

Dear Parents,

Online activities can be exciting and engaging learning opportunities for students. Many students today already have access to technology at home and are eager to incorporate the use of laptops, computers and mobile devices into their learning environment. Because of their familiarity with technology they can quickly 'pick up' how to work within programs or apps to complete assignments and activities. The use of technology in the classroom allows for individualized learning and encourages students to be creative when providing evidence of their learning. This, in turn, results in deeper, more lasting understandings of the world around them.

There is, however, a risk involved in working online, specifically in sharing information and in having online activities tracked (whether for marketing purposes or other, more questionable reasons) and students and parents must be made aware of any risks the student might encounter during their time working online. In addition, students need to learn about privacy issues and copyright concerns in order to safely and ethically participate in a variety of activities online.

The determination of risk vs. benefit for each tool, application or website is reviewed and assessed by the classroom teacher prior to embarking on any learning activity with students, however parents and students should also have a voice in determining suitable and safe activities for use in the classroom. As our class will be using a variety of online tools and resources in our learning this year, it is important that you are aware of the risks involved in using each tool, understand the privacy practices of companies whose tools or websites we will be working with and are then able to make an educated choice as to whether you wish your child to participate in such known activities online or not.

Please review the attached permission form and privacy policy for education.weebly.com (the website that we will be using in our upcoming class activities) and if you agree that the benefits outweigh the risks, please complete and sign the permission form allowing your child to participate. If you do not want your child to have an online 'identity', participate in online activities, or if you would like your child to participate using an alternate name to protect their privacy, all are viable options and you simply need to indicate your wishes in the space provided on the permission form.

Your child's safety in our learning environment, whether virtual or real, is of the utmost concern for us and we want to make every learning experience safe and enjoyable for every student. In order to do so we outline some 'best practices' in working online in class and review proper 'netiquette' on a regular basis. Please see the attached outline of specific privacy and safety rules we follow whenever we use technology in class. These rules outline proper posting practices, problem solving for unknown situations students may find themselves in as well as appropriate and inappropriate information for students to post online.

If you have any questions or concerns about the use of this technology in our class, please feel free to contact me or make time to attend our social media use information night to be held on: ??? Together we can make this an engaging, exciting and safe learning experience for all students.

Thank you

K. Sward

Parental Permission Information for Student Use of Online Resources

Name of School: _____ Date: _____ Sponsor Teacher: _____ K. Sward

Online tool or resource to be used: www.education.weebly.com

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 [ABC] School District and (2) require the use of usernames and passwords and / or store student-created content (SD33, 2013).

Type of Online Resource: Communication and Collaboration as well as Student Content Creation**Type of Online Resource Registration:** Teacher registration of student accounts**Type of Online Resource Student Created Content Storage:** Student created online content is only available to teachers and students (as well as their parents) within this project group.**Online Resource Review by Teacher:**☐ Online Resource Privacy Policy Review (included with this form)☐ Online Resource Advertising Review☐ Online Resource Information and Authorization Form for Parent/Guardian created (SD33, 2013).**Personal Information Collected by Weebly:**

For the purposes of this project, students will be given a generic login that will identify them using their first name only. Information such as age, gender, grade, school information, home address or telephone number or other contact information WILL NOT be required nor shared. Students have also been advised to not post pictures of themselves or other students in our class or school and not to include email addresses or usernames for other sites or apps on their personal webpages.

Purpose of use:

www.education.weebly.com will be used in our classroom this year for a variety of purposes. Students will build and maintain personal websites that will act as both a storage place for exemplars of their work (ePortfolio) as well as a place for them to journal or 'blog' about their learning experiences. They will also have the opportunity to comment on other students blogs as part of our peer review process. These educational sites are able to be viewed only by those who have the class password and are not available for public viewing online unless you have a password (our password is: xxxxx). We will be able to use Weebly free of charge and the easy drag and drop feature to import data and multimedia files make it a user-friendly and easy to learn tool. In addition, students should not have to worry about advertisements on the page on which they are working that could be inappropriate or cause distraction.

Outline of Risks:

Information added to a site using Weebly for Education is stored and hosted on company servers which are located in the U.S. This means that any information added to student sites is potentially viewable and trackable under the jurisdiction of the US Patriot Act (2011). This adds privacy concerns to our work and students will be learning about appropriate and inappropriate content for their websites.

Student sites will be password protected and in order to maintain the privacy of our classroom websites it is imperative that students do not share the password with anyone other than their parent, and that parents not share the password with others, thus making the sites openly accessible.

Specific activities that we will be using our Weebly sites for include:

- Blogging
- Commenting on classmates blog posts
- Attaching work samples and using our sites as ePortfolios
- Sharing information students have researched and commenting on prepared presentations of that information using a variety of multimedia applications
- Communicating with other students in the class and providing peer reviews of each other's work.
- Examining proper use of student websites and content and building understandings of what should not be shared or posted online

Alternate activities will be provided for students who do not receive parental consent for use of online resources. These activities will complement work being completed by other students online and will be marked using the same guidelines for content and creativity.

In the event that there is a breach in privacy controls or any information becomes accessible to any user of the website, or in the event that inappropriate content is posted on student websites access to the sites will be locked immediately, the principal and parents will be advised of the issue accordingly and the inappropriate content or use will be contained and removed. Additional class discussions will be held in order to help students understand the issue, the concern and the proper way to rectify the situation without providing specific details or identifying information.

Signature of participating teacher

Signature of Principal

Please sign and return the following permission slip. Note: by signing you agree that you have read the accompanying information package and agree to the terms outlined within.

Parental Consent for Student Use of Online Resources

Name of School: _____ Date: _____ Sponsor Teacher: K. SwardOnline tool or resource to be used: www.education.weebly.com

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 [ABC] School District and (2) require the use of usernames and passwords and / or store student-created content (SD33, 2013).

I, _____, give permission for my child, _____, to participate in using education.weebly.com in the classroom to blog, comment on classmates blogs and post videos or other multimedia files in order for them to provide evidence on their learning.

Or:

I, _____, give permission for my child, _____, to participate in using education.weebly.com in the classroom to blog, comment on classmates blogs and post videos or other multimedia files in order for them to provide evidence on their learning. I request that _____ be able to participate in these activities under a pseudonym or avatar that will not reveal their identity online.

Or:

I, _____, DO NOT want my child, _____, to use social media on the internet during class time and would prefer an alternate activity be provided for them to complete.

Signature of Parent_____
Date

Privacy Policy

What This Privacy Policy Covers

This policy covers how Weebly, Inc., a Delaware corporation ("Weebly," "we," "us," or "our") treats personal information that it collects and receives on www.weebly.com. We are not in the business of selling information about you: we use information shared with us for the sole purpose of running and improving our services. This notice tells you what information we collect, steps we take to protect and secure it, how we use and share information, and finally, how you can contact us with questions or concerns.

Information We Gather

- Weebly collects personal information when you register with us, use Weebly products or services or post content on a Weebly web site or blog. This information is limited to your email address, username, and any information you post on your site. Your password is stored securely using a salted, variable work factor, one-way hash function.
- Weebly may also collect personal information if you enter into promotions or sweepstakes.
- Weebly automatically receives and records information on our server logs from your browser, including your IP address, cookies, and the pages you request. We also collect other use information as part of our analytics services, in order to improve the service. However, we do not link such information to any personally identifiable information you submit while on our site.
- Weebly may collect billing information if you sign up for a paid service, which may include your name, address, telephone number, credit card details, and other information that is necessary in order to process the transaction. Under no circumstance do we store any of your sensitive billing details.
- When signing up for the affiliate program, Weebly may collect additional details in order to process payments and comply with tax law, which may include your social security number or EIN, your address, and other information as appropriate.
- Weebly uses information for the following general purposes: products and services provision, identification and authentication, services improvement, support, contact, research, and anonymous reporting.

Google Analytics

This website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses "cookies", which are text files placed on your computer, to help the website analyze how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google

on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

Our third party partners employ clear gifs (a.k.a. Web Beacons), images, and scripts that help them better manage content on our site. We do not tie the information gathered to our Users' personally identifiable information.

Third Parties, with whom we partner to provide certain features on our site or to display advertising based upon your Web browsing activity, also use Flash cookies to collect and store information. Flash cookies are different from browser cookies because of the amount of, type of, and how data is stored. Cookie management tools provided by your browser may not remove Flash cookies. To learn how to manage privacy and storage settings for Flash cookies click here:http://www.macromedia.com/support/documentation/en/flashplayer/help/settings_manager.html#117118

Billing information

- Should you sign up for a Weebly pro account or register a domain through us, we require your billing information in order to process the transaction.
- We will retain the last 4 digits of your credit card number and credit card type, so that you may identify that card used in the future. We do not store any other billing information, as this information is discarded after your transaction has been processed.
- If your subscription is auto-renewing, a recurring subscription will be created at our payment gateway, Authorize.net. Authorize.net will store your billing information on their secure payment gateway for as long as necessary to carry out the terms of your subscription.
- Should you cancel your subscription, your billing information will be immediately removed by Authorize.net
- All transactions are processed over an industry standard SSL/TLS connection, with a minimum of 128-bit encryption.

IP Address

- Weebly occasionally obtains IP addresses from users depending upon how you access our web sites. IP addresses, browser and session information may be used for various purposes, including to:
 - Diagnose and prevent service or technology problems reported by our users or engineers that are associated with the IP addresses controlled by a specific web company or ISP.
 - Estimate the total number of users visiting Weebly's web sites from specific geographical regions.
 - Help determine which users have access privileges to certain content, services or resources that we offer.
 - Monitor and prevent fraud and abuse.

Cookies

- A cookie is a small amount of data, which often includes an anonymous unique identifier that is sent to your browser from a web site's computers and stored on your computer's hard drive.
- If you reject all cookies, you may not be able to use Weebly services or products that require you to "sign in" and you may not be able to take full advantage of all offerings.
- You can configure your browser to accept all cookies, reject all cookies or notify you when a cookie is set.
- Weebly uses its own cookies for a number of purposes, including to:
 - Require you to re-enter your password after a certain period of time has elapsed to protect you against others accidentally accessing your account contents.
 - Keep track of preferences you specify while you are using the Weebly Sites, Products and Services.
 - Estimate and report our total audience size and traffic.
 - Conduct research to improve the content and services provided on the Weebly Sites, Products and Services.
 - We also use cookies to improve the performance of our advertising on other websites. Although you may not opt out of receiving online advertisements generally, you may control the collection of data on our site used for targeted weebly.com advertising during your visits to other websites. To opt-out of weebly.com data collection for targeted advertising on other sites, click here: [Opt Out Now](#).

Information Relating to Children

- Individuals under the age of 13 are prohibited from creating or using accounts through Weebly.com. Students under the age of 13 may, however, use Weebly through special student accounts created by their teachers through education.weebly.com, provided the teacher has obtained signed parental consent from the student's parents.

Information Use, Sharing and Disclosure

- Weebly does not share personal information we learn about you from your use of the Weebly web sites, products and services with others except as described in this policy.
- We do not share, sell, rent or trade personally identifiable information with third parties for their promotional purposes.
- Weebly may use or share your personal information where it is necessary to complete a transaction, to operate or improve the Weebly products and services, or to do something that you have asked us to do. We use other third parties such as a credit card processing company to bill you for goods and services. These third parties are prohibited from using your personally identifiable information for promotional purposes.
- From time to time, Weebly or a partner may sponsor a promotion, sweepstake or contest on Weebly. You may be asked to provide personal information including name, email address or home address or to answer questions in order to participate. This information will be used strictly for the purpose of notifying and arranging delivery of promotional items to the person selected.
- You may opt out of emails you receive from Weebly or any of our partners for promotions, sweepstakes, contests or newsletters by visiting <http://www.weebly.com/weebly/unsubscribe.php>.
- When you register for Weebly, we collect user-submitted account information such as username and email address to identify users and send notifications related to the use of the service.
- When you post content on a Weebly web site or blog, you have the ability to post content which may include personally identifiable information about yourself.
- If you post personal information online that is accessible to the public, you may receive unsolicited messages from other parties in return. You should be aware that any information you provide in these areas may be read, collected, and used by others who access them. To request removal of your personal information from our blog or community forum, contact us at support@weebly.com. In some cases, we may not be able to remove your personal information, in which case we will let you know if we are unable to do so and why.
- If you choose to use our referral service to tell a friend about our site, we will ask you for your friend's name and email address. We will automatically send your friend a one-time email inviting him or her to visit the site. Weebly stores this information for the sole purpose of sending this one-time email and tracking the success of our referral program. Your friend may contact us at <http://www.weebly.com/weebly/unsubscribe.php> to request that we remove this information from our database.
- Weebly may share personally identifiable information about you under the following circumstances:

- We may share your personal information to respond to subpoenas, court orders, or legal process, to establish or exercise our legal rights or, defend against legal claims and if in our judgment in such circumstances disclosure is required or appropriate.
- We may share your personal information if we believe it is necessary in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of our various terms of use, or as otherwise required by law.
- As we continue to develop our business, we may also buy or sell all or part of our business. In such transactions, personally identifiable information you have shared with us is generally one of the business assets that will be transferred. The transferred personally identifiable information will remain subject to the promises made in this privacy policy or subsequent policies to which you have consented.

Changes to this Privacy Policy

Weebly may revise, modify or update this policy. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address specified in your particular Weebly account or by placing a prominent notice on our site prior to the change becoming effective.

Widgets

Widgets may support functions that require that you disclose certain personally identifiable information given the user's choice of participation. This information is collected in many different ways such as: forms, surveys, contests, forums, subscribing or unsubscribing to mailings and correcting or updating personally identifiable information and are only used for the purpose in which they were collected. Forms which require sensitive information such as financial information (credit card) to process purchases for products or services are SSL encrypted to protect your sensitive information.

Links to 3rd Party Sites

Our Site includes links to other Web sites whose privacy practices may differ from those of Weebly, Inc. If you submit personal information to any of those sites, your information is governed by their privacy policies. We encourage you to carefully read the privacy policy of any Web site you visit.

Facebook Connect

You can log in to our site using sign-in services such as Facebook Connect or an Open ID provider. These services will authenticate your identity and provide you the option to share certain personal information with us such as your name and email address to pre-populate our

sign up form. Services like Facebook Connect give you the option to post information about your activities on this Web site to your profile page to share with others within your network.

Social Media Widgets

Our Web site includes Social Media Features, such as the Facebook Like button [and Widgets, such as the Share this button or interactive mini-programs that run on our site]. These Features may collect your IP address, which page you are visiting on our site, and may set a cookie to enable the Feature to function properly. Social Media Features and Widgets are either hosted by a third party or hosted directly on our Site. Your interactions with these Features are governed by the privacy policy of the company providing it.

Confidentiality and Security

No data transmissions over the Internet can be guaranteed to be 100% secure. Consequently, we cannot ensure or warrant the security of any information you transmit to us and you do so at your own risk. Once we receive your transmission, we make efforts to ensure security on our systems.

- We use physical, electronic, and procedural safeguards to protect personal information about you.
- Your account information is password-protected. Additionally, your account's password is stored using a salted, variable work factor, one-way hash algorithm.
- In certain areas, Weebly uses industry-standard SSL-encryption to protect data transmissions. However, please note that this is not a guarantee that such information may not be accessed, disclosed, altered or destroyed by breach of such firewalls and secure server software.

If Weebly learns of a security systems breach we may attempt to notify you electronically so that you can take appropriate protective steps.

By using Weebly or providing personal information to us you agree that we can communicate with you electronically regarding security, privacy and administrative issues relating to your use of those sites, products and services. We may post a notice on our applicable web sites if a security breach occurs. If this happens, you will need a web browser enabling you to view the applicable web sites. We may also send an email to you at the email address you have provided to us in these circumstances. Depending on where you live, you may have a legal right to receive notice of a security breach in writing. To receive free written notice of a security breach (or to withdraw your consent from receiving electronic notice) you should notify us at support@weebly.com.

Changing your Preferences and Personal Information

- You can edit your account information with Weebly at any time.
- You can delete your applicable account by visiting the applicable account deletion page; we will retain your information for as long as your account is active or as needed to provide you services,

however, please note that some personal information, primarily your contact information, may remain in our records to the extent necessary to protect our legal interests or document compliance with regulatory requirements.

- If your personally identifiable information changes, or if you no longer desire our service, you may correct, update, or delete such information by making the change on our user home page, or by emailing our Customer Support at support@weebly.com.

Contacting Weebly

If you have a privacy concern regarding Weebly, or this policy, and if you cannot satisfactorily resolve it through the use of those sites, products or services, you should complete a support request at www.weebly.com/support/ or you can write to us by email at support@weebly.com or by mail at:

Weebly, Inc.

564 Pacific Ave

San Francisco, CA 94133

TRUSTe

Weebly, Inc. has been awarded TRUSTe's Privacy Seal signifying that this privacy policy and practices have been reviewed by TRUSTe for compliance with [TRUSTe's program](#) requirements including transparency, accountability and choice regarding the collection and use of your personal information. The TRUSTe program covers only information that is collected through this Web site, <http://www.weebly.com>.

TRUSTe's mission, as an independent third party, is to accelerate online trust among consumers and organizations globally through its leading privacy Trustmark and innovative trust solutions. If you have questions or complaints regarding our privacy policy or practices, please contact us at support@weebly.com. If you are not satisfied with our response you can contact [TRUSTe here](#).

Last updated on October 3rd 2013.

Privacy and Safety Rules we recognize as 'Best Practices'

- Students will be respectful of others using computer, iPods or other audio-visual equipment.
- Cyber Bullying is bullying which is carried out through an Internet service such as email, chat room, discussion group or instant messaging; or through mobile phone technologies such as short message services (SMS). It may also include inappropriate use or distribution of images, videos or audios of another person.
 - Any form of cyberbullying will not be tolerated under any circumstances.
- If a student accidentally accesses inappropriate content, they should move on without drawing unnecessary attention, or inform the teacher quietly if needed.
- Students will not access chat-rooms or social networking sites and will not give out any personal details over the Internet.
- Students will always be respectful of others (SD33, 2011)
- The following is prohibited:
 - Pornographic, obscene, or vulgar content
 - Downloading, uploading, sending, or importing inappropriate content
 - Illegal use or transfer of copyrighted materials to a school owned computer
 - Sharing of any passwords for any reason, other than with staff member. (SD33, 2011)
- Students may only post content within the rules and restrictions put in place by a school or teacher, or by government legislation such as the British Columbia Freedom of Information and Personal Privacy Act (FOIPPA).
- Students may not post or send any personal information that may be damaging, threatening or dangerous to themselves or to others.
- Social networking may only occur within [ABC SD] provided or approved systems.
- Users are prohibited from sharing their passwords with any other user, or permitting others to use their access accounts. Account holders are responsible for all activity within their account.
- Users must be aware of and actively protect their own personal safety while using the [ABC SD] information technology. (SD33, 2013)
- [students] will, at all times, use the technology in a privacy-sensitive manner, refraining from including [their] or any other identifiable individuals' personal information in posts, instant messages and email exchanges. Specifically,
 - [students] will not post or share [their] or anyone else's full name, home address, personal email address, telephone number, gender, birthdate/age or other potentially identifying information.
 - [students] will not make statements or express opinions about [their] or any other identifiable individual's personal life or character.
 - [students] will not post or share information, images, audio or video belonging to or identifying other individuals without first seeking their permission and obtaining their consent.
- [students] will immediately report any potential, foreseeable or actual privacy invasions to the instructor so that the problem, breach or error can be addressed and rectified. (VIU, 2011)

- Students will remember that blog posts must be readable and deemed appropriate by their teacher for all students in our school.
- Students will not accept unsolicited comments or requests from people they do not know or users who are not members of our class
- Students will not post links to sites that could pose a risk or be deemed inappropriate for viewing by other children in our school

References

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