

Kate Andrews H.S.  
2018/2019 School Year

# PALLISER REGIONAL SCHOOLS Student Registration Form

FOR OFFICE USE ONLY

Local ID: \_\_\_\_\_

ASN: \_\_\_\_\_

ENTRY DATE: \_\_\_\_\_

## STUDENT INFORMATION (Please Print Clearly)

School: \_\_\_\_\_ Resident school board: \_\_\_\_\_  
(if other than Palliser)

Legal Name: \_\_\_\_\_  
First Middle Last

AKA Surname: \_\_\_\_\_ AKA Given Name: \_\_\_\_\_  
(Name by which the student is commonly known in the family and community)

Birthdate: \_\_\_\_\_ Home phone: \_\_\_\_\_  
YYYY/MM/DD

Gender:  M  F

The student's Birth Certificate, Canadian Citizenship Certificate, Passport, Visa, Permanent Landed Immigrant document or other official document must be given along with this form in order to register. A photocopy will be placed in the Official Student Record.

Name of official document (please specify): \_\_\_\_\_

Mailing address: \_\_\_\_\_  
(House and Street or Box Number) (City/Town) (Province) (Postal Code)

911 Emergency Services address (if different): \_\_\_\_\_

If no 911 address, provide Legal Land Description: \_\_\_\_\_  
Qtr. Sect. Twnshp Range

Last school attended: \_\_\_\_\_ Location (City/Town/Province): \_\_\_\_\_

School jurisdiction: \_\_\_\_\_ Grade: \_\_\_\_\_ last completed or \_\_\_\_\_ current

## PRIORITY CONTACT INFORMATION

Contact 1 (parent/guardian)

First & last names: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Business phone: \_\_\_\_\_

To receive school newsletters and other school correspondence by email, please provide an address (optional)

Email address: \_\_\_\_\_

Contact 2 (parent/guardian)

First & last names: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Business phone: \_\_\_\_\_

To receive school newsletters and other school correspondence by email, please provide an address (optional)

Email address: \_\_\_\_\_

Student is living with (check all that apply)  Contact 1  Contact 2  Other \_\_\_\_\_

If school staff are required to enforce a custody or restraining order, a copy MUST be submitted to the school.

## MEDICAL INFORMATION

Medical information (allergies, medical conditions, etc.): \_\_\_\_\_

If school staff will be required to administer medication, please request the appropriate form from the school office.

## EMERGENCY CONTACT INFORMATION

First & last names: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Business phone: \_\_\_\_\_

In the event the parents/guardians listed as Contact 1 and 2 are unavailable, please provide an emergency contact person. Please ensure the contact person you provide is advised that their name has been provided for this purpose.

## CITIZENSHIP

Is the student a Canadian citizen?  Yes  No Birth country, if not Canada: \_\_\_\_\_

Citizenship, if not Canadian:  Permanent Resident/Landed Immigrant  Child of a Canadian Citizen  Child of a lawfully admitted permanent or temporary resident  Refugee Claimant

Student Authorization - Study Permit Study Permit Expiry Date: \_\_\_\_\_

YYYY/MM/DD

## FRANCOPHONE ELIGIBILITY

The exercise of Francophone eligibility rights refers to instruction in a Francophone school, NOT a French Immersion school. According to the School Act and Section 23 of the Canadian Charter of Rights and Freedoms, a student is eligible for instruction in a Francophone school if at least one parent is a Canadian citizen and one of the following three conditions exists:

- Either parent's first language learned and still understood is French, or
- Either parent has received their primary school instruction in Canada, in French, or
- One or more of the parent's children has received or is receiving primary or secondary instruction in French in Canada

Does your child have Francophone Eligibility?  Yes  No

In Alberta, parents can only exercise this right by enrolling their child in a French first language (Francophone) program, offered by a Francophone Regional authority. Contact the school office for a listing of Francophone authorities.

## ABORIGINAL SELF-IDENTIFICATION

If you wish to declare the student is Aboriginal, please selection one:

First Nation (Status)  First Nation (Non-Status)  Metis  Inuit

For further information, please refer to <https://education.alberta.ca/systme-supports/results-reporting/> or contact Alberta Education at 780-427-8501.

If you have questions regarding the collection of student information by the school board, please contact the Palliser Regional Schools Superintendent at 403-328-4111.

## ENGLISH AS A SECOND LANGUAGE (ESL) ELIGIBILITY

A student may be eligible for ESL support when the language spoken mainly at home is a language other than English. ESL students can be Canadian born or foreign born.

Do you think your child would benefit from ESL support?  Yes  No

Do you need assistance with interpretation?  Yes  No

Language mainly spoken at home \_\_\_\_\_

## SIBLING INFORMATION

If the student has siblings attending other schools in Palliser, please list name, birthdate (YYYY/MM/DD) and school:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

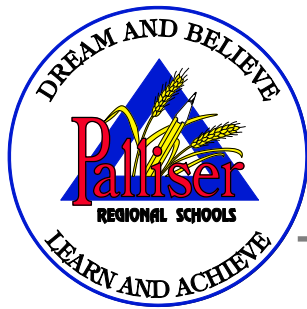
## CERTIFICATION

I hereby certify that the information provided on this form is true, correct and complete to the best of my knowledge and belief. I also certify that I have received and read the brochure explaining the implications of the Freedom of Information and Protection of Privacy (FOIPP) Act, and I am aware of the uses that will be made of personal information collected herein:

\_\_\_\_\_  
Signature of Parent/Legal Guardian/Independent Student

\_\_\_\_\_  
Date

*"Together we will ensure learning success for all students to develop their unique potential as caring citizens in a changing world."*



# Palliser Regional Schools

Freedom of Information and Privacy  
(FOIP) Package  
Please retain for future reference

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## ***Parents/Guardians Please Read Carefully***

The *Freedom of Information and Protection of Privacy Act* requires that consent be obtained for the collection and use of personal information that is not authorized under the *School Act*. Palliser Regional Schools believes that the uses listed below are part of a vital, healthy and functioning school and participation of all students is important and encouraged.

Personal information means recorded information about an identifiable individual that may include but is not limited to: student name, age, grade, address, phone number, etc. As part of the school's digital citizenship plan, students will be taught to limit, and consider the privacy implications, of sharing their personal information online.

The following are some examples of how personal information may be used by Palliser Regional Schools. This list is not intended to be all-inclusive.

- Student records, report cards, attendance
- Photographs or videos ( e.g. individual, class, team, club) that feature students and are used within the school
- School newsletters
- Yearbooks, identification cards, library cards
- Classroom or program assignments and activities
- Assignment of a Palliser Gmail account and the use of educational tools such as Google Suite (GSuite)\*\*, which may require student information to log-in
- Parent/guardian contact information for absenteeism, emergencies, etc.
- Transportation services
- School-sponsored activities such as fine arts productions, presentations, fairs, celebrations, clubs, sports activities, field trips
- To determine eligibility or suitability for an award, scholarship, athletic program, etc.
- Video surveillance cameras on school buses or at schools
- Law enforcement and or matters relating to safety and security

\*\* Google Suite (GSuite) is used to communicate and collaborate electronically. GSuite includes Google Drive, Sites, Groups, Gmail and Calendar. All other public and third party apps are not available through GSuite.

Parent/guardian consent is required for student information to be used for purposes beyond educational programming and student safety. See the following form: **CONSENTS FOR INFORMATION DISCLOSURE**

Parents and independent students are under no obligation to provide consent by signing these forms. Consent may be withdrawn at any time by notifying the school principal in writing.

If you have any questions about the collection or the intended uses of this information, please contact the school principal.

**Please note:** *Photos, videos or images of students attending or participating in school activities (e.g. sporting events, concerts, cultural programs, clubs, field trips, graduation or other ceremonies), which are open to the public, may be taken by anyone in attendance without prior consent. Palliser Regional Schools cannot control or prevent the further distribution or use of these photos, videos, images or other personal information by those who access the information. Information posted online may be transmitted to and stored on servers outside Palliser Regional Schools, including locations outside of Alberta and Canada. Palliser Regional Schools cannot guarantee protection of information against possible disclosure resulting from illegal activity or under foreign access laws.*

## ***Frequently Asked Questions***

### **Why am I being asked for personal information about me and my child on the school's registration form?**

The school requires this information in order to provide an education and a safe learning environment as required by the *School Act* and Alberta's *Freedom of Information and Protection of Privacy Act (FOIP)*.

### **What does that mean?**

Examples as to how this information may be used include:

- receive education funding from the Government of Alberta;
- check on the child if they are absent;
- create newsletters or yearbooks for the school;
- recognize your child's achievement on an honour roll; and
- manage and validate school passwords and email accounts.

### **Will pictures or videos be made of my child without my permission?**

Your child's teacher may wish to take pictures or videos for use within the school community. If you signed the **Internet /Website and Media Information Disclosure Consent**, pictures or videos may be posted on public websites or shared outside of the school community. Your school or classroom teacher will provide additional information as required.

### **What if the media comes to the school?**

Your child will not be recorded by the media unless you sign the **Internet /Website and Media Information Disclosure Consent** allowing this to take place. However, if your child is on a field trip at a public place, photos may be taken by the public or the media without permission. If this is a concern for you, please let the school know.

### **Will my child's picture or name be on the Internet?**

If you signed the **Internet /Website and Media Information Disclosure Consent**, pictures or videos may be used on public, external websites or shared outside of the school community. Your school or classroom teacher will provide additional information as required.

### **Will I be contacted by the school council or does my school council have my contact information?**

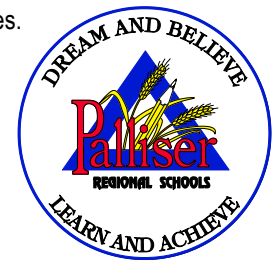
Only if you have given written consent to the school by signing the **School Council Information Disclosure** to allow this information to be shared with the school council.

### **I have additional concerns about my child's information being shared. How do I let the school know?**

Contact the principal about your concerns.

### **What GSuite (Formerly known as Google Apps for Education – GAFE)?**

GSuite provides an online environment for students to collaborate and work in. The following Apps are available for students: drive, sites, groups, Gmail and calendar. There is no advertising and the information is not made public. Access to Google Apps accounts and the content is only for registered Palliser Regional Schools students.



# Palliser Regional Schools

## CONSENTS FOR INFORMATION DISCLOSURE

Please return this form to the school. If this form is not returned, your child's personal information will not be used for any other purposes than indicated in the FOIP package

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

School Year: \_\_\_\_\_

### Copyright Release

Student may have their work recorded and taped (e.g. drama class); have their work displayed (e.g. Art); or have his/her work reproduced for non-profit, educational purposes. Their production(s)/work(s) may be shown at educational displays during an open house, in-service sessions and other school-related activities at school or School Board sites, or at school or School Board sponsored displays in the community, or used in a school publication.

\_\_\_\_\_ I give my consent to the information disclosures as described above.

\_\_\_\_\_ I do not give my consent to the information disclosures as described above.

I understand that this consent is valid for this current school year only.

\_\_\_\_\_  
Signature of Parent/Guardian/Independent Student

\_\_\_\_\_  
Date

### School Council Information Disclosure

The school has a School Council which represents the parents and engages in activities of the school. The school will normally make the parent/guardian name, phone number and mailing address, as well as the student's name and grade level, available to the School Council for contact purposes.

\_\_\_\_\_ I give my consent to the information disclosures as described above.

\_\_\_\_\_ I do not give my consent to the information disclosures as described above.

I understand that this consent is valid for this current school year only.

\_\_\_\_\_  
Signature of Parent/Guardian/Independent Student

\_\_\_\_\_  
Date

### Internet /Website and Media Information Disclosure Consent

From time to time, media may cover events or activities at your child's school or Palliser Regional Schools may post student activities on Divisional/School websites, Facebook or other social media. Whether or not you have concerns about your child participating in media coverage at school (being photographed, videotapes, interviewed) it is important that we know your wishes. Internet, website and media coverage may include the use of your child's name and photograph for publication on the internet. (Note: School concerts and other events where parents and the public will be attending are generally considered public events which mean that anyone, including the media, could take photographs without first obtaining consent.) This consent will be used when any of the following information is posted on social media sites on the internet.

\_\_\_\_\_ I give my consent to the information disclosures as described above.

\_\_\_\_\_ I do not give my consent to the information disclosures as described above.

I understand that this consent is valid for this current school year only.

\_\_\_\_\_  
Signature of Parent/Guardian/ Independent Student

\_\_\_\_\_  
Date

**Request for Consent – Electronic Communication**

In order to keep you up-to-date on the latest school news and events please provide your consent below. We want to keep you informed about relevant school news, information items and updates, events, meeting, fundraising activities, announcements and similar activities, through email or other electronic communications which may contain related offers, registration fees, tickets, advertisements, promotions or similar information.

If you wish to receive the above communications from us, please complete the form below:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Yes, I want to opt-in to receive electronic communications from Palliser Regional Schools

\_\_\_\_\_ No, I do not want to receive electronic communications from Palliser Regional Schools

I understand that this consent is valid for this current school year only.

If you wish to withdraw your consent and unsubscribe from our electronic communication at any time, please contact your child’s school.

\_\_\_\_\_  
Signature of Parent/Guardian/ Independent Student

\_\_\_\_\_  
Date

# Palliser Regional Schools

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT



As a local public body, Palliser Regional Schools is subject to the *Freedom of Information and Protection of Privacy (FOIP) Act*. We respect your privacy and are committed to protecting the personal information you share with us.

### **The FOIP Act is designed to ensure that:**

Palliser Regional Schools provides the public with access to information while protecting individual (personal) privacy.

### **The Five Basic Principles of FOIP are:**

- The public has a right to access records held by Palliser Regional Schools, subject to some exceptions.
- Palliser Regional Schools must collect, use, protect, and disclose personal information in accordance with the *FOIP Act*.
- You have the right to access information about yourself, subject to some exceptions.
- You have the right to request a correction to your personal information if it is not accurate.
- You have the right to an independent review of the decisions made by Palliser Regional Schools under the *FOIP Act*.

### **Accessing Records**

Palliser Regional Schools has always made information available to students, parents/guardians, employees, and the public. Most information can be obtained outside of the *FOIP Act* by asking the school or department in charge directly.

The *FOIP Act* is complementary to and does not replace existing procedures for obtaining information held by Palliser Regional Schools. However, any routine disclosure of personal information by Palliser Regional Schools must comply with the *FOIP Act*.

### **Collecting and using personal information**

When we collect information about you, we will explain how we intend to use it. We will limit the information we collect to what we need for those purposes, and we will use it only for those purposes. If you choose to provide us with personal information in an email or by filling out a form and submitting it to us through our website, we will use that information to respond to your message and to help us get the information you have requested.

### **Protection of Privacy**

You have the right to privacy. Your personal information includes such things as your name, address, age, gender, educational history, and student or employee ID number. All the personal information provided to us, whether on a student registration form or in another format, is considered private, is treated with confidentiality, and is kept secure. Only the staff that requires the information to do their job will have access to your personal information. In circumstances defined by the *FOIP Act*, we may be obligated to provide personal information to another organization.

### **Releasing your Information**

We will only release your personal information to third parties in limited circumstances authorized under section 17(2) and 40 of the *FOIP Act*. Some of these circumstances are:

- where we have your written consent, or
- to those departments within Palliser Regional Schools who assist us in serving you, or
- where we are required or permitted by law to do so.

We give a limited amount of information, only as necessary, in support of these limited circumstances.

### **The Right to Review your Personal Information**

We will give you access to the information we retain about you upon written request. If you require other information, simply contact the school or appropriate department. We will ask you specific details such as your name and address in order to assist with your request.

### **Keeping Personal Information Accurate**

We make every reasonable effort to keep your personal information accurate and up to date. You can help by keeping us informed of any changes: for example, if you have a new address or telephone number. If you find any errors in the personal information we hold about you, please let us know so we can correct the errors immediately.

### **Making a FOIP Request**

Please contact the school or department directly to request information before making a formal FOIP request. A FOIP request is considered the last alternative in the acquisition of information. If the requested information is withheld and the explanation for why it is being withheld is unsatisfactory, a request can be made under the *FOIP Act*.

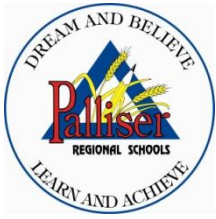
An applicant has the right to formally request information or escalate the complaint to the Office of the Information and Privacy Commissioner (OIPC). An individual may contact the OIPC with questions or concerns at any time, either prior to or during the process.

**What if I have questions or concerns?** If you have any questions about the collection, use or disclosure of information collected in this registration process or on any matters of access or privacy, please contact:

FOIP Coordinator  
Palliser Regional Schools  
101, 3305 18 Ave. N., Lethbridge, AB T1H 5S1

Phone: (403) 328-4111  
1-877-667-1234  
Fax: (403) 380-6890

Updated December 5, 2016



As the parent or legal guardian of the student listed below, I have read, reviewed and discussed the terms, conditions and responsibilities stated on the reverse of this page as well as **Administrative Procedure 140** (accessible on the Palliser web site) with him/her. Further, unless I advise the school to the contrary, in writing, this authorization shall continue henceforth for the current school year and shall be renewed annually. Having understood and acknowledged these stated conditions, I hereby:

**I. Basic Student Access to Networked Systems for Educational Use** (check ✓ one):

- Grant permission for my son/daughter to access electronic information services provided by Palliser Regional Schools for educational purposes. Should I wish to revoke this permission at some future date, I understand that I will be responsible for communicating such a decision, in writing, to the school principal.
- Decline to permit my son/daughter to access any electronic information services as part of his/her educational program.

I/We confirm that I/we have discussed with our son/daughter his/her responsibilities as a student as described in this document and have discussed with my son/daughter that he/she is responsible for complying with the expectations set out in this document and may be disciplined for failure to do so.

School: \_\_\_\_\_ Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As a student user of Palliser Regional Schools electronic information resources, I have discussed my responsibilities as a student as described in this document with my parent(s)/guardian(s). I accept and understand that I am responsible for complying with these expectations.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**II. Permission to Electronically Publish Student Work** (check ✓ one):

- Grant permission for student work completed by my son/daughter to be published electronically beyond the school site, provided that a copy of the work in its finished form is shared with me prior to publication. I understand that such works will include no personal/private information (i.e., surname(s), home address, telephone number) and include a copyright notice prohibiting the copying of such work without my permission. Should anyone request permission to copy, such requests will be forwarded to me for a decision.
- Do not wish to have work completed by my son/daughter published electronically at this time.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, the student, also give my permission for electronically publishing my work.

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **PARENTAL PERMISSION FORM FOR STUDENT ACCESS TO ELECTRONIC INFORMATION LEARNING RESOURCES**

### **OVERVIEW**

Palliser Regional Schools provides opportunities for students to access electronic information for educational purposes. To gain access to electronic information such as local area networks, e-mail and the Internet, all students under the age of 18 years must obtain parental permission and must sign and return this form to their school. As legal adults, independent students (as defined by the School Act, Section 1(1)(m)(ii)) may sign their own forms.

Access to e-mail, Google Apps for Education, and the Internet will enable students to explore thousands of libraries and information sites. Palliser Regional Schools filters and monitors student electronic activity (e.g., e-mail filtering and webpage scanning). Palliser Regional Schools believes that the benefits to students gained by accessing electronic information beyond the immediate school site, in the form of information resources and opportunities for collaboration, exceed any potential disadvantages. In the best interests of students, Palliser Regional Schools will employ the use of a recognized system software program which will normally not permit access to inappropriate (offensive, obscene, illegal) external electronic sites. However, despite such a safeguard, parents should be aware that some material accessible via this worldwide network **may** still contain information that may be illegal, defamatory, inaccurate or potentially offensive to some people.

Parents and guardians of minors have the primary responsibility for setting and conveying the standards, beliefs and ethics that their children should follow when communicating with other persons or when using media and information services. To that end, Palliser Regional Schools supports and respects each family's right to decide whether or not to apply for access.

### **STUDENT RESPONSIBILITIES**

1. Students are responsible for demonstrating acceptable behaviour when using school electronic technology, just as they are in a classroom or a school hallway. Electronic communications are often public in nature, and therefore, general school rules regarding behaviour and communications shall apply.
2. Electronic access is provided for students to conduct research and communicate with others for educational purposes. Such access is provided to students who agree to act in a considerate and responsible manner. Parental permission prior to use is required. Access must be recognized and accepted as a privilege - not a right. Access entails responsibility by the user.
3. Individual users of electronic technologies are responsible for their behaviour and communications. All students who are granted access to Palliser computer technologies must comply with division and school standards and must honour the agreements they have signed.
4. Electronic information storage areas will be treated like other school property such as textbooks, school desks or lockers. System or school personnel may review files and communications to maintain system integrity and ensure that users are using the system responsibly. No file stored on the division servers or Google Drive is private. Palliser may monitor this data storage at any time and will regularly utilize e-mail filters to ensure that division standards are complied with in the use of division computers and networks.
5. Within reason, freedom of speech and access to information will be honoured by the division. However, during school, teachers must monitor and guide students toward the use of appropriate materials and must take steps to discontinue use of inappropriate materials by students. Students utilizing Palliser Regional Schools technology outside of school facilities bear the same responsibility for adhering to Palliser's educational standards as the students bear participating in any other division activity.
6. In addition to complying with school rules related to computer use, all students are required to comply with Palliser rules related to computer use as set out in this form. Conduct that violates this acceptable use agreement includes, but is not limited to, activities in the following list
  - a) Using another user's account or password, or trespassing in another user's folders, work or files;
  - b) Spreading, purposefully retrieving or displaying offensive messages or graphics;
  - c) Using obscene language;
  - d) Gaining access to or participating in unapproved electronic "chat" line sites;
  - e) Mounting inappropriate or offensive material as part of a webpage, including, but not limited to, links to other websites/webpages that may contain such material;
  - f) Harassing, insulting or attacking others using an electronic format;
  - g) Damaging computers, computer systems or computer networks;
  - h) Engaging in practices that may compromise the integrity of the network (i.e., downloading files, without permission, that may introduce a virus to the system);
  - i) Violating copyright laws;
  - j) Plagiarizing information from existing sources;
  - k) Intentionally wasting limited resources, such as paper or ink or network space;
  - l) Employing electronic techniques for commercial purposes and/or personal profit;
  - m) Attempting to connect any non-Palliser devices to the network without prior authorization; (laptops, PDA's, cell phones etc).
  - n) Violation of any other relevant laws or restrictions; or
  - o) Accessing e-mail services other than those provided by Palliser Regional Schools.
7. Failure to comply with any of the provisions outlined in this agreement may result in a loss of access, other disciplinary actions or legal proceedings consistent with Administrative Procedure 140 or school site policies.