



Online Resources Use in School District #33 (Chilliwack)

Working with students on the internet is somewhat like taking them on a fieldtrip. We are required to take due diligence in ensuring their safety, and we need to make sure that parents have given permission. Think of the following procedures in much the same way as you think of fieldtrip proposals and permissions.

During the past five years there has been a significant increase in the availability and capabilities of web-based online resources often called “Web 2.0” or “cloud-based” services for all users of the Internet. There are several different general categories of online resources that can be used by students and educators. These groupings include:

1. District Maintained Online Resources – online resources that are obtained either from open source or commercial sources and are housed and maintained within the school district for use by school district students and educators.
2. Provincially-Recommended Online Resources – online resources such as LearnNowBC / Elluminate Live! that are offered by the provincial government or its direct / indirect subsidiaries (e.g. Virtual School Society).
3. Outside of District Based Online Resources – online resources that are stored or accessed outside of the school district (e.g. Prezi / VoiceThread)

Each of these groups of online resources has the potential to address needs of students and educators in providing tools for developing knowledge and understanding. Further, each group has different implications regarding the duties of educators toward their students. Every situation is different and clear planning prior to the use of any online resources must be developed. When using online resources with students it is important the *following procedures* be closely observed:

1. No identifiable personal information about a student other than first name should be used or stored within an online resource.
2. Parents / guardians must be made aware of the upcoming use of the online resource, of its suitability for use by students, of privacy configurations, and of the option for the student to opt out of using the online resource.
3. Students are to be taught not to divulge personal information during the use of online resources; their use must also be monitored to ensure compliance.
4. After the use of the online resource is complete, all student work and accounts must be removed and deactivated to the best of the teacher’s ability.

Complete the attached form. Keep a copy at the school and send a copy to the Director of Instruction.

Have parents complete notification forms.



Student Use of Online Resources At School Authorization Form

Name of School: _____

Date: _____

Sponsor Teacher: _____

The Board of Education requires completion of this consent form for students participating in any student use of online resources that are (1) hosted / served by computers located outside of the Chilliwack School District and (2) require use of usernames and passwords and / or store student-created content. Online resources that neither require use of usernames and passwords nor store student-created content do not require authorization.

Name of Online Resource: _____

URL Address of Online Resource: _____

Type of Online Resource:

- ☐ Communication / Collaboration
- ☐ Student Content Creation
- ☐ Other _____

Type of Online Resource Registration:

- ☐ Teacher registration of student accounts
- ☐ Student self-registration of student accounts

Type of Online Resource Student Created Content Storage:

- ☐ Student created online content is available to anyone on Internet
- ☐ Student created online content is only available to other registered educators and students
- ☐ Student created online content is only available to teachers and students within this project group
- ☐ Other _____

Educational Purpose on Online Resource:

Online Resource Review by Teacher:

- ☐ Online Resource Privacy Policy Review (included with this form)
- ☐ Online Resource Advertising Review
- ☐ Online Resource Information and Authorization Sheet for Parent / Guardian (included with this form)

Sponsor Teacher

Principal or Vice-Principal



STUDENT ONLINE RESOURCE USE PARENTAL NOTIFICATION FORM

Name of School: _____

Date: _____

Sponsor Teacher: _____

The Board of Education requires completion of this consent form for students participating in any student use of online resources that are (1) hosted / served by computers located outside of the Chilliwack School District and (2) require use of usernames and passwords and / or store student-created content. Online resources that neither require use of usernames and passwords nor store student-created content do not require authorization.

Name of Online Resource: _____

URL Address of Online Resource: _____

Educational Purpose on Online Resource:

How Registration for Online Resource Will Be Managed:

- ☐ Teacher registration of student accounts
- ☐ Student self-registration of student accounts

How Student Created Content Will Be Managed:

- ☐ Student created online content is available to anyone on Internet
- ☐ Student created online content is only available to other registered educators and students
- ☐ Student created online content is only available to teachers and students within this project group
- ☐ Other _____

I give _____ (name of student) permission to participate in the use of this online resource.

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

Address of Parent/Guardian