

Acceptable Computer Use Agreement

New Brunswick Department of Education

Policy 311 - Appendix C

Student:

I understand that use of the school's computer equipment, network, e-mail and world wide web services is a privilege, not a right. I agree to respect the following:

- 1.
1. I will comply with the Department of Education's Policy 311 – Information and Communication Technologies Use ([EECD Policy 311](#)).
2. I will not spread computer viruses intentionally or access or make changes to systems or files that are not mine (i.e. hacking). This is illegal.
3. I will not create, access, store, print or send threatening or obscene messages or any other material that is likely to humiliate or offend.
4. I will not use free/anonymous e-mail accounts (such as Hotmail) using the school's network or equipment.
5. I will not download games, large files or pictures or use chat rooms without permission.
6. I will not send unsolicited bulk information (SPAM).
7. I will not give out information about myself or other people, such as password, name, address, telephone number, age, sex or photo.
8. I understand that if I do not respect these rules, I may lose my computer privileges and/or face other disciplinary actions.

Parent/Guardian:

I have read and understand the above.

I accept responsibility for the actions of my child while he/she uses the school's computer network and equipment. I understand that my child's access to the school's computer network and equipment may be denied/revoked if he/she fails to comply with this agreement.

I will not hold the school district or the Province of New Brunswick responsible for my child's access of materials acquired through the school's network/Internet connection or other use of ICT, given reasonable precautions by school personnel to supervise student ICT use.

I have reviewed the Computer Use Agreement with my child

Parent/Guardian Signature

Date

Media Coverage - Parent Permission

Your family's rights to privacy are important to us. The school district is required to abide by the [New Brunswick Right to Information and Protection of Privacy Act \(RTIPPA\)](#)

Please read the information below and decide what best meets the needs of your family.

Students' names and/or photographs may be included in documents related to school events such as theatrical or musical production programs, newsletters, graduation programs, awards lists, yearbooks, composite pictures etc. In addition, photographs or videos of concerts or other events may be taken by the school or parents. These materials may occasionally be accessed for distribution and published by the media.

- I give permission for my child's name and/or photograph to be included in school-event related documents as listed above. These items may be accessed by the media for publication.*
- I do not give permission for my child's name and/or photograph picture to appear on the Anglophone East School District web page and/or social media.*

Schools are also at times contacted by media to publicize events such as sports, science fairs, concerts, drama productions or assemblies. This may involve photographs, videotaping or interviews with your child. The school administration and /or district staff approve all media coverage. Student interviews will occur only in the presence of a staff member.

- I give permission for my child to be photographed, videotaped or interviewed by the media in school-sponsored activities for this school year. I understand these pictures/tapes may also be posted on the media website.*
- I do not give permission for my child to be photographed, videotaped or interviewed by media.*

Occasionally, Anglophone East School District may use student photographs on its web page and/or social media when school activities are celebrated and featured. It is important for us to know if we have your permission for your child to be photographed or interviewed. For further information about the web page, please contact the district media contact at 869-6004.

- I give permission for my child's name and/or photograph to appear on the Anglophone East School District web page and/or social media. I understand that I will be notified if this is to take place during this school year.*
- I do not give permission for my child's name and/or photograph picture to appear on the Anglophone East School District web page and/or social media.*

After discussing this with your child, please sign below.

Parent/Guardian Signature

Date

Hold and Secure and Lockdown Procedures

Dear Parents and/or Guardians:

In the event that we feel the safety of our students and staff may be at risk, we may implement a Lockdown, or a Hold and Secure within our schools. It is important to understand that our teachers and staff are trained in these procedures to ensure that our students and schools are safe and secure at all times. Our procedures are based upon provincial and law enforcement standards.

What "Lockdown" and "Hold and Secure" mean:

Lockdowns: Lockdowns occur when there is imminent danger within the school or immediately outside the school. Once a school is placed in lockdown, all staff and students will remain in a locked location until the situation is resolved. During a Lockdown students are not able to leave the school and parents or are not allowed to pick students up for any reason.

Hold and Secure Hold and Secure may occur if there is an emergency in our school or community which is not an immediate threat. In this situation, all doors to the school are locked and regular classroom operations continue. During a Hold and Secure students are not able to leave the school and parents or are not allowed to pick students up for any reason.

Key points of a Lockdown/Hold and Secure:

- **Do not call the school, text or call cellphones.**

In a Lockdown situation, silence is important. Phones cannot and will not be answered. Ringing or vibrating phones may alert an intruder to the whereabouts of students or staff. Our staff are working to support our students through this procedure and need to stay where they are and follow the process to ensure the safety of all.

- **Do not come to the school.**

Roadways need to be kept clear for emergency vehicles. Vehicles can slow police and other emergency responders from getting to and securing the area as quickly as possible. People around the school could potentially become targets or be confused by first responders as suspects.

- **Rely only on information that comes directly from the RCMP, the school or school district.**

Incorrect information can often circulate during an event and can cause unnecessary stress and concern or, in extreme cases, compromise the safety of staff, students and responders. Some situations may also require that information be withheld until the situation is resolved. The school or district will send out information when it is safe and warranted.

For more information about our Lockdown/ Hold and Secure Policy please contact your school directly. We encourage you to discuss school safety with your child and to address any questions or concerns they may have.

I have read and understand the Lockdown and Hold and Secure information, as it was presented.

Parent/Guardian Signature

Date

Violent Threat Risk Assessment

Dear Parent/Guardian:

Anglophone East School District is committed to creating and maintaining a safe and positive learning and working environment for all of our school communities. In order to enhance safety measures and a positive learning environment, school administration, guidance counsellors, district staff and community partners have been trained in Violence Threat Risk Assessment.

The Violence Threat Risk Assessment Protocol is applied to assess threatening or worrisome behavior. The Violence Threat Risk Assessment is conducted by a trained, multidisciplinary team to determine if a threat maker poses an actual risk. Risk enhancers are identified, and appropriate interventions are put into place to reduce risks as a means to better support the student and/or their family. Please be assured that the School Violence Threat Risk Assessment Team will be taking measures to deal with all known threats/high-risk behaviors in a positive, proactive and restorative manner.

To help keep our school communities safe, Anglophone East School District will respond to all threats. As such, we aim to create an expectation of responsible reporting and ask that all parents/guardians, students, staff and community members who have knowledge of a threat, threat-making behaviors or high-risk student behaviors report this information to the school principal.

If the school team invites you to a meeting to discuss safety concerns and/or intervention planning for your child, please be assured that the goal is always safety and risk reduction intervention planning. We will respond to all threats in a professional manner that provides for a safe, supportive and positive learning environment for all.

We appreciate your support in helping to ensure our schools have a safe learning and working environment for all of our school communities.

I have read and understand the Violent Threat Risk Assessment information, as it was presented.

Parent/Guardian Signature

Date

SCHOOL BUS CONDUCT AND SAFETY INSTRUCTIONS

Policies:

- [551: Safe and Orderly Conduct on School Buses](#)
 - [551A: Student Misconduct: Offences and Consequences](#)
 - [552: Student Conveyance - Alternate Location for Child Care](#)
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NOTE: Permission for any student to ride on a school bus is a **PRIVILEGE, NOT A RIGHT**. The safety and wellbeing of student riders depends on proper behavior and compliance of the following rules and regulations. Any student who violates any of the following rules will be reported to the proper school Administrator and his/her privilege of transportation may be denied. These rules apply to STUDENT ACTIVITY TRIPS as well as regular bus routes to and from school.

1. The DRIVER has FULL control of the bus and its passengers and has authority to enforce all the Provincial bus rules and guidelines. Always respect the authority of the driver by obeying promptly and courteously. Students are to refrain from unnecessary conversation with the driver.
2. BE ON TIME AT YOUR BUS STOP. The BUS WILL NOT WAIT for those who are tardy. DO NOT run after the bus if you are late, always remember the danger zone. Drivers have been instructed NOT TO STOP for anyone running after a bus.
3. Wait for the bus to come to a COMPLETE stop before trying to board or depart. If you must CROSS THE ROAD, wait for the DRIVER TO SIGNAL you across with his/her hand when he/she has determined all traffic has stopped. ALWAYS cross at least ten (10) feet in front of the bus, whether boarding or departing.
4. After boarding the bus, sit down and remain seated until the bus reaches your stop. IF THE DRIVER ASSIGNS SEATS, students will sit in the seats assigned to them.
5. NO fighting, pushing tripping, kicking, etc. will be tolerated on the bus.
6. NO student will be allowed to use tobacco, drugs, alcohol, or light matches or lighters on the bus.
7. NO loud or boisterous speech, swearing or shouting in the bus or out the windows will be allowed. Rude and abusive language will not be tolerated.
8. DO NOT sit with more than the proper number in one seat.
9. DO NOT extend any part of your body out the bus windows.
10. DO NOT throw anything in or out of the bus window.
11. DO NOT eat or drink on the bus, Safety first, you may choke.
12. DO NOT bring live animals, reptiles, insects, etc. on the bus.
13. DO NOT bring fire arms, ammunition, knives, explosives devices, fire crackers or other dangerous materials aboard the bus. Such ITEMS WILL BE CONFISCATED, and appropriate discipline will follow.
14. **TREAT THE BUS WITH RESPECT. ANY DAMAGES TO THE BUS WILL BE PAID FOR BY THE STUDENT OR HIS/HER PARENTS. ALL ACTS OF VANDALISM WILL BE HANDLED UNDER THE SCHOOL VANDALISM POLICY.**
15. Keep the aisle clear. Store personal items on your lap or under the seat.
16. Keep the bus clean. A waste container is provided at the front of the bus for all garbage. Use this container when boarding or departing the bus only.
17. USE HANDRAILS when boarding or departing the bus.
18. In the morning, students will be discharged ONLY at their regularly designated school stop. NO student will be allowed to get off at ANY OTHER PLACE.

19. In the afternoon, students will be discharged ONLY at their homes or regularly designated stops. In the case of an emergency, the principal will follow policy 552.3. The PRINCIPAL will then notify the TRANSPORTATION OFFICE. If such change is on a permanent basis, a parental release form must be on file with the TRANSPORTATION OFFICE. All changes will comply with policy 552. ([POLICY 552](#))
20. Students transported to an athletic, academic, or co-curricular activity will return to the point of departure on the bus. Rare exceptions may be made for return with parents - **and only parents**
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In summary, no distracting or dangerous activity will be allowed on the bus, these situations put **EVERYONE** at risk.

Please read the Discipline Process ([POLICY 551 appendix A](#)). Discuss bus safety and the above rules with your child and review them on a regular basis.

- My child and I understand the Bus Conduct and Safety Instructions and agree to obey them.
- I have also read a fully understand the Discipline Process

Parent/Guardian Signature

Date