



# Lethbridge School Division

20 / Student Registration Package

Student's Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

## INSTRUCTIONS

1. Read the Freedom of Information and Protection of Privacy Act information and Normal School Information notifications sheet enclosed in this package and retain this document at home for your reference.
2. Complete or verify the Student Registration Form.
3. Read and complete the enclosed Consent Forms.
4. Return the completed registration package to the school.

## CONSENTS FOR INFORMATION DISCLOSURE

### Consent to receive Commercial Electronic Messages (CEM's)

On July 1, 2014 Canada's Anti-Spam Legislation (CASL) came into effect. As of this date, Lethbridge School Division cannot send any messages by any means of telecommunication including e-mail messages, text messages, instant messages and direct messages to social networking accounts, where one or more of the purposes of this message is to encourage participation in commercial activity, whether or not there is an expectation of profit, unless we have received express consent to send these messages.

Lethbridge School Division values the many learning opportunities, activities and mementos that enhance the educational experience that we provide to our students. Some of these opportunities include performances, field trips, travel, school clothing, student photos, yearbooks, hot lunches or similar school related activities. In order for Lethbridge School Division, our schools and school councils to communicate our programs, activities and special offers through electronic means, we require your consent.

By signing this document, I/we consent to receiving a commercial electronic message (CEM) from Lethbridge School Division, its schools, and school councils. Examples of these would include, but would not be limited to:

- Newsletters
- Offers to purchase goods and services such as
  - Apparel
  - Yearbooks
  - School Photos
  - Travel offers
  - Hot lunches
- Advertisements for school activities, events and programs for which there is a fee

*Note that consent to receive CEM information may be withdrawn at any time by contacting the School or Lethbridge School Division.*

I, \_\_\_\_\_ the parent/guardian/Independent Student give my consent to receive Commercial Electronic Messages (CEM's) from Lethbridge School Division, its schools and school councils. This consent will remain in effect until I expressly withdraw my consent by notifying the School or Lethbridge School Division.

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

\_\_\_\_\_  
Date

Email address: \_\_\_\_\_  
(Please print clearly)

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## Copyright Release

As part of a student's educational program, they may be recorded and taped; have their work displayed; have their work reproduced for non-profit, educational purposes. Their production(s)/work(s) may be shown at educational displays during 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 understand that this consent is valid for this current school year only.***

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Print Name

Signature of Parent/Guardian/  
Independent Student

Date

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## Media/Internet Consent

Lethbridge School Division enjoys and encourages an open and positive relationship with print (i.e. newspapers, magazines, etc.) and broadcast media (i.e. television, radio, etc.) as a means of promoting and reporting on school activities. In addition, schools are using the Internet (websites, web-based programs) to increase positive learning, sharing and recognition opportunities for staff and students.

By signing this section I/we consent to the disclosure of information for use by Media and/or School Division use for learning and/or celebration of learning purposes. Examples of these would include, but would not be limited to:

- Interviews for media or school publications (i.e. - school newsletters, etc.)
- Photograph of the student and posting of student's name
- Group and class photographs that include student and their name
- Class work (i.e. - art, stories, projects) done by student
- Awards, scholarships, prizes received by student
- Participation of Student in Extracurricular Activity (Athletics, clubs, fundraising efforts, music)
- Collaboration with other schools and classrooms using web-based programs such as Skype, YouTube, Twitter, etc.

Please mark one of the following to indicate your consent:

\_\_\_\_\_ I give consent to disclosures as described above.

\_\_\_\_\_ I do not give consent to the above disclosures.

\_\_\_\_\_ I give consent, with the following exceptions.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Print Name

Signature of Parent/Guardian/  
Independent Student

Date

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## Public Health

Alberta Education will share student demographic information with Alberta Health Services in the case of health emergencies, such as a disease outbreak.

## Technology Acceptable Use Agreement

1. Students are responsible for demonstrating acceptable behaviour when communicating and using devices and accounts. All students who are granted access to Lethbridge School Division systems and equipment must comply with Division policy, procedure and school standards.
2. Digital 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. Access must be recognized and accepted as a privilege – not a right. Access entails responsibility by the user.
3. Digital information storage 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 information stored on Division accounts is considered private.
4. Within reason, freedom of speech and access to information will be honoured by the Division. However, during school, teachers will monitor and guide students toward the use of appropriate materials. Students utilizing Division accounts outside of school facilities bear the same responsibility for adhering to Lethbridge School Division policies and procedures.
5. Students must comply with school rules related to devices and accounts. 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.
6. Failure to comply with any of the provisions outlined in this agreement may result in a loss of access or other disciplinary actions.

I/we confirm that I/we have discussed with our child their responsibilities as a student as described above.

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Signature of Parent/Guardian/Independent Student

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Date

## Students NEW to the School

If you are registering as a new student, you must have the following accompany your registration package:

- a photocopy of your birth certificate (if you were born in Canada)
  - a photocopy of your Canadian citizenship status if you were not born in Canada
  - a copy of your most recent report card from last school attended
  - a copy of a document verifying your address
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### Important Freedom of Information for Parents

The personal information requested on this form as part of the school registration process is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP), the *School Act* and its regulations, and the Canadian Charter of Rights and Freedoms, Section 23.

This information will be used for the establishment of a student record, determination of residency, for a school board's obligation to provide students with an education program that meets their needs, to provide a safe and secure school environment and other purposes that relate directly to and are necessary for an operating program or activity, including 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/her administration (e.g. research, statistical analysis). This information will be treated in accordance with the privacy protection provisions of the *FOIP Act*.

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### Normal School Information Disclosure

#### ***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*. The Lethbridge School Division believes that the uses listed below are part of a vital, healthy and functioning school and participation of all students is important and encouraged.

- the use of a student's name, photo, comments in the school calendar, newsletter, yearbook, graduation book, or other school publication.
- the taking of individual, class, team or club photos for school purposes and the use of student photos for the issuance of identification passes (i.e., library, activity, transit/bus).
- the use of student names on artwork or other creative work or material of students displayed at school or School Board sites, provided the Copyright Release section of this form is signed.
- the use of student names in honour rolls, birthday recognition, and other such acknowledgements within the school or School Board.
- the publication of student names as part of graduation and award ceremonies.
- the use of student names and academic information necessary for determining eligibility or suitability for provincial, federal or other types of awards or scholarships in the event the Board applies on a student's behalf.
- the use of students' names, related contact information and telephone numbers for absenteeism verification.
- the taking of photos and/or videos of classroom activities, and their use by the media or other organizations where students are not identifiable (the accompanying *Media Consent Form* may provide consent for situations where individual students are identifiable or interviewed and the material will be used outside the school). Please note that photos and/or videos of school activities that are open to the general public may be taken and used for purposes within and outside of the school. The school may not be able to restrict such activity at public events.
- the circulation of personal information on a "need to know" basis for students who have severe, life threatening medical conditions or for students in emergency situations.
- the taking of photos/videos of classroom or other school activities by the School Board where the material will be used within the school. (Where individual students are identified or interviewed and the material will be used outside the school, a separate and specific consent will be required. You will be contacted prior to this event taking place.)

**If you have concerns with any of these uses of information, please notify the school principal in writing.**

**Please retain this document at home for future reference.**