

# Mission Public Schools Registration Package

*We acknowledge that we work and learn on the on the Traditional, Ancestral, Unsurrendered, and Shared territories of Stó:lō people, of Leq'á:mel, Semá:th, Máthxwi, Sq'ewlets and Qwó:ltl'el First Nations, stewards of this land since time immemorial.*

## REGISTRATION PACKAGE:

- ☐ K-12 Registration Form (to complete)
- ☐ Network, Internet, and Wi-Fi User Agreement Form for Students K-12 (to complete)
- ☐ Photograph, Video, and Media Consent Form (to complete)
- ☐ Walking Field Trip Form (to complete)
- ☐ Fruit & Veggie Opt-Out Form (only complete if opting out)
- ☐ SchoolCash Online (please register)
  - Administrative Procedure 3.1.1 – Student Register Process
  - Administrative Procedure 3.1.2 – Cross-Boundary School Application Process
  - Administrative Procedure 4.0 – Network Internet, and Wi-Fi User Agreement Form for Students K-12

## NEXT STEPS:

1. Locate your Catchment School: [Baragar School Locator](#)
2. Download and save (Ctrl + S) the Registration Package before editing or obtain a copy from your catchment school
3. Complete the fill registration package and drop it off at your catchment school. Please bring supporting documentation (i.e., Proof of Age/ Proof of Residency in BC and Proof of Physical Home Address (for Catchment Area Schools).
4. For Cross-Boundary requests, parents or legal guardians must register at their catchment school and complete a Cross-Boundary Application Form.

## PROGRAMS OF CHOICE:

- ✓ **FRENCH IMMERSION:** École Christine Morrison and École Mission Central both offer a French Immersion program. See **School Locator** on our website for your catchment French Immersion school.
- ✓ **DISTRIBUTED LEARNING:** Mission Online Centre offers Distributed Learning (Grade 7 – 10). Visit Mission Online's website for details of our home learning program.

## SCHOOLS OF CHOICE:

### Our Schools of Choice are:

- Edwin S. Richards - Arts-Based program.
- Hillside Traditional Academy – Curricular outcomes in an environment based on traditional values.

Schools of Choice offer differing presentations of our educational curriculum. The opportunity to attend a School of Choice is open to all Mission residents.

Kindergarten **APPLICATIONS** to attend Schools of Choice can be filed at any time, and for any year of birth at either Edwin S. Richards or Hillside Traditional Academy. Please bring your child's proof of age documentation.

**PLEASE NOTE (Sibling Registration):** Parents with children currently attending either Edwin S. Richards or Hillside Traditional Academy will be contacted to register their kindergarten-aged sibling during the month of December at their present school of choice.

## THEMED PROGRAMS:

- ✓ **C.O.R.E. PROGRAM:** Dewdney Elementary provides education based on the **C.O.R.E.** (Community Outdoor Recreation & Environment Education) program. Detailed information is outlined on the Dewdney Elementary School website.
- ✓ **FOREST and NATURE PROGRAM:** Stave Falls Elementary provides education linked to BC's new curriculum through Outdoor Place-Based Learning in a Cultural Environment. Detailed information is outlined on the Stave Falls website.

For questions or clarification regarding registration, please call your catchment school or the Board office at 604.826.6286



**DISABILITIES and/or DIVERSE LEARNING NEEDS (please provide any applicable documentation):**Identified Disability and/or Diverse Need(s) ☐ NO ☐ YES. If Yes, Please Provide Details:Student currently has an **Individualized Education Plan (IEP)** ☐ NO ☐ YES: If YES, Current Designations(s): \_\_\_\_\_

Other Information: \_\_\_\_\_

**PARENTS/GUARDIANS:****Parent/Guardian #1.**

Relationship: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone(s)/Email: \_\_\_\_\_  
(Home) (Cell) (Work) (Email)Living with Student? ☐ YES ☐ NO / Has Custody? ☐ YES ☐ NO / Can Pick-Up? ☐ YES ☐ NO / Speaks English? ☐ YES ☐ NO

Address if Different from Student's: \_\_\_\_\_

**Parent/Guardian #2.**

Relationship: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone(s)/Email: \_\_\_\_\_  
(Home) (Cell) (Work) (Email)Living with Student? ☐ YES ☐ NO / Has Custody? ☐ YES ☐ NO / Can Pick-Up? ☐ YES ☐ NO / Speaks English? ☐ YES ☐ NO

Address if Different from Student's: \_\_\_\_\_

**CUSTODY:**Are there any legal documents in force re: Custody /  
Guardianship / Access? ☐ YES ☐ NOIf YES, have you provided the school with a copy of these legal  
documents? ☐ YES ☐ NO**CUSTODY-Agency Representative: (e.g., MCFD)**☐ Continuing Custody Order ☐ Temporary Custody OrderIf YES, have you provided the school with a copy of these legal  
documents? ☐ YES ☐ NO**EMERGENCY CONTACT INFORMATION: (OTHER than Parents/Guardians)****Contact #3.**

Relationship: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone(s): \_\_\_\_\_  
(Home) (Cell) (Work)Can Pick-Up? ☐ YES ☐ NO / Speaks English? ☐ YES ☐ NO**Contact #4.**

Relationship: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone(s): \_\_\_\_\_  
(Home) (Cell) (Work)Can Pick-Up? ☐ YES ☐ NO / Speaks English? ☐ YES ☐ NO**Contact #5.**

Relationship: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone(s): \_\_\_\_\_  
(Home) (Cell) (Work)Can Pick-Up? ☐ YES ☐ NO / Speaks English? ☐ YES ☐ NO**I VERIFY THAT THE INFORMATION CONTAINED IN THIS REGISTRATION IS ACCURATE AND COMPLETE.**

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature (if student is under 19): \_\_\_\_\_ Date: \_\_\_\_\_  
(DD-MMM-YYYY)

# Network, Internet, and Wi-Fi Access User Agreement Form for Students K-12



The personal information on this form is collected by Mission Public Schools under the authority of the School Act. The information will be used for educational purposes. This information will be protected under the Freedom of Information and Protection of Privacy Act. Questions about the collection and use of this information should be directed to the Information and Privacy Coordinator, Mission Public Schools, 33046 4<sup>th</sup> Avenue, Mission, BC V2V 1S5 / 604-826-6286 / [privacy@mpsd.ca](mailto:privacy@mpsd.ca).

## STUDENT SECTION:

Student Name: \_\_\_\_\_ Div: \_\_\_\_\_  
(PLEASE PRINT: Usual First and Last Names)

School: \_\_\_\_\_ Grade: \_\_\_\_\_

I have read *Administrative Procedure #4.0: Network, Internet, and Wi-Fi Procedure for Students* and I agree to follow the rules and regulations in the policy. I understand that if I violate the rules, my account can be terminated, and I may face other disciplinary measures.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD-MM-YYYY)

## PARENT OR GUARDIAN SECTION:

Students under the age of 19 must also have the signature of a parent or guardian who has read this agreement.

As the parent or guardian of the above-named student, I have read *Administrative Procedure #4.0: Network, Internet, and Wi-Fi Procedure for Students* and agree to abide by the provisions therein. I understand that network services are intended for educational purposes.

In consideration of the privilege of using the MPSD.CA Network, I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the MPSD.CA Network, including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Student Acceptable Use Policy and Regulations. I will emphasize to my child the importance of following the rules for personal safety and understand that it is impossible for Mission Public Schools to restrict access to all controversial materials, and I will not hold Mission Public Schools responsible for materials acquired via its networks.

☐ **YES**, I give permission for my child to access the Mission Public Schools Network, and/or the Internet, and/or Wi-Fi, and certify that the information contained in this form is correct.

☐ **NO**, I do not give permission for my child to access the Mission Public Schools Network, and/or the Internet, and/or Wi-Fi, and certify that the information contained in this form is correct.

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_  
(PLEASE PRINT)

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

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD-MM-YYYY)

**THIS FORM WILL BE RETAINED AT THE OFFICE OF THE ENROLLING SCHOOL OF THE STUDENT**

# Photograph, Video, and Media Consent Form



FILE NO. 1025.15

School Districts must comply with the *Freedom of Information and Protection of Privacy Act* which sets out the privacy rights of individuals and provides regulations on protecting personal information for the public sector.

Mission Public Schools must have consent to collect, use, and publicly release photographs, videos, and audio of students.

## PLEASE COMPLETE THE INFORMATION BELOW AND RETURN THIS FORM TO YOUR SCHOOL:

Student names or images may be shared for the following purposes:

### 1. School Yearbooks

- ☐ **YES**, I consent for the release of my child's personal information for the prescribed purpose outlined above.
- ☐ **NO**, I do not consent for the release of my child's personal information for the prescribed purpose outlined above.

### 2. School and/or School District Website, Newsletter, Social Media Sites, or Videotaping in the Classroom and/or During Special Events for Presentation Purposes.

- ☐ **YES**, I consent for the release of my child's personal information for the prescribed purpose outlined above.
- ☐ **NO**, I do not consent for the release of my child's personal information for the prescribed purpose outlined above.

Student Name:		
	(PLEASE PRINT: Usual First and Last Names)	
School:		Grade: _____
Parent/Guardian Name:		
	(PLEASE PRINT)	
Parent/Guardian Signature:		
Date:		
	(DD-MM-YYYY)	

**NOTE:** Mission Public Schools does not have control over public events at which individuals voluntarily appear or attend, and external media is present.

The information described above is collected in accordance with **Section 26 (c), (d), and (g)** of the *Freedom of Information and Protection of Privacy Act*. Mission Public Schools must seek consent to disclose personal information for the examples listed above. Questions and concerns should be directed to the School Principal or the District Privacy Coordinator.

**\*\*This form was last revised: June 26, 2024.**

**Mission Public Schools Privacy Officers:** Angus Wilson and Corien Becker

**Mission Public Schools Privacy Coordinator:** Ilona Schmidt

**Email:** [privacy@mpsd.ca](mailto:privacy@mpsd.ca)

# Walking Field Trip Permission Form



**PLEASE READ CAREFULLY AND COMPLETE, SIGN, DATE AND SUBMIT TO THE CLASSROOM/HOMEROOM TEACHER OR OFFICE**

*(The consent is in effect for the duration of your child's attendance at a school. PLEASE NOTE: the consent can be revoked at any time by contacting the school)*

STUDENT NAME <i>(Print Usual First and Last Name)</i>	GRADE	SCHOOL

From time to time during school hours, teachers find opportunities to enhance student learning with walking field trips outside the classroom. These 'walking field trips' may be spontaneous, taking advantage of the weather or to collect or see something in the neighbourhood, and may also occur on a regular basis. Such field trips may include, but are not limited to, the following:

- Nature Walks
- Neighbouring School Events
- Terry Fox Run
- Neighbourhood Improvement Projects
- Fitness Breaks / Walks or Runs for Physical Education Classes
- Use of a Local Community Playing Field, Park, or Tennis Court
- Sketching Classes

## **SUPERVISION:**

The classroom teacher will directly supervise walking field trips. Depending on the grade level and the nature of the activity, additional supervision may be provided by teachers, education assistants, or parents/guardians to meet the supervision requirements outlined in [Administrative Procedure: 3.2.1 – Field Trips](#). At all times, teachers will endeavour to ensure the safety of students during these excursions.

## **RISK REDUCTION:**

Although walking field trips are considered low risk for accidents, or personal injury to students, there are risks that could occur, including falling, danger from cars, and not following teacher instructions/directions. Classroom teachers will discuss behavioural expectations with students and take the appropriate safety precautions before embarking on the walking field trip, to minimize risk and enhance the safety of each student.

## **PARENT/GUARDIAN WALKING FIELD TRIP CONSENT:**

Walking field trips are impromptu in nature, and as such, the school is seeking in advance, informed consent for your child to participate in walking field trips within our school community. Your child's teacher may or may not provide you with notice in advance. These walking field trips are optional and alternate arrangements will be made for students who do not have consent.

**Please complete the areas below and submit the full page to the classroom/homeroom teacher or office:**

First and Last Name of Student *(PLEASE PRINT)*: \_\_\_\_\_

☐ **YES**, I CONSENT to my child participating in Walking Field Trips

☐ **NO**, I DO NOT CONSENT to my child participating in Walking Field Trips

Name of Parent/Guardian: \_\_\_\_\_ Signature of Parent/Guardian: \_\_\_\_\_  
*(PLEASE PRINT)*

Contact No.: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_  
*(DD-MM-YYYY)*

# Fruit and Veggie Opt-Out Form

(School Fruit and Vegetable Nutritional Program)



**PLEASE SUBMIT THIS FORM ONLY IF YOU DO NOT WISH YOUR CHILD TO PARTICIPATE AND/OR IF YOU NEED TO ALERT US TO CERTAIN FOOD ALLERGIES**

*(The opt-out form is in effect for the duration of your child's attendance at a school and can be revoked at any time by contacting the school).*

STUDENT NAME (Print Usual First and Last Name)	GRADE	SCHOOL

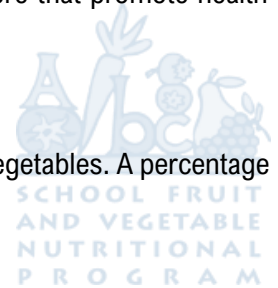
The schools in our district are fortunate to have been accepted into the BC School Fruit and Vegetable Nutritional Program. Administered by the BC Agriculture in the Classroom Foundation and supported by the Province of British Columbia and the Provincial Health Services Authority, the goal is to encourage healthy eating by providing fresh BC fruits and vegetables to students *during* class time. Fruits and vegetables contain vitamins, minerals, phytochemicals, antioxidants, and fibre that promote health and prevent disease.

PLEASE NOTE: This snack is not meant to replace food normally consumed at recess or lunch.

For students in grades K-5, there is also the option to have milk (+Milk) delivered along with the fruit and vegetables. A percentage of +Milk delivery will be fortified soy beverage for students with lactose sensitivities.

The students will receive these healthy treats 12 times in the school year at no charge!

To ensure every student's health and safety, please complete and return this form **ONLY** if you do **NOT** wish your child to participate in the program, **AND/OR** if you need to alert us to certain **FOOD ALLERGIES**.



**Please Complete the Areas Below and Submit the Full Page to the Classroom/Homeroom Teacher or Office:**

Usual First and Last Name of Student (PLEASE PRINT): \_\_\_\_\_

- ☐ **NO**, I do **NOT** wish my child to participate in the BC School Fruit and Vegetable Program.
- ☐ **(Grades K-5 Only): NO**, I do **NOT** wish my child to participate in the K-5 +Milk Program
- ☐ **MEDICAL ALERT:** My child has food allergies you need to be aware of, and therefore, they may not be able to participate in every offering. To assist you, below is information on my child's 'allergy profile'.

Please list allergy(s) in the area below and define allergy profile(s):

(For Example: ☐ It is airborne ☐ It is by ingestion only ☐ It can be contracted through touch/the skin)

If you require further clarification, please contact me at: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_ Signature: \_\_\_\_\_  
(PLEASE PRINT)

Date: \_\_\_\_\_  
(DD-MM-YYYY)



# Welcome to SchoolCashOnline

Fast. Safe. Convenient.

Mission Public School District uses School Cash Online to pay for all school fees. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE! It takes less than 5 minutes to register. Please follow these step-by-step instructions so you will begin to receive email notifications regarding upcoming events involving your child.



Step 1  
**Register**



Step 2  
**Confirm Email**



Step 3  
**Add a Student**

Go to  
<https://mpsd.schoolcashonline.com>

and click on **Register**.

- ✓ Enter in your first name, last name, email and create a password.
- ✓ Select a security question.
- ✓ Check YES to receive email notifications

A registration confirmation email will be forwarded to you. **Click on the link provided inside the email** to confirm your email and School Cash Online account (**check spam**).

The confirmation link will open the School Cash Online site, prompting you to **sign into your account**. Use your email address and password to log in.

This step will connect your child to your account.

- a) Enter the **School Board Name**.
- b) Enter the **School Name**.
- c) Enter Your Child's **First Name, Last Name and Date of Birth**.
- d) Select **Continue**.
- e) On the next page confirm that you are related to the child, check in the **Agree** box and select **Continue**.
- f) Your child has been added to your account.



Fast. Safe. Convenient.

# Welcome to *School Cash Online*

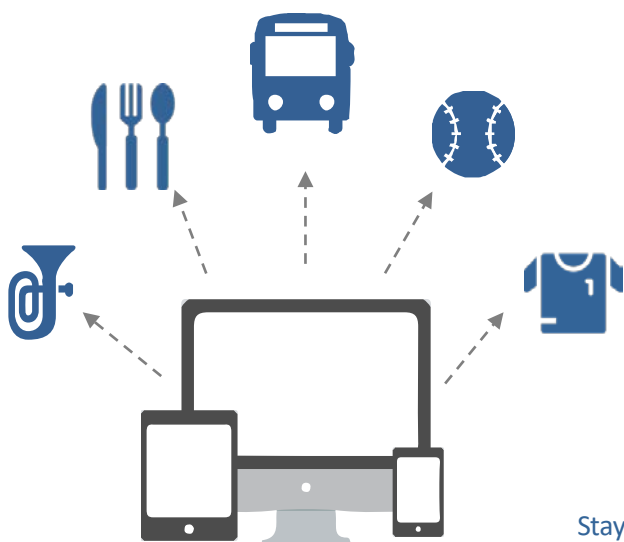
## What is School Cash Online?

School Cash Online is an online parent portal that offers a safe, fast and convenient way to pay for school activity fees. The portal is customized to meet your school's needs and allows you as a parent, to add your students, make payments, check current balance/account history, print or view receipts, and receive notifications about upcoming events.

## Why Use School Cash Online?

With School Cash Online, you can pay all your student's school fees with the click of a button. Wherever. Whenever. Trips to the school to drop-off cash or sending your student with money will be a thing of the past. School Cash Online also enables you to keep track of your student's school items and activities.

Purchase these items and more online.



## Which Payment Methods are Accepted?



### Credit Card

Pay with Visa or MasterCard on School Cash Online by entering your credit card number, CVV number (the three digits on the back of your card), card expiry date, and billing information.



### eCheck

An electronic version of a paper cheque used to make payments online. Anyone with a chequing or savings account can pay by eCheck through School Cash Online.

## How to Register

Follow these instructions to create your School Cash Online account today.

1

#### Create Your Profile:

Go to <https://mpsd.schoolcashionline.com> and click on "Get Started Today".

2

#### Confirm Your Email:

Check your inbox for the email confirmation and click on the link inside. Sign in with your new login details.

3

#### Add a Student

Click "Add Student" and fill in the required fields with your child's details.

Stay connected by selecting "Yes" to email notifications about upcoming fees.



I want to receive email notifications for new fees assigned to my student and updates on school-related activities.

For more information contact Parent Helpdesk at  
[parenthelp@schoolcashionline.com](mailto:parenthelp@schoolcashionline.com) or 1.866.961.1803

<b>Section:</b>	<b>School Administration</b>	
<b>Title:</b>	<b>Catchment School Student Registration Process</b>	<b>3.1.1</b>

## Purpose

To establish the application procedure for student registration with Mission Public Schools in a regular catchment school.

## Application Timelines

1. Kindergarten registrations open in mid-January for the kindergarten classes starting in September.
2. Registrations for grades one to twelve are accepted throughout the year.

## Procedures

1. Parents / Legal Guardians are to determine which catchment elementary, middle, secondary, or program of choice school their child should attend. For information on schools of choice, see Administrative Procedure 3.1.3, School of Choice Application.
2. To determine the catchment school, enter your address into the school locator and search the nearest school that serves your address. The link for the school locator website is available on the Schools & Programs tab on [www.mpsd.ca](http://www.mpsd.ca) website. For direct access, click the following link: [MPSD School Locator](#)
3. Complete the K-12 Student Registration Form.
4. For the purpose of provincial funding and in accordance with **section 82** of the *School Act* staff will need to verify specific documentation for proof of age and residency.
5. Present the completed registration form to the catchment area school, along with the following documentation:
  - a. **Proof of Age**

Proof of student age must be provided.

A child's birth certificate is the preferred document for proof of age. Staff will retain a copy of the student's birth certificate for confirmation with the Ministry of Education as required. No copies of other documentation will be retained.

    - o Examples of accepted proof of age: Birth Certificate, Passport, Permanent Residence Card, Indigenous Status Card, Baptismal Certificate, Certificate of Citizenship, or Immigration Canada Document.
  - b. **Proof of Residency**

The school district must confirm that the child and the child's parent(s) or legal guardian(s) are ordinarily resident in British Columbia to qualify for Ministry funding. Documents will be reviewed and confirmed by school staff, but no documents or copies of documents will be retained by the school.

    - o Examples: Parent / Legal Guardian Driver's License, Parent / Legal Guardian BC Services Card (photo version only), Municipal Tax Bill, Rental Agreement, Utility Bill. See Residency in British Columbia procedure for more information.
  - c. **Proof of Physical Address**

Proof of residency within the school catchment is also required to confirm eligibility to attend the catchment school. A document must be presented to school staff to confirm residency within the school catchment.

    - o Examples: Parent / Legal Guardian Driver's License, Mortgage Statement, Municipal Tax Bill, proof of purchase of residence, Rental Agreement accompanied with utility bill, credit card invoice, letter stating current address notarized by a lawyer or notary public.

6. Should the Ministry of Education request to verify a student's information, school staff may contact the parents or legal guardians at a later date to obtain a copy of the student's legal documentation to supply to the province.
7. If, at the time of application, the catchment school does not have room for the student, the student will be:
  - a. placed on a wait list for the school, and
  - b. placed in another school for the remainder of the year. This placement will be facilitated by the catchment school principal, in consultation with the Assistant Superintendent.
8. If a placement at the catchment school becomes available during the current school year, notification will be provided to families on the waitlist. The family may accept the catchment school placement or remain at their current school for the remainder of the year. After the current school year, the student will be placed at their catchment school. If a family would like to remain at their non-catchment school, they will need to complete a cross boundary request, which would be considered in accordance with AP 3.1.2 Cross Boundary Application Process.

**Approved by the Superintendent:**      **January 2018 (formerly 300-1)**

**Date Amended:**                              **June 2022**

*Cross Reference: [Catchment Areas, Cross Boundary, Schools of Choice, and Programs of Choice Policy](#)  
[K – 12 Student Registration Form](#)  
[Cross Boundary School Application Process Procedure](#)  
[Cross Boundary Application Form](#)  
[School of Choice Application Process Procedure](#)  
[School of Choice Application Form](#)  
[Residency in British Columbia Procedure](#)*

<b>Section:</b>	<b>School Administration</b>	
<b>Title:</b>	<b>Cross-Boundary School Application Process</b>	<b>3.1.2</b>

## Purpose

To establish the application procedure and approval process for students to attend an elementary school, a program of choice school, or a middle school that is outside of the student's residential catchment area. In accordance with Board Policy, cross boundary applications are for one year only.

## Procedures

### 1. Application Process

#### a. New Applications

- Parents or legal guardians who would like their child to attend a cross-boundary school must register at their catchment school, and then complete a Cross-Boundary Application Form. This procedure applies to all elementary, middle, and programs of choice schools.
- Completed forms must be submitted to the regular catchment school.
- The application will be considered for the current year, or the following year, depending on when the application is received.

#### b. Renewal Applications

- Students attending a cross-boundary school in the current year will receive a cross boundary renewal form in February. The form must be completed and returned to their current school **by March 31**. The renewal application will be considered for the following year.

#### c. Middle Schools

- In December, Mission elementary grade six students will receive a notice of their middle school catchment. For the student to attend the other middle school, parents must submit a Cross-Boundary Application Form to their current elementary school **by March 31**. The application will be considered for the following year.

### 2. Approval Process

- The cross-boundary enrolment approvals will be based on the available space and the prioritization outlined in the general guidelines of the *Catchment Area, Cross Boundary, Schools of Choice, and Programs of Choice Policy*, and further prioritized by the date the new application or renewal application was received by the school.
- Cross boundary applications are confirmed by the end of the first week in September. Whenever possible, we will let families know sooner, depending on space availability.
- Cross Boundary student placement will be prioritized as follows:
  - Renewal applicants in order of receipt of the application.
  - New applicants with siblings in the school, in order of receipt of the application.
  - New applicants without siblings in the school, in order of receipt of the application.

**Approved by the Superintendent:**      **January 2018**

**Date Amended:**                              **June 2022**

**Cross Reference:** [Catchment Areas, Cross Boundary, Schools of Choice, and Programs of Choice Policy](#)  
[Cross Boundary Application Form](#)

*Catchment School Student Registration Process Procedure*

*K – 12 Student Registration Form*

*School of Choice Application Process Procedure*

*School of Choice Application Form*

*Residency in British Columbia*

<b>Section:</b>	<b>Students &amp; Instruction</b>	
<b>Title:</b>	<b>Network, Internet, and Wi-Fi Procedure for Students K – 12</b>	<b>4.0</b>

## Purpose

To set appropriate standards for users to access the MPSD Network, Internet, and Wi-Fi Access to perform work duties. The use must not jeopardize operation of the School District Network or the reputation and/or integrity of the School District.

## General Guidelines

### Internet Usage

- Users must comply with all applicable laws and regulations and must respect the legal protection provided by copyright and licenses with respect to both programs and data.
- Internet usage must be able to withstand public scrutiny and/or disclosure. Sites should be accessed in accordance with the criteria established in the [Selection of Learning Resource Materials 4.1.1](#).
- Sensitive information must not be transmitted via or exposed to Internet access.
- Internet usage must be consistent with professional conduct and not for personal financial gain.
- Users must not attempt to obscure the origin or any message or download material under an assumed Internet address.
- Administrators must ensure that all student users sign a [Network, Internet and Wi-Fi Access User Agreement Form for Students K -12](#) before access is allowed. Parents/guardians will be advised by the School District that they can withdraw their consent at any time.
- The Systems Administrator monitors the use of the School District network and will monitor selected network traffic at the request of School District administration or the Ministry of Education.

### Network Usage

Recognizing that our local network (MPSD.CA), and the Internet are a limited and shared resource, all staff granted the privilege to use the network will be asked to pledge, in written form, to conduct themselves in a responsible, ethical, and polite manner while using the network.

Using MPSD.CA for illegal, political, commercial or obscene purposes or in support of such inappropriate activities is strictly prohibited and subject to the following:

- In the case of misuse or suspicion of misuse of the network or services, the Mission Public Schools reserves the right to access any files on the system.



- The system administrators will not intentionally inspect the contents of mail, or disclose such contents, unless required to do so by law or by this procedure, or as part of an investigation. Investigation of complaints regarding mail which are alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material may occur by system administrators.
- Mission Public Schools and MPSD.CA will cooperate fully with any participating school district, local, provincial, or federal officials in any investigation concerning or relating to any mail transmitted through MPSD.CA.
- In the event of an alleged breach of this procedure by a network member, the systems administrators shall immediately notify the student before any action is taken.
- Vandalism will result in cancellation of MPSD.CA privileges. Vandalism is defined as any malicious attempt to harm or destroy MPSD.CA, or any of the agencies or other networks that are connected to the Internet.

MPSD.CA accounts shall be used only by the authorized owner of the account. Account owners are responsible for activity within their account.

MPSD.CA is a publicly funded and finite resource, and as such must be used in moderation. Copyright material must not be placed on any computer system and/or file connected to MPSD.CA without the author's permission.

Members are expected to remove old electronic mail messages in a timely fashion and the system administrators may remove such messages if not attended to regularly by the members. The system administrators will delete electronic mail messages that are in excess of 60 days old.

MPSD.CA members will be notified in a timely fashion of changes made to the policies and guidelines before implementation of these changes.

### Responsibilities

#### Users

- Users are responsible for ensuring that their use of the MPSD Network, Internet and Wi-Fi is appropriate and consistent with this policy.
- Users with an Access Agreement completed are personally responsible for the security of their user account, if one is granted, as follows:
  - Passwords must not be disclosed to any other individual.
  - Responsible for all activity that occurs within their account.
  - Notifying the immediate supervisor, teacher or systems administrator immediately if a security problem is suspected.
- Users are responsible for informing a teacher, an administrator or the system administrator if they mistakenly access inappropriate information or receive any message that they feel to be inappropriate.

- Users are responsible for following virus protection procedures to avoid the spread of computer viruses.
- Users are responsible for checking their email on a regular basis and for deleting unwanted messages.

### Administrators

- Administrators are responsible for ensuring that all students review this procedure and to be reviewed annually with users and parents of students to ensure they are aware of their obligations and responsibilities.
- Administrators and supervisors are responsible for taking appropriate action when this policy is contravened.

### Systems Administrator

- The District Systems Administrator is responsible for monitoring network usage in term of traffic/load.
- On an annual basis, the systems administrator will delete all non-renewed network access agreements (i.e. graduated students, students who do not have parental and/or school permission, students who have withdrawn, transferred, etc.).
- Students that leave the School District, will have their accounts disabled. Student's accounts will be purged and deleted at the end of each school year.
- Limited privacy is afforded to student personal files on the School District network through routine maintenance and monitoring of the system.
  - Pursuant to the School Act, parent(s)/guardian(s) have the right to view the contents of their student's files.
  - A search will be conducted if there is a reasonable suspicion that a student has breached the rules and regulations governing use of the MPSD.CA network, the [Safe, Caring and Respectful Schools Policy 3.0](#), or the law.
- The School District will cooperate fully with law enforcement officials conducting an investigation into illegal activities related to student use of the MPSD.CA network.

### Safe Practices

- The MPSD.CA network must not be used for any of the following. Engaging in any of these activities may be considered an illegal act and subject to an investigation by school and/or law enforcement officials.
  - transmitting any materials in violation of Canadian laws;
  - violating, or attempting to violate, the security of the district's computers, data or network equipment or services;
  - offering, providing or purchasing products or services;
  - political lobbying;
  - posting or linking personal and/or private information about themselves or other people. (See the Information and Privacy Act for a definition of *personal information*);

- knowingly or recklessly posting false or defamatory information about a person or organization;
- engaging in personal attacks, including prejudicial or discriminatory attacks;
- using obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language at any time;
- harassing another person;
- posting chain letters or sending unnecessary messages (spamming) to a large number of people;
- posting information that could cause damage or danger;
- plagiarizing works found on the Internet;
- accessing material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination (hate literature);
- pursuing unauthorized access or attempt to access another person's accounts, files or computer;
- attempting to spread or create computer viruses, destroy data or disrupt the computer system in any way;
- engaging in any act that contravenes the [Safe, Caring and Respectful Schools Policy 3.0](#).

**Date Adopted: October 2001**

**Date Amended: April 2018 (Formerly Administrative Procedure #210b, #601 and #107)**

**Definition:**

- *"User" means students authorized to access the network, internet and Wi-Fi via a School District service provider and.*
- *"Internet" means the global interconnection of data networks that commonly use (but are not limited to) the Internet Protocol.*
- *"Sensitive Information" means personal, confidential or protected information whose release is unauthorized – i.e. information which is reasonably likely to be accepted or excluded from access under the Freedom of Information and Protection of Privacy Act.*
- *"Offensive material" includes, but is not limited to, pornography, hate literature or any material which contravenes the BC Human Rights Act.*

**Cross Reference:**     [Network, Internet and Wi-Fi Access User Agreement Form for Students K -12](#)  
                                 [Safe, Caring and Respectful Schools Policy 3.0](#)  
                                 [Selection of Learning Resource Materials Administrative Procedure 4.1.1](#)