital School Yearbook*

The following may appear in print or digital versions of the school yearbook:

- Student photographs
- Video and/or audio recordings of students
- Students may be identified by first and last name

*The term School Yearbook may also include any similar print or multimedia "school souvenir" collection to be distributed to the student body or a smaller group thereof.

2. Publication of Student Photos, Student Work Samples, Video /Audio Recordings and Use of Student Names

For the purposes of highlighting and celebrating events and activities in the school, student photographs and samples of student work may appear:

- in the printed version of the school newsletter.
- in any printed promotional material for the School Division.
- in the local community or city newspaper.
- in the online version of the school newsletter which is posted to the school website.
- on publicly accessible School Division managed /**sanctioned** online sites **as defined above**.

Video and/or audio recordings of student activities or events may appear:

- in any multimedia promotional material for the School Division.
- on publicly accessible School Division managed /**sanctioned online sites defined above**.
- on television and/or radio broadcasts.



NOTE: At times, schools may choose to stream public events such as sports games, awards ceremonies or music concerts to the internet. As these events are public in nature, privacy legislation does not require the School Division to obtain parental consent to stream the event. The school will advise parents, however, when such events are being streamed to the internet.

Publication of Student Names

Students will only be identified by first name in any of publishing formats described above. In cases where a student is being recognized for a local, provincial and/or national award, both first and last names may be used.

Media Release Form Signatures

Please indicate your media release preferences and sign below. If you have any questions or require clarification related to the media release, please speak with your school administrator.

1. Permission for School Yearbook Use

- ☐ **YES, I DO** grant the St. James-Assiniboia School Division permission to publish and distribute my child's (or my) photograph or video/audio recording in the print or digital version of the school yearbook.
- ☐ **NO, I DO NOT DO** grant the St. James-Assiniboia School Division permission to publish and distribute my child's (or my) photograph or video/audio recording in the print or digital version of the school yearbook.

2. Permission for All Other Media Use

- ☐ **YES, I DO** grant the St. James-Assiniboia School Division, and other media outlets as described, permission to publish my child's (or my) photograph, work samples, video and or audio recordings and name as per the guidelines detailed above.
- ☐ **NO, I DO NOT** grant the St. James-Assiniboia School Division, and other media outlets as described, permission to publish my child's (or my) photograph, work samples, video and or audio recordings and name as per the guidelines detailed above.

Name of Parent or Guardian: (Print): _____
(Required for students less than 18 years of age)

Signature of Parent or Guardian: _____
(Required for students less than 18 years of age)

Date: _____

Name of Student: (Print): _____
(For students 18 years of age or older only)

Signature of Student: _____
(For students 18 years of age or older)

Date: _____

Note: Once dated and signed, this form shall remain in effect for the current school year or until consent is revoked.
You may, at any time, amend this form by notifying (in writing) the school principal of the change.
Consent of parents/guardians may be withdrawn at any time.