Dear Parent/Guardian,

An important part of some of the work at PHSS will involve using Internet-based tools to create and share our learning -- to continue building a lifelong digital portfolio. Research shows the learning that can occur through connection to online resources is critical in the 21st Century. The need to be able to use, critique and adjust to digital information is key to taking part in the world today, as discussed in the BC Ed Plan. With this in mind though, the safety of our students needs to remain our number one concern.

Many digital tools may require your child to create a personal account, using an email account. Please note that your child will use Internet-based tools for both classroom activities and homework assignments, and will continue to hold accounts after coursework is completed.

Your written consent to your child's use of Internet-based tools is required by the British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA).

If you choose not to provide your consent to your child's use of Internet-based tools, your child will not be penalized in any way and alternate activities will be provided, as appropriate.

It is important to be aware that the majority of Internet-based tools below are online services hosted outside of British Columbia and possibly Canada. While stored outside the country, information in your child's accounts may be subject to the laws of foreign jurisdictions, including, in the United States, the USA Patriot Act.

As a general safe practice, when interacting with any online service, students should take care and avoid posting any personal information or a personal location that could be used to identify themselves or other persons. We recommend not using a full name and last name with identifying birth date and town. Therefore, a student could use initials, or a combination of numbers and letters. Also, using a different year of birth would be more effective for maintaining privacy when signing up for various accounts. For example, a sign-in name could look like bwilliams85 or sjohnsonph.

Some of the programs students may use to explain, document, communicate and store assignments may include: Prezi, Kidblog, Edublog, Voicethread, Wordpress, Twitter, Skype, Wikispaces, Dropbox, Youtube, Evernote, or Google Drive.

Kindly return a copy of this letter to your teacher signed and dated. If you have any concerns, please feel free to contact your son or daughter's teacher (using the tools) at 250-949-7443.

Consent: I understand that the information my child may create and store could be stored in or accessed from a location outside of Canada, and I hereby consent, on behalf of me and my child, to my child's information identified above being stored in, or accessed from, a location outside of Canada.

This permission to use the tools above is granted for the duration of my child's time in the Vancouver Island North School District.

_____   _____
Signature of Parent or Guardian   Signature of Student (if over 13)

_____   _____
Print Name   Print Student Name and Grade

_____   _____
Date   Date

Port Hardy Secondary School
Print School Name

Things for students to consider when they are using digital educational technologies:

Access to these tools is for educational purposes while completing assignments and collaborating with peers.
It is important to establish the norms for responsible and effective communication online.
Respectful interactions are important when students are working collaboratively.
Select words carefully; think of ways messages will be interpreted; and make important decisions about appropriate ways to respond to others.

A good motto to live by while interacting online is:

> **T - Is it TRUE?**
> **H - Is it HELPFUL?**
> **I - Is it IMPORTANT?**
> **N - Is it NECESSARY?**
> **K - Is it KIND?**

Postings within class sites are subject to the same Code of Conduct that is posted at the school.
Students are prohibited to:

A.   Send, use or display offensive messages, pictures, profanity or inappropriate language
B.   Harass, insult, or attack others
C   Access another user's network account
D.   Reveal your or anyone else's private information, such as passwords
E.   Post pictures of other students without their permission