



**Menno Simons Community School
2024 - 2025
Parent Handbook**

Peace River School Division #10

Vision:

First choice for students: We are a dynamic learning community focusing on student success.

Mission:

Learning Together; Success for All.

Menno Simons Community School

Vision:

Our vision is to offer a safe and nurturing environment and a desire to support our families and community through commitment and fellowship.

Mission:

Cultivating excellence in every student.

Values: Panthers are:

- P - Perseverance
- A - Ambitious
- N - Neighbourly
- T- Trustworthy
- H - Humble
- E - Enthusiastic
- R - Respectful
- S - Sincere



Introduction:

The staff at Menno Simons Community school is committed to providing the best possible education for all students. In order to ensure this happens effectively, the parents and the community are encouraged to become actively involved in a partnership where we work towards our common goal, "Cultivating excellence in every student".

This handbook is designed to give you, the parents, important information about Menno Simons Community School. Your suggestions and feedback are important and you are encouraged to ensure that any issues and/or concerns about your child's education are heard. Your involvement in school activities and events is both invited and welcomed. Through your involvement you contribute to the success of your child, the students, the school and the community.

Being involved means being informed and keeping you informed is one of the purposes of this handbook.

Staff Members

Principal: Ms. Dianne Depner, Principal,

I Coach: Ms. Dianne Depner

Grade K - 3 Teacher: Mrs. Leanne Nixon Vander Linden

Grade 4 - 6 Teacher: Mrs. Gina Dimion

Junior High Teacher:

VEP Supervisor: Mrs. Laura Lewis

Office Manager: Mrs. Tina Fehr

Librarian: Mrs. Annie Zacharias

Kindergarten EA: Mrs. Marie Zacharais

Educational Assistants:

- Mrs. Annie Zacharias
- Mrs. Patty McLary
- Mrs. Brenda Craig
- Mrs. Joanna Hilton
- Mrs. Brittany Bergen

YES Art Instructor: Mrs. Susan Zacharias

Youth Support Worker: Mr. Andrew Hilton

School Schedule

Elementary Period Times

Secondary Period Times

8:50-8:55- Morning Assembly	8:50 – 8:55 - Morning Assembly
8:55 - 9:30 Period 1	8:55 – 10:07 – Period 1
9:30 - 10:15 Period 2	
RECESS 10:15-10:30	Break 10:07-10:12
10:30 - 11:15 Period 3	11:12 – 12:16 – Period 2
11:15 – 12:00 Period 4	
Lunch Recess 12:00 –12:35	Lunch Recess 12:16-1:01
12:35 - 1:15 Period 5	1:01 – 2:13 – Period 3
1:15 - 1:50 Period 6	
Recess 1:50 - 2:10	Break 2:13 - 2:18
2:10 - 2:50 Period 7	2:18 - 3:30 Period 4
2:50 - 3:30 Period 8	

STUDENT CONDUCT POLICY

One of the primary goals of education is to ensure that each child derives the maximum benefit from his or her educational experience in divisional schools. To achieve this, the Board of Trustees believes that it is necessary to establish and maintain certain standards of student conduct. They are designed to ensure that responsible and respectful attitudes are demonstrated towards:

1. The education process
2. Professional and non-professional members of the school staff
3. Other students
4. Visitors to the school
5. Their own, and other people's property
6. School rules and regulations
7. Acceptance and responsibility
8. Extracurricular activities and field trips sponsored by the school.

REGULATIONS:

1. The Educational Process: Students wishing to maximize the educational opportunities provided for them must:
 - Attend classes regularly;
 - Complete and hand in all assignments on time;
 - Be prepared for the start of every class by being on time for lessons, having all materials ready by being seated, ready for instruction to begin;
 - Observe all rules and regulations pertaining to the operation of that class.
2. Professional and Non-professional Members of Staff:
 - Non-professional members of the school staff should be treated with the same degree of courtesy and respect as professional staff.
 - Students are therefore expected to address all school personnel in a respectful and dignified manner.
 - Staff should wear PRSD identification while at work.
3. Other Students:
 - Students should treat their fellow students with courtesy and respect.
 - No student, through his or her conduct, should deny any other student the right to obtain full benefit from the educational experience.

4. Visitors to the School:

- While they are on school property, visitors should be considered as extensions to the school personnel, and, privileges of courtesy.
- Visitors frequently form an impression of the school from the treatment they receive there.
- Please sign in at the office and obtain a visitor lanyard when you arrive, and sign out when you leave.

5. Their Own, and Other People's Property:

- The respect for property, whether one's own or that of another, is second only to respect for people.
- The wilful damage or wanton disregard of property will not be tolerated.

6. School Rules and Regulations:

- The school is expected to develop standards of student behaviour.
- Standards are necessary for the well-being and safety of students and school personnel. Standards are also necessary for the smooth operation of the school.
- The Board believes that the basic purpose of discipline is to develop, as far as possible, in every pupil the capacity for intelligent self-control.
- A second, but no less important purpose is to provide classroom conditions which will make effective learning possible.
- The Board, therefore, approves the formation of such regulations as may be deemed necessary to put this philosophy into effect.

Rules and regulations must be:

- Obviously necessary;
 - Clearly enforceable;
 - Understood by all school personnel;
 - Consistently enforced.
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- A teacher's own rules for student conduct must avoid creating discipline or behavioural problems for other staff members.
 - Any student violating rules and regulations established by the School or Board can be disciplined by any member of the teaching staff witnessing the violation.

(See also Policy 5.22 "Student Discipline")

7. Acceptance of Responsibility for Their Own Actions:

- Students are expected to accept increasing responsibility for their own actions, as they proceed through school, and will be disciplined for breaches of the code of conduct accordingly.

8. Use of Electronic Devices:

- At all times the use of electronic devices by any person must comply with the PRSDnet Acceptable Use Policy and respect the rights and privacy of students and school personnel.
- Electronic devices may be utilized in the classrooms for Educational purposes. (Electronic Devices including personal owned devices). Students must abide by the requests of individual teachers in the use of devices.
- Electronic devices may be carried on school buses in compliance with point 8. a. If the use of the device interferes with the safe operation of the school bus, the driver may ask the student to cease the use of the electronic device. Failure of the student to comply with bus driver requests is subject to Policy 5.22 "Student Discipline".
- During examination times, the use or possession of electronic devices will be at the discretion of the classroom teacher. In such instances, the administrator may discipline the student consistent with the policies and procedures with other types of cheating during examinations.

Adopted/Revised: Apr/88; Jun/07; Feb/12

STUDENT DISCIPLINE POLICY

The Board of Trustees believes that the school community should develop standards of conduct and that each member of the school staff is responsible for supervision of the conduct of students in the school. The Board will support its students, teachers and principals in the maintenance of proper order and discipline. All members of the school community must be made aware of what is expected of them in this regard, and of the possible consequences of breaches of school community policy and school regulations.

In administering discipline, staff are to treat pupils with dignity and respect which is considerate of their circumstances. Disciplinary measures that humiliate or degrade students are unacceptable to the Division.

REGULATIONS:

1. Students shall be responsible and accountable for their behavior and conduct:
 - a) while involved in school-sponsored or related activities;
 - b) while on school property;
 - c) during any recess or lunch periods on or off school property;
 - d) while traveling to and from school; and
 - e) beyond the hours of school operation if the behaviour or conduct detrimentally affects the welfare of individual students or the governance, climate, or efficiency of the school(s).

2. The School Act (Section 7) requires that all students:
 - a) Be diligent in pursuing their studies;
 - b) Attend school regularly and punctually;
 - c) Cooperate fully with everyone authorized by the Board to provide education programs and other services;
 - d) Comply with the rules of the school;
 - e) Account to their teachers for their conduct;
 - f) Respect the rights of others.

3. The Board's Policy on Student Conduct establishes standards for appropriate behavior and the context for school rules and codes of conduct that students are to observe.

4. Within the classroom the teacher is expected to establish and maintain disciplinary procedures within the classroom. Such measures must at all times be:
 - a) Reasonable, bearing in mind the nature of the breach of conduct, and the nature of the child (age or mental ability);
 - b) Capable of being enforced;
 - c) Administered impartially and consistently.

A sincere effort shall be made by all teachers to control and/or eliminate behavior by any student that is detrimental to the students' welfare or tone of the school.

5. Within the School

The Principal is responsible for formulating and operating the school discipline policy, with the cooperation of staff. Repeated contravention of reasonable standards of conduct shall be referred to the principal. Each case will be fully investigated and the principal, in consultation with the referring teacher, shall take such action as is deemed necessary. Parents will be consulted when their child poses a serious discipline problem.

6. Suspension and/or Expulsion of Students

- The Board takes the view that suspension of students should only be used after other avenues to resolve the difficulty have been explored.
- All suspensions from class and school and expulsion proceedings must conform with The School Act (Section 19). Principals and teachers are expected to be fully conversant with these sections before taking action under them.

7. The Division considers the following as reasons for suspending students, or recommending expulsion:

- a. Open opposition to authority;
- b. Willful disobedience;
- c. Repeated neglect of duty;
- d. Use of profane or obscene language and/or gestures;
- e. Use of or impairment due to the influence of drugs, alcohol, or other injurious substances on school property;
- f. Irregular attendance for which there is no valid excuse;
- g. Willful destruction, damage, loss or conversion of school property;
- h. Failure to comply with local school policies and regulations that have been approved by the Division.
- i. Deliberate injury to another student due to fighting or other aggressive action.
- j. Causing or supporting abuse of others in any way (physical, emotional, sexual, etc.).
- k. Conduct injurious to the physical or mental well-being of others in the school.

PROCEDURES:

1. After a teacher feels that he/she has exhausted all avenues of disciplining a child within the classroom, the teacher may refer the matter to the principal or his designate.
2. For one or more of the reasons cited above, a teacher may suspend a student from class, and shall immediately report such action to the principal, stating reasons for the suspension, and recommending the course of action to be taken.

3. The principal will investigate as fully as possible the reasons for suspension, consulting as he deems appropriate:
 - a. The student;
 - b. The teacher;
 - c. The student's parents or guardians;
 - d. Witnesses to any incident leading to suspension.
4. The principal, subject to The School Act, and in consultation with any or all of the parties mentioned above, shall decide on a course of action which may include:
 - a. reinstatement of the student,
 - b. conditional reinstatement of the student, (e.g. in-school suspension, withdrawal of privileges, etc.)
 - c. suspension of the student from the course or the school for a fixed term not exceeding five days
 - Where a student is suspended from class or from school, the principal shall immediately report verbally if possible and in writing, all the circumstances of the suspension to the pupil's parents, regardless of any oral communications that may have taken place. The correspondence shall be sent by registered mail, with a copy to the Superintendent of Schools.
 - d. recommendation to the Superintendent that an administrative review of the student's situation be held.
 - At the request of a principal, the Superintendent may convene an administrative review of a student's situation arising from disciplinary problems. Such a review shall be conducted as an ad hoc committee of the Board of Trustees and shall consist of the Superintendent of Schools, a Trustee designated by the Board Chairman, and a Principal, designated by the Superintendent, from a school other than that of the student in question. The review shall afford an opportunity for all parties to a problem to be heard, and shall attempt to establish a satisfactory resolution to the situation, including the involvement and coordination of agencies external to the school system as may be appropriate.
 - e. recommendation to the Discipline Committee of the Board that the student be suspended or expelled from school.
 - Where it is recommended that the pupil not be reinstated within a period of five (5) school days, Section 19 of The School Act shall be applied. The Board delegates its function under Section 19(5) to a Discipline Committee as established pursuant to the Board Committees Policy. The Superintendent shall convene such a Discipline Committee within 10 days of the receipt of a report from the Principal which recommends a student's continued suspension or expulsion from school. The Committee shall meet to hear the parties and shall decide on or vary the recommendation in order to resolve the matter.

5. A pupil expelled from school or otherwise disciplined under 4(e), or his parents, shall be advised of the right to appeal to the Board of Trustees and to the Minister of Education.
6. Corporal punishment shall not be used as a disciplinary measure.

Menno Simons Community School

Student Conduct/Discipline

1. General Philosophy

Menno Simons Community School encourages the use of English in School. The administration and staff are supportive of all students, both English and German, becoming fluent in the English language. Administration and staff are also committed to the respectful treatment of both languages and to the development of appropriate etiquette when multiple languages are represented. During classes, and when students are in the company of English speaking classmates, students will be encouraged to use their English as much as possible.

- a. Students are expected to conduct themselves according to divisional policy for student discipline.
- b. Serious discipline problems should be referred to the principal or assistant principal, and in the event that a student is to be sent to the office of the principal, the student will be accompanied by the staff member involved or by a note of explanation.
- c. Parents of children that are involved in misdemeanors will be contacted by telephone first, followed by a letter if required.
- d. A record of all misdemeanors and action taken will be kept in the office of the principal on a yearly basis. Staff members fill out the appropriate forms.
- e. Discipline is the responsibility of all staff members; therefore, any staff member who sees students engaging in unacceptable behaviour has both the right and the responsibility to take some sort of corrective action.
- f. School suspensions are to be administered as per Board policy.
- g. General school rules shall be posted in each classroom.
- h. Additional rules shall have administrative approval.
- i. Every student is responsible to all staff members
- j. Teachers will review the divisional discipline policy, and school rights and responsibilities with students at the beginning of the school year.

2. Consequences of Inappropriate Behaviour

- a. If a student is late for class, they will be required to make up the time on their own time.
- b. If a student does not have their homework or assignment completed by the deadline, they complete it on their break time/study hall.
- c. If a student does not have their books and materials ready for class, they make up the time they took looking for their materials on their break time.
- d. If a student wastes class time, they make up the time on their break time.

Other comments

- Students on suspension or detention are to be provided with classroom- related work or discipline learning assignments by their teacher or the administration. The student is expected to complete the work to the teacher's satisfaction while they are there and may be required to remain in detention until it is.
- Parent's advice and support should be sought to understand possible reasons for the misbehavior.
- Parents are encouraged to notify staff about any reasons which may possibly affect their child's behaviour.
- All rules will apply to all areas of the school's operation (inside the school, school bus, school grounds, field trip locations, etc.)

3. School Rights and Responsibilities

All students at Menno Simons Community School have the following rights and responsibilities and are expected to conduct themselves accordingly:

- a. I have a RIGHT to hear and be heard. It is my RESPONSIBILITY to be attentive and respectful.
- b. I have a RIGHT to be respected in this school. It is my RESPONSIBILITY to treat other people with respect.
- c. I have a RIGHT to be safe in this school. It is my RESPONSIBILITY to ensure the safety of others.
- d. I have a RIGHT to learn in this school. It is my RESPONSIBILITY to participate in my learning, and to ensure that others have that same opportunity.
- e. I have a RIGHT to privacy and my own personal space. It is my RESPONSIBILITY to respect the personal property of others, and to accept their right to privacy.

4. Specific School Rules

Some specific rules governing student conduct while on school premises are as follows:

- a. Clean shoes must be worn at all times in school. Proper running

shoes must be worn in the gym.

- b. When going outside, footwear should be appropriate for weather conditions
- c. Students must use their designated door when entering or exiting the school.
- d. Permission notes from home must be sent for students to stay inside on outside days.
- e. Conduct in the hallways must be in an orderly, quiet fashion.
- f. Cell phones are to be placed in student locker during academic periods
- g. While on break, students should be in designated areas
- h. Students must make every attempt to keep the school neat and tidy.
- i. All clothing must be appropriate for school wear.
- j. A student should not be in the gym unless there is a supervisor.
- k. All equipment should be returned to its proper location.

Administrative Procedure 351

SCHOOL BUS RIDER CONDUCT

Background

Safety is the most important factor in transporting passengers to and from school or school sponsored activities. In order to ensure the riding safety of passengers certain procedures and rules are to be followed.

Procedures

1. Passengers are to be at the bus stop on time and properly dressed for the weather conditions.
2. Passengers are to wait for the bus to come to a complete stop before boarding or leaving the seat to unload.
3. Passengers are to go directly to the seat assigned to them by the bus driver and to remain seated until the bus has come to the designated drop off.
 - 3.1 Drivers will only drop passengers at assigned stops or at schools.
 - 3.2 Written permission from a parent or school personnel is required before a passenger can be dropped off at another stop.
4. Permission must be obtained from the driver before opening a window.
 - 4.1 Passengers are not to put arms, hands or head out a window.
 - 4.2 Passengers are not to throw anything out the windows, on the floor or in the seats of the bus.
5. Passengers shall not participate in loud or noisy behaviour or interfere with the comfort of other passengers. Quiet conversation will be permitted.
6. Use of electronic audio equipment and any instruments that may be distracting to the driver and/or other passengers are prohibited, as are radios, except when controlled by the driver. Personal devices with adequate sound retention headphones may be used by passengers at the discretion of the driver.
7. Passengers who are required to cross the road to get on or off the bus must cross three (3) meters in front of the bus. Passengers are not to cross until the bus driver signals to do so.

8. The aisle in the bus shall be kept clear at all times. Book bags and/or lunch kits are to be placed under the seats or on the passenger's knees. 8.1 Garbage must be put in the container if provided.
9. Some sports equipment and other articles may not be carried on the bus. Passengers are asked to check with the driver before bringing anything on the bus.
10. The bus driver is responsible for passenger safety, in the event of an emergency the passenger is to follow the driver's instruction.
11. Passengers are responsible to the driver and principals for their behaviour. Any violation of the rules may be reported to the Principal.
12. Passengers who cause damage to the bus or other passengers' belongings shall be reported to the Principal and the passenger or their guardian may be charged with the cost of repair of the damages.
13. Only designated passengers may ride the bus. On occasion permission to ride the bus may be granted to other students by the driver.
14. Passengers or their parents shall make every effort to inform the driver when bus services are not required.

Extra-Curricular Sports

1. Since all sports are school initiated activities, the conduct of both athletes and spectators will be the same as that displayed during school hours.
 2. Coaches have the authority to select which players will make up the team. Each team shall be under the direct management of a responsible adult. A staff member should be present at all organized games involving students.
 3. Students may be prevented from participating in extracurricular sports if homework is not completed or student behaviour records show that there have been recent discipline problems.
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Extra-Curricular Travel and Field Trips

1. When planning a field trip or any form of extracurricular travel, teachers must first obtain permission from the principal.
2. Teachers planning field trip activities involving travel must obtain the proper consent forms from the parents of pupils who are to be involved.
3. Arrangements for a school bus must be made through the principal. A field trip form (with an approval number) must be completed.
4. Upon returning from a field trip or extracurricular travel, the supervising teacher must complete and turn in the field trip form to the principal's office.
5. A staff member, parent, coach, or other adult approved by the principal may do transportation for sports or field trips in a personal vehicle.
6. Rules for deportment on the bus are as specified in the School Division Policy.
7. Students shall travel to and from games and field trips on the bus, or by the same car in which they started out, unless they are picked up by their parents. Students should notify the coach or supervisor of any change in travel plans.
8. Any private vehicle used to transport students on school business shall carry a minimum of \$1,000,000.00 third party liability insurance and any other necessary insurance requirements.
9. All volunteer drivers must be approved by the principal and must provide copies of their driver's license, vehicle registration, and auto insurance.

Accidents and Sickness

Children should not attend school if they are ill.

1. Student's Medical Conditions.
 - Staff will be aware of any medical conditions that may exist in the students under their care.
 - If a staff member suspects that a student may have a health problem, he/she will report it to the principal immediately.
 - The Student Information System must contain up to date information on medical conditions. Parents are responsible for notifying the school if their child has a health problem.
2. First Aid.
 - The first aid kit will be kept in the infirmary and will be checked frequently. Supplies in the kit will be replenished as necessary. Any

minor first aid (i.e. Band-Aids) may be administered by anyone on staff. Staff members that possess a current first aid certificate will handle any serious injuries or health problems, if possible.

3. Contacting Parents

- When an accident or sickness may require medical attention, every attempt to contact the parents will be made. If time is a factor, parents will be contacted after medical attention is sought.

4. Transportation

- If the parents cannot be contacted, a staff member with appropriate license will drive the student to Fairview if they require medical attention. An ambulance will be called if the problem is extremely serious and/or moving the patient is not recommended.

5. Medication

- A staff member can only administer medication if the school has received written permission from the parent and a medical doctor.
- Parents are to ensure that medication left for administration is up to date.

6. Accident and Sickness

- If an accident or sickness occurs in which medical attention could be required, a report will be completed by the supervising staff member and will be sent to the director of Occupational Health and Safety.

Evaluation Strategies for Grade Placement

1. All ECS and funded ESL students will be assessed using Alberta Benchmarks.
2. Other standardized tests will be utilized on an individual basis as the need arises.
3. Whenever possible, final exams for core subjects in grades 1-9 will be completed at the end of every school year.
4. Whenever possible, achievement exams will be used for at least part of the final exams.

Absenteeism

Good attendance is an important factor in the academic success of your children in school. If a child is going to be away from school for any reason, please let their teachers know prior to the absence. The teachers can then prepare homework so that the child will not be far behind when he/she arrives back at school.

If a child is unexpectedly unable to come to school, please phone the school and let us know of the absence.

Newsletters

Newsletters will normally go home on the second-last Tuesday of every month. This newsletter will contain important information as well as order forms for hot lunch or other food sales. If you do not receive your newsletter by the last Tuesday of the month, please contact the school secretary.

If you wish to receive your newsletter by email, please call the school office to be added to the e- mail list.

Dress Policy for Staff and Students

1. Clothing or displays with reference to tobacco, drugs or alcohol; clothing with messages or pictures that are vulgar, profane, disruptive, offensive, threatening or provocative are not permitted.
 2. Shirts, tops, pants and skirts should be of a modest nature. There should be no bare midriffs, visible cleavage, or spaghetti straps. Undergarments are not to be visible at any time.
 3. Hats are not to be worn in the classrooms or the gym.
 4. Footwear should be appropriate for the weather conditions. **Only non-marking shoes may be worn in the school.**
 5. Coats or outerwear are not to be worn in the classroom without teacher permission.
 6. Proper footwear, shoes and shirts must be worn at all times.
 7. Students taking part in physical education activities must wear appropriate footwear (runners).
 8. For Staff: No blue denim may be worn from Monday to Thursday unless it is a non-teaching day; colored denim is ok.
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Computer Usage:

Most of the school's computers are connected to the Local Area Network (school only). To access computer use, a student must have and use a unique username and password.

- Students are given their username and password only after the student and their parents have signed a Network Acceptable User Agreement, which states that the student will follow the network "rules of use".
- Parents can give permission to use the computers but not the Internet and email if they wish. If there are any concerns about the technology your child may be using, please fill out the attached Technology Use form or contact your child's teacher.
- Students who abuse their network privileges will be disciplined through temporary or permanent restriction of computer and/or Internet/e-mail privileges. Computer use by students is supervised and monitored.

Report Cards/Parent-Teacher Interviews

Report cards will go out three times per year for grades 1-9 and by semester for senior high. Please consult the calendar dates to see the schedule for this school year.

It is requested that parents make appointments for parent-teacher interviews in the week previous to the interview date. If you come in without an appointment, you are welcome, but may have to wait.

In addition to designated Parent-Teacher Interview times, we encourage parents to visit the school and discuss issues of concerns with the staff whenever the need arises. Making an appointment is again the best way to ensure that you will be able to visit the person you want.

Agendas

Each morning elementary and secondary students will use their agendas to record important information from the school. Parents are strongly encouraged to check children's agendas and sign them each evening.

Attached Forms

Included with this book is the Peace River School Division #10 Network Use policy 7.45, Electronic Mail policy 7.44, and PRSDnet Use Guidelines and Responsibilities for Staff and Students.

Also included is a Technology Form and a Freedom of Information and Privacy form. We use these forms to determine what technology you would like your children to use. There is a volunteer form for anyone interested in helping out in the school. If you have any trouble filling out any of these forms please bring them into the school and our office manager will be happy to help you.

Policy 7.44 **ELECTRONIC MAIL**

POLICY:

The Board of Trustees of PRSD #10 encourages the use of Divisional electronic mail (e-mail) service by students and staff for educational purposes to share information, improve communication, and exchange ideas to help realize information and communication technology learner outcomes and for operational effectiveness. E-mail services are provided in support of the teaching, learning and public service functions of the Division, and the administrative functions that support its mission.

REGULATIONS:

1. This policy applies to all or any aspects of the messaging system and all or any services owned or operated by the Division relative to and that depends on computing and telecommunication facilities to (the following list is illustrative and not exhaustive) create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print computer records for purposes of asynchronous communication or otherwise across computer network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic mail or is implicitly used for such purposes.
2. The Division encourages respect for the privacy of email users, however, it is subject to a number of limitations that users shall consider prior to making use of the email system. These limitations include but are not limited to:
 - a. E-mail usage is to assist Board directors, staff, employees, students, volunteers, agents and all others to assist them in performance of their work. Users should not have an expectation of privacy in anything they create, store, send, or receive on the computer system.
 - b. E-mail is not a secure method of exchanging messages and should be used in that context.
 - c. All email on PRSDnet is owned by the Peace River School Division and as such Peace River School Division reserves the right to inspect, monitor, or disclose e- mail.
 - d. The Peace River School Division may use human or automated means to monitor use of its email resources, particularly if the email user is using the e-mail system in a manner deemed inappropriate by the Division, or uses it for unlawful purposes or uses it in contravention of PRSD policies, rules, regulations or otherwise.
3. The Division's electronic mail will be made conditionally available to all staff, and to students at the discretion of the school principal, and in all cases is subject to acceptance of and compliance with the Division's Acceptable Use Agreement and/or policy for network access.
4. All electronic mail addresses or accounts associated with or assigned by the Division are the property of the Division. Users are expected to be responsible

and to comply with federal and provincial legislation, the policies and regulations of the Division, and with normal standards of personal and professional courtesy and conduct. Access to Division email service, when provided, is a privilege that may be wholly or partially restricted without prior notice and without consent of the email user. All email users are responsible for safeguarding their passwords for access to the computer system. Users are responsible for all transactions made using their passwords.

5. The Division's electronic mail services may be used for incidental personal use in addition to its primary function, as long as that use complies with this Policy, but shall not be used in competition with commercial services to individuals or organizations outside of the Division. The service may not be used for unlawful activities, commercial purposes not under the auspices of the Division, personal financial gain, or uses that violate other Divisional policies or guidelines including policies on student conduct and discipline
6. E-mail users shall not employ a false identity or send email anonymously. Pseudonymous messages are forbidden. E-mail services shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, unwarranted or excessive strain on any computing facilities. Any unwarranted or unsolicited interference with others' use of the messaging is prohibited.
7. The Superintendent of Schools or his designate may from time to time establish or revise procedures and operational requirements for the effective functioning of the Division's electronic mail system.
8. Users are reminded that e-mail messages containing personal information are subject to FOIP and must be treated in accordance with FOIP legislation. Users shall never alter the "From:" line or other attributes-of-origin information on the e-mail. Users may not initiate or forward chain email. Chain email is a message sent to a number of people asking each recipient to send copies with the same request to a specified number of others.

Adopted/Revised: Oct/99; Dec/00

Policy 7.45 **NETWORK USE**

POLICY:

The Peace River School Division has made provisions for the use of technology by students and staff to enhance learning opportunities. Use of Division provided technology is a privilege and it is expected that users will take advantage of this privilege in a responsible manner.

1. **REGULATIONS:**Users are responsible for their behaviour on school computer

networks just as they are in the classroom or school hallway.

Communications on the network are often public in nature. General school rules for behaviour and communications apply to network use. Violation of PRSDnet guidelines and responsibilities will result in sanctions against the user and may result in other legal or disciplinary actions as per Peace River School Division policies.

2. PRSDnet is provided for staff and students to conduct research and communication with others in relation to school work. Access to network services is given to users who agree to act in a considerate and responsible manner. All users must sign an Acceptable Use Form in a written form acceptable to the Secretary-Treasurer prior to use of PRSDnet. For students, Parent/guardian permission is required. Access is a privilege, not a right. Therefore based on the policy and regulation set out in this Network Use Policy, particularly those regarding acceptable use, inappropriate use is not permitted and shall not be tolerated. Network administrators, in the application of this policy, will deem what is inappropriate use. Their decisions are final subject to the School Division Appeals Policy.
3. Individual users of PRSDnet are responsible for their use of the network. The use of their account must be in support of education and research and must be consistent with academic expectations of the Peace River School Division. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission (sending, downloading, displaying, printing, or otherwise) of any material in violation of Canadian or Alberta laws, including but not limited to copyright, threatening, inappropriate, embarrassing, intimidating, obscene, profane, harassing, fraudulent, racially offensive, defamatory, sexually explicit, or any otherwise unlawful materials is strictly prohibited. Use for unauthorized commercial activities by for-profit organizations, product promotion, or illegal activities is strictly prohibited. More particularly, disseminating or storing commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses, or self-replicating code), or any other unauthorized material is strictly prohibited.
4. The user is expected to observe the following network guidelines:
 - Keep personal passwords, personal address and phone numbers confidential
 - Respect the confidentiality of others passwords, personal addresses and phone numbers of others
 - Use the network in such a way that will not disrupt the use of the network by other users
 - Treat others' data with respect: do not attempt to modify, copy or harm the data of another user.
 - Copyright must be respected.
 - Use the network to access only authorized network account users and only for authorized purposes.

- Abstain from seeking, transmitting, sending, receiving, downloading, displaying, printing or otherwise disseminating material as set out in Regulation 3
 - Use electronic mail with care and in accordance with the Board's Electronic Mail Policy, recognizing that it is not necessarily private.
 - Refrain from the use of profanity, racist comments, harassment, obscene language or other language or dialog that is offensive.
5. No expectation of Privacy – The computers and computer accounts given to users are to assist them in performance of their work within the school setting. Users should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the Division and may be used only in accordance with the above policy, regulations, and guidelines.
6. Waste of Computer Resources – Users may not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, downloading or transmitting large files, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic.
7. Misuse of Software – Without prior written authorization from the Supervisor of Media and Technology users may not do any of the following:
- i) Copy software for use on their home computers;
 - ii) Provide copies of software to any independent contractors or clients of the Division or to any third person;
 - iii) Install software on any of the Board's workstations or servers without an appropriate license to use the software;
 - iv) Modify, revise, transform, recast, or adapt any software; or
 - v) Reverse-engineer, disassemble, or decompile any software.

Users who become aware of any misuse of software or violation of copyright should immediately report the incident to the Supervisor of Media and Technology.

8. Use of encryption software – Users may not install or use encryption software (except if required in the execution of their work duties) on any of the Division's computers without first obtaining permission from their supervisors. Users may not use passwords or encryption keys that are unknown to the

Supervisor of Media and Technology.

9. FOIP - If the user is not sure whether the information transmitted, received or otherwise is a "record" under the Freedom of Information and Protection of Privacy Act, or if the information can be disclosed under the Freedom of Information and Protection of Privacy Act, the user should contact the Board's FOIP coordinator relative to the proper use of the information.
10. In their use of computer resources, users must observe and comply with all other policies and guidelines of the Division but not limited to the following:
Electronic Mail Policy
11. This policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions. This policy is not intended to, and does not grant, users any contractual rights.

Adopted/Revised: Oct/96; Dec/96; Nov/99; Dec/00