

# Yellowknife Catholic Schools

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Box 1830, Yellowknife, NT X1A 2P4 • Phone (867) 766-7400 • Fax (867) 766-7401 • [www.ycs.nt.ca](http://www.ycs.nt.ca)

## ***Google Apps for Education and Use of Technology at School***

Yellowknife Catholic Schools functions within the Google Apps for Education (GAFE) platform. This safe computing environment allows students and teachers to create, collaborate, and share documents, spreadsheets, presentations, websites, calendars, and other instructional media, and will allow for flexible access from any device with Internet access, both at home and in school.

The service agreement between Yellowknife Catholic Schools and GAFE not only provides enhanced flexibility over traditional desktop software; it also allows students to work in a safe, secure and protected online environment. While all documents are stored online, they are only accessible to staff or students of Yellowknife Catholic Schools through GAFE.

GAFE enables us to move towards developing and promoting 21st century skills in our classrooms. Instructional technologies are used to support the educational objectives of Yellowknife Catholic Schools, however use of these technologies is a privilege and is subject to a variety of terms and conditions. Yellowknife Catholic Schools retains the right to change such terms and conditions at any time. Please read and complete the attached parent consent forms to allow your child(ren) access to GAFE.

We are very pleased to bring a wide range of technologies to our staff and students, and feel technology use is an important step in preparing your child for the future. If you have any questions or concerns regarding Google Apps for Education, or this secure platform, please contact your child(ren)'s school administrator.

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*Where Learning Lights the Spirit*

Où l'apprentissage reflète l'Esprit

Yedài Nezïï T'à Hoghàgoetô

# Google Apps for Education at Yellowknife Catholic Schools

Yellowknife Catholic Schools has provided secure Google Education Accounts for all students. Google resources have become essential tools for staff and students to support critical thinking, collaboration, creativity, and communication. These accounts provide student access to the following Google resources being used in our classrooms:



**Google Drive** includes online word processing, spreadsheet, presentation and drawing applications. Students can work on documents from any Internet accessible computer and can easily share work with teachers and other students. Documents save automatically as students work, and several students can work on the same files, from different locations, at the same time. ( <http://learn.googleapps.com/drive> )



**Student Mail** all student email is filtered for known inappropriate material and spam. Student email archived and can be used for disciplinary processes.



**Google Calendar** is an online tool that can be used to create or share important dates, assignments, and events. ( <http://learn.googleapps.com/calendar> )



**Google Sites** makes it easy to collect, share, and publish all types of content in a single website through easy embeds of Google Docs, Calendars, videos, and other media without HTML. ( <http://learn.googleapps.com/sites> )



**Google +** makes it easy for teachers and students to respond to questions and share in and out of the classroom. Students use circles to create study groups, and teachers and students can share communities to respond to prompts and review classroom activities. Available to students 13 years of age or older. ( <https://www.google.com/+learnmore/> )



**Google Classroom** is designed to help teachers create and collect assignments paperlessly. Students can keep track of what's due on the Assignments page and begin working with just a click. ( <http://goo.gl/bDPkSu> )

**Share Google Apps with your children.** The best thing about Google Apps is how easy it is to share access to files and email. Parents are encouraged to explore Google Apps with their children by logging in together. Google Apps are not private, and student accounts may be monitored for compliance with school policies. Students are expected to follow school rules when online just as they do in the classroom. It is OK to ask your children to share their Google password with you and to look over their school work stored in

Google Apps.

### **What are some of the benefits of Google Apps and what's included?**

- Anytime, anywhere access - Google Apps works on any computer, which means you can access your email, calendars, and documents from school or at home.
- No flash drives required with documents and files stored in Google Docs.
- Students can easily collaborate with students from other classes, buildings, schools, districts, or even different countries, working together on group projects.
- Documents are autosaved so there is never any lost work.
- Teachers can be involved throughout the whole assignment process providing comments and feedback directly in the documents.
- Students can develop an e-portfolio of work throughout their years at the school.
- Through Google Drive, calendars, and email, parents can stay informed about the latest assignments and activities.

### **Google Apps for Education Videos**

- Why Google Apps? <http://goo.gl/iv4Xnz>
- Google for Education 101 <http://goo.gl/MkQfHC>
- Go Google: Google Drive <http://goo.gl/ipfwiv>
- Chrome: Now Everywhere <http://goo.gl/71EZAA>

### **Chromebooks for Education**



Students are encouraged to use a variety of devices including but not necessarily limited to the following: Smart phones, iPods, tablets, traditional laptops, and Chromebooks. The growth of classroom use of Google Apps for Education has placed a particular emphasis on the value of Chromebooks in student hands.

Chromebooks for Education provide students, teachers, and administrators with a simple solution for fast, intuitive, and easy-to-manage educational experience. Chromebooks provide access to the web's education and collaboration resources and provide a comparatively low total cost of ownership. Chromebooks are web-based devices that provide students with easy access to Google Apps for Education and many additional online resources used in classroom instruction. They are becoming valuable resources for collaboration, creativity, communication, and critical thinking.

- Google Chromebook Website: <http://goo.gl/Hz6qfW>

### **Chromebook Overview Videos**

- Chromebook Features Playlist <http://goo.gl/HnHynE>
- Chromebook: For Everyone Playlist <http://goo.gl/Oa1j39>



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## *Acceptable Use of Technology Guidelines and Agreement-Parent/Guardian*

Students of Yellowknife Catholic Schools will have access to technology to support their learning. Along with this privilege goes great responsibility. To demonstrate students' commitment and understanding of the level of responsibility that is required, students have been asked to read each of the expectations and guidelines listed below and abide by the rules and expectations laid out for technology use.

I understand that having access to technology in school is a privilege. I understand that this privilege may be revoked if a student fails to fulfill their responsibilities as a user of this technology and that many, but not all, of these responsibilities are outlined below.

- I will only use technology for educational purposes while in school, unless I have been granted permission, by a teacher, and then I will only use the technology within the parameters or guidelines established by the teacher.
- When connected to the internet, I will never use my electronic device to reveal personal information such as my age, address or phone number, or those of other students or persons.
- I understand that Yellowknife Catholic Schools uses a content filter on its internet access, yet I know it is possible that I may encounter inappropriate material, which includes images or text that may be deemed obscene or offensive to others. I will immediately close the window on the screen that depicts this material. I will then inform my teacher.
- I understand that my personal files and information about every web page I visit may be accessible under the provisions of Access to Information and Protection of Privacy (ATIPP). I am aware that an individual search may be conducted if there is reasonable belief that I have violated the law or Yellowknife Catholic Schools' Student Acceptable Use of Technology Guidelines and Agreement.
- I understand that my actions using the electronic device and accessing the internet reflect on me, my class and the school. I will conduct myself accordingly and exercise good judgment.
- I will not download or install any software, music, movies, or files of any nature unless I have been granted specific permission to do so by my teacher and the copyright holder grants permission.

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- I will not share my student network login password or any other user names and passwords provided by Yellowknife Catholic Schools' personnel with anyone except my parents or legal guardians.
- I will always logout of the electronic device and any applications when I have finished using them, or when moving out of sight of my device. Any actions done on a device when I am logged in will be traceable to me.
- I will not create, use, display, or store any offensive, obscene, inflammatory or defamatory language or images. I will not use the technology in any way that negatively affects any other student or person.

**Parent Endorsement (Grades 1 – 12)**

I understand that my child has reviewed this document and each paragraph with his/her teacher. I understand that computer access is for educational purposes. I will instruct my child regarding acceptable use, including that which is set forth in the Acceptable use of Technology Guidelines and Agreement. I will emphasize to my child the importance of following the rules for personal safety.

I hereby release Yellowknife Catholic Schools and its personnel from any and all claims and damages arising from my child's use of, or inability to use, the Yellowknife Catholic Schools' computer systems.

I give permission to allow internet access for my child and certify that the information contained in this form is correct.

\_\_\_\_\_  
Child's Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Phone

*\*\* An executed faxed, telecopy, electronic or a portable document format (PDF) copy of this Acceptable Use of Technology Guidelines and Agreement shall have the same force and effect as an originally executed copy of this Acceptable Use of Technology Guidelines and Agreement. November, 2015*

*\*\* By providing your first and last name in the "Parent/Guardian Signature" space, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By providing your first and last name in the "Parent/Guardian Signature" space, you consent to be legally bound by this Agreement's terms and conditions.*

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## *Use of Google Apps for Education (GAFE)-Parent/Guardian*

Students have access to *Google Apps for Education (GAFE)* services (email, online documents, calendar, video, etc.) for educational purposes. Google Apps accounts and services are managed by school district personnel. Student files (e.g. essays, presentations, email, etc.) are stored on Google servers, which are located in various countries including the United States of America. Contents will be subject to the law of the jurisdiction. For example, Yellowknife Catholic Schools cannot guarantee protection against possible disclosure of emails residing in the United States of America.

While, students have the ability to post photos, videos, documents or presentations to any site on the internet at any time without using Google Apps for Education, the safety in using Google Apps for Education is that the District Technology Coordinator creates the users. Only those users within the domain can create or share the content. Each user is identified by their first and last name, and all work they create or upload to share is tagged with their name, and the date and time. While Google Apps for Education is a secure server through Yellowknife Catholic Schools, individuals should make informed decisions about what kind of information they choose to transmit.

All of the Acceptable Use of Technology Guidelines apply when accessing resources through Google Apps for Education accounts, as well as the following:

- I understand that my child's first name and last name will be used by Yellowknife Catholic Schools to create a Google Apps account.
- I understand that my child will be provided with an email address (e.g. *firstname.lastname@school.nt.ca*) to use for school purposes. This address is what gives your child secured access to his/her online file storage, documents, and sites.
- I understand that personnel from Yellowknife Catholic Schools may access my child's Google Apps account if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies and that a search of the account would reveal evidence of that breach. This may include, but is not limited to, email messages, gadgets, archived chats, docs, sites, photographs, uploaded documents, etc.

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- I understand that as a parent or legal guardian I also have access to my child’s Google Apps account, including email, docs and sites. My child can either log in and give me a tour of his/her files, emails, and sites, or my child or school personnel can share the login ID and password with me, as a parent or legal guardian.

I understand that my child has reviewed a student version of this document and each paragraph with his/her teacher. I will discuss these expectations with my child to ensure he/she understands the responsibilities associated with having an email address and using a Google Apps for Education account.

I hereby release Yellowknife Catholic Schools and its personnel from any and all claims and damages arising from my child’s use, or inability to use, the Google Apps for Education account.

I give permission to allow my child to have an email address issued by Yellowknife Catholic Schools.

\_\_\_\_\_  
Parent/Guardian Name Date

\_\_\_\_\_  
Parent/Guardian Signature Phone

***\*\* An executed faxed, telecopy, electronic or a portable document format (PDF) copy of this Use of Google Apps for Education (GAFE) Agreement shall have the same force and effect as an originally executed copy of this Use of Google Apps for Education (GAFE) Agreement. November, 2015***

***\*\* By providing your first and last name in the “Parent/Guardian Signature” space, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By providing your first and last name in the “Parent/Guardian Signature” space, you consent to be legally bound by this Agreement's terms and conditions.***

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## *Use of Personal Electronic Devices at School - Parent*

Students at École St. Patrick High School may bring their own *personal electronic devices* to school. Students of École St. Joseph School and Weledeh Catholic School may also bring their own *personal electronic devices* to school with classroom teacher permission. These devices may be able to connect to the school's wireless network. When using student-owned, *personal electronic devices* at school, all of the General Use of Technology Guidelines apply, as well as the following:

- I understand that my child will connect to the school's wireless network, and NOT to the school's wired network, or any visible network from the neighborhood. The guidelines below apply regardless of the wireless network used.
- In class, my child will use the student owned device only with the teacher's expressed permission.
- My child will set all devices to silent or vibrate mode, with audible signals disabled during all in-school use; I will use earphones or headsets to listen to all audio.
- My child will turn off all peer-to-peer (music/video/file-sharing) software or web-hosting services on my device while connected to the school's wireless network.
- I understand the security, care and maintenance of my child's device is his/her responsibility. My child will securely store his/her device when not in use.
- I understand that the school is not responsible for the loss, theft or damage of my child's device. He/she is fully responsible for his/her property while it is at school.
- I understand that for specific testing situations, the principal and/or classroom teachers may establish specific rules governing the use of devices.

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- I understand that personnel from Yellowknife Catholic Schools may access my child's *personal electronic device* if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies and that a search of the device would reveal evidence of that breach. This may include, but is not limited to, audio and video recording, photographs taken on school property that violates the privacy of others, issues regarding bullying, etc.

I understand that my child has reviewed this document and each paragraph with his/her teacher. I will reinforce these guidelines with my child to ensure he/she understands the expectations and responsibilities associated with using a *personal electronic device* at school as well as the appropriate and ethical use of the technology.

I hereby release Yellowknife Catholic Schools and its personnel from any and all claims and damages arising from my child's use of, or inability to use, his/her *personal electronic device* on the school's wireless network.

I give permission to allow my child to bring his or her *personal electronic device* to school for educational use.

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Parent/Guardian Name

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Date

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Parent/Guardian Signature

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Phone

**\*\* An executed faxed, telecopy, electronic or a portable document format (PDF) copy of this Use of Personal Electronic Devices-Parent form shall have the same force and effect as an originally executed copy of this Use of Personal Electronic Devices-Parent form. November, 2015**

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## Consent Form - School Use of Images

Yellowknife Catholic Schools celebrate students in a variety of ways. Celebrations may include events or activities promoting school programs, sporting events, classroom events and/or additional school or district-based activities. Schools use photos, videos and samples of student work to promote and celebrate successes and achievements of their students. These images are often published on school websites, in school newsletters, on school social media accounts such as Facebook and Twitter and other emerging technologies.

Schools must obtain parental consent before posting photos, videos, or samples of student work. This consent is only required if individual students are identifiable in the pictures. ***Parents can revoke consent by contacting the principal anytime.***

### Consent for School Use of Images – Parent/Legal Guardian

\_\_\_\_\_   
 First Child

\_\_\_\_\_   
 Second Child

\_\_\_\_\_   
 Third Child

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

I am the parent/legal guardian of the child(ren) named above. I have read and understand the information provided on this form. I give Yellowknife Catholic Schools permission to allow my child(ren) to be included in school-based media such as a school website, Facebook page, Twitter account, and/or other emerging technologies.

\_\_\_\_\_   
 Parent/Guardian(s) Signature(s)

\_\_\_\_\_   
 Date

***\*\* An executed faxed, telecopy, electronic or a portable document format (PDF) copy of this Consent Form-School Use of Images shall have the same force and effect as an originally executed copy of this Consent Form-School Use of Images. November, 2015***

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## Media Consent Agreement

Yellowknife Catholic Schools receive requests from media (newspapers, magazines, radio, television stations and websites) to come onto school property to report on and/or photograph/record an aspect of the school or its programs. These requests can also be the result of an invitation to the media to come to the school to profile an event or initiative.

The media coverage may be digitally manipulated, published, broadcast, rebroadcast or sold to other media outlets. It may be posted on websites and/or additional social media including YouTube, Facebook, Twitter or other emerging technologies.

Media requests are carefully considered by the principal of the school before being approved. Schools may cooperate with media to encourage their profile and celebration. Schools must obtain parental consent before allowing media to take photos of or interview students at school sponsored events, as well as to use names. This consent is only required if individual students are identifiable in the pictures.

**Yellowknife Catholic Schools cannot prevent media outlets from photographing or interviewing students off of school grounds or during public events.**

### Consent for Release – Parent/Legal Guardian

\_\_\_\_\_  
First Child

\_\_\_\_\_  
Second Child

\_\_\_\_\_  
Third Child

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

I am the parent/legal guardian of the student(s) named above. I have read and understand the information provided on this form. I give Yellowknife Catholic Schools permission to allow my child(ren) to be included in media coverage and its use as described above.

\_\_\_\_\_  
Parent/Guardian(s) Signature(s)

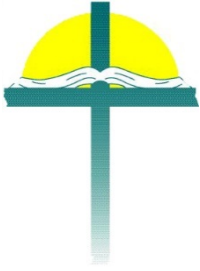
\_\_\_\_\_  
Date

**Parents can revoke consent by contacting the principal anytime.**

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## *Acceptable Use of Technology Guidelines and Agreement (Grades 1 – 12)-Student*

As a student of Yellowknife Catholic Schools, I value having access to technology to support my learning. I know that along with this privilege goes great responsibility. To demonstrate my commitment and understanding of the level of responsibility that is required, I have read each of the expectations and guidelines listed below. I will abide by the rules and expectations laid out for technology use.

- I understand that having access to technology in school is a privilege. I understand that this privilege may be revoked if I fail to fulfill my responsibilities as a user of this technology and that many, but not all, of these responsibilities are outlined below.
- I will only use technology for educational purposes while in school, unless I have been granted permission, by a teacher, and then I will only use the technology within the parameters or guidelines established by the teacher.
- When connected to the internet, I will never use my electronic device to reveal personal information such as my age, address or phone number, or those of other students or persons.
- I understand that Yellowknife Catholic Schools uses a content filter on its internet access, yet I know it is possible that I may encounter inappropriate material, which includes images or text that are pornographic, violent, obscene or offensive to others. I will immediately close the window on the screen that depicts this material. I will then inform my teacher.
- I understand that my personal files and information about every web page I visit may be accessible under the provisions of Access to Information and Protection of Privacy (ATIPP). I am aware that an individual search may be conducted if there is reasonable belief that I have violated the law or Yellowknife Catholic Schools' Student Acceptable Use of Technology Guidelines and Agreement.
- I understand that my actions using the electronic device and accessing the internet reflect on me, my class and the school. I will conduct myself accordingly and exercise good judgment.

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- I will not download or install any software, music, movies, or files of any nature unless I have been granted specific permission to do so by my teacher and the copyright holder grants permission.
- I will not share my student network login password or any other user names and passwords provided by Yellowknife Catholic Schools' personnel with anyone except my parents or legal guardians.
- I will always log out of the electronic device and any applications when I have finished using them, or when moving out of sight of my electronic device. Any actions done on an electronic device when I am logged in will be traceable to me.
- I will not create, use, display, or store any offensive, obscene, inflammatory or defamatory language or images. I will not use the technology in any way that negatively affects any other student or person.

***Acceptable Use of Technology Guidelines and Agreement (Grades 1 – 12)-Student***

Name of School \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

I have read the Acceptable use of Technology Guidelines and Agreement. I agree to follow the expectations contained in these guidelines. I understand that if I violate the agreement, my account can be terminated and I may face other disciplinary measures.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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The Acceptable Use of Technology Guidelines apply when accessing resources through Google Apps for Education accounts, as well as the following:

- I understand that my first name and last name will be used by Yellowknife Catholic Schools to create a Google Apps account. I will be given rights to access this account.
- I will be provided with an email address (e.g. *firstname.lastname@ycs.nt.ca*) to use for school purposes. This address is what gives me secured access to my online file storage, documents, and sites.
- I understand that personnel from Yellowknife Catholic Schools may access my Google Apps account if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies and that a search of the account would reveal evidence of that breach. This may include, but is not limited to, email messages, gadgets, archived chats, docs, sites, photographs, uploaded documents, etc.
- I understand that my parents or legal guardians also have access to my Google Apps account, including email, docs and sites. I can either log in and give them a tour of my files, emails, and sites, or I or the school personnel can share my login ID and password with my parents.

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I have read the Acceptable use of Technology Guidelines and Agreement for the use of Google Apps for Education (GAFE). I accept all responsibility for using my Google Apps for Education account and email address as set forth in this document.

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Student Signature

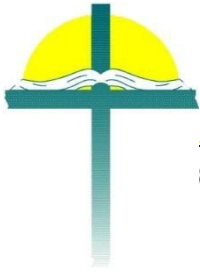
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## *Use of Personal Electronic Devices at School - Student*

Students at École St. Patrick High School may bring their own *personal electronic devices* to school as part of the BYOD program. Students of École St. Joseph School and Weledeh Catholic School may also bring their own *personal electronic devices* to school with classroom teacher permission. These devices may be able to connect to the school's wireless network. When using student-owned, *personal electronic devices* at school, all of the General Use of Technology Guidelines apply, as well as the following:

- I will connect to the school's wireless network, and NOT to the school's wired network, or any visible network from the neighborhood. The guidelines below apply regardless of the wireless network used.
- In class, I will use the student owned device only with the teacher's expressed permission.
- I will set all devices to silent or vibrate mode, with audible signals disabled during all in-school use; I will use earphones or headsets to listen to all audio.
- I will turn off all peer-to-peer (music/video/file-sharing) software or web-hosting services on my device while connected to the school's wireless network.
- I understand the security, care and maintenance of my device is my responsibility. I will securely store my device when not in use.
- I understand that the school is not responsible for the loss, theft or damage of my device. I am fully responsible for my property while it is at school.
- I understand that for specific testing situations, the principal and/or classroom teachers may establish specific rules governing the use of devices.

*Yellowknife Catholic Schools adheres to The Access to Information and Protection of Privacy Act (ATIPP) of the N.W.T.  
Please direct questions regarding this form to the office collecting the information or to  
the ATIPP Coordinator Ph: (867) 766-7400 Fax: (867) 766-7401*



- I understand that personnel from Yellowknife Catholic Schools may access my *personal electronic device* if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies and that a search of the device would reveal evidence of that breach. This may include, but is not limited to, audio and video recording, photographs taken on school property that violates the privacy of others, issues regarding bullying, etc.

I have read the Acceptable Use of Technology Guidelines and Agreement for the use of *personal electronic devices* at school. I accept all responsibility when bringing my own *personal electronic device* to school.

Student Signature

Date

***\*\* An executed faxed, telecopy, electronic or a portable document format (PDF) copy of this Use of Personal Electronic Devices at School-Student form shall have the same force and effect as an originally executed copy of this Use of Personal Electronic Devices at School-Student form. November, 2015***

***\*\* By providing your first and last name in the "Student Signature" space, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By providing your first and last name in the "Student Signature" space, you consent to be legally bound by this Agreement's terms and conditions.***

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