

Registration for Credit Courses

Information Disclosure: We ask for this information in order to register you in the class that you have selected. Elk Island Public Schools' employees, Board of Trustees, and agents (eg. legal counsel) may have access to this registration information on a need-to-know basis. If you have any questions about the collection of this information, you may contact the Principal or Assistant Principal of Next Step Continuing Education at 780-467-7292.

Today's Date:

Student Name: _____
SURNAME FIRST NAME MIDDLE

Provincial ID Number: _____

Date of Birth: _____ Current/last **Grade:** _____ **Gender:** M F
MONTH DAY YEAR

Address: _____

City/Town: _____

Province: _____

Postal Code: _____

Email Address: _____

Name of Last School

Attended: _____

Phone Number: _____ **Cell:** _____

Have you taken Courses at Continuing Education before:	Yes <input type="checkbox"/> No <input type="checkbox"/>
How did you hear about our program?	Flyer <input type="checkbox"/> Newspaper <input type="checkbox"/> Friend <input type="checkbox"/> Online Browsing <input type="checkbox"/> School Referral <input type="checkbox"/>

Parent/Guardian/Emergency Contact: For Students under 18

I live with: Both Father Only Mother Only Guardian Foster Home Indep. Student Other

Father/Guardian: For Students under 18

First Name: _____ **Last Name:** _____
Address: Same as student _____
City/Town: _____
Province: _____
Postal Code: _____
Phone Number: _____ **Cell:** _____

Mother/Guardian: For Students under 18

First Name: _____ **Last Name:** _____
Address: Same as student _____
City/Town: _____
Province: _____
Postal Code: _____
Phone Number: _____ **Cell:** _____

Custody Information: For Students under 18

Custody: In rare instances, a child may be designated as “Protected” if a court has issued a restraining order under the Child Welfare Act, the Domestic Relations Act, the Divorce Act, or the Young Offenders Act. Please indicate if the school administration should be aware of any such Court Order for the protection of your child.

No Yes

If “yes”, please make arrangements to discuss this situation with the school administration. Legal documentation will be required.

Medical Information:

Do you have any medical problems the school should know about? No Yes

If yes, please explain: _____

Family Physician or Clinic Name: _____ **Phone:** _____

Copyright Permission

I hereby grant permission to Elk Island Public Schools (EIPS), on behalf of the student being registered to: (please check ALL appropriate boxes) which are produced for non profit, educational purposes during the student's attendance at EIPS. I understand the production(s)/work(s) may be shown at education displays during Board sponsored open houses, inservice sessions, other school related activities at school or school board sites, or in a school publication. This consent will remain in effect for the years that the student attends EIPS unless otherwise notified by the parent/guardian (or student if 18 years of age or independent).

- record and tape me/my child;
- display any of my/my child's work;
- reproduce any of my/my child's work;

Francophone Parents

For Francophone parents wishing to access French education. NOT applicable to French Immersion programs

According to Section 10 of the *School Act* and Section 23 of the *Canadian Charter of Rights and Freedoms*, the following applies: Citizens of Canada

- whose first language learned and still understood is French,
- or - who have received their primary school instruction in Canada in French
- or - of whom any child has received
- or is receiving primary or secondary instruction in French in Canada, have a right to have all their children receive primary and secondary instruction in French.

According to this criteria, are you eligible to have your child educated in French? Yes No
If yes, do you wish to exercise your right to have your child educated in French?

Signature _____ Date _____

Voluntary Declaration for Aboriginal Persons

If you wish to declare that you are an Aboriginal person, please specify:

- Status Indian/First Nations Non-Status Indian/First Nations Metis Inuit

Purpose and Use of Information: Alberta Education is collecting this personal information pursuant to section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* as the information relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success. For further information or if you have questions regarding the collection activity, please contact the office of the Director, Aboriginal Policy, Policy Sector Information and Strategic Services Division, Alberta Education, 10155-102 Street, Edmonton, AB, T5J 4L5, (780) 427-8501.

Freedom of Information and Protection of Privacy (FOIP Act)

Purpose and Use of Information Information in this form is required as part of the school registration process and is necessary and related directly to a school board's obligation to provide students with educational programming that meets their needs, to provide a safe and secure school environment, to protect the child's rights, and to determine eligibility for programming and funding. The information will be made available to employees of Elk Island Public Schools (EIPS) and the Board of Trustees, within the scope of their roles and responsibilities, to individuals working with children in schools, and to Alberta Education, on a need-to-know basis. Please read the information on the next page about the types of activities for which personal information is collected. The information will be used for authorized programs and activities that are a normal part of school life. We realize there may be occasions where you have concerns relating to the safety of your child with any of these uses of information. If this is the case, please contact the school your child attends.

Legal Authority for Collection All personal information is being collected and protected in accordance with the *School Act* and regulations thereto, the *Constitution Act*, the *Charter of Rights and Freedoms* and the *Freedom of Information and Protection of Privacy Act*.

Contact for Questions If you have any questions about the collection, use and purpose of the information requested, please contact the principal of the school where your child attends.

AFFIRMATION

**I have read this registration form and understand how this information will be used.
The information given in this registration is complete and correct.**

Signature of Parent/Guardian/Independent Student Under 18

Date

Signature of Student

Date

FOIP Act

Version 1.1, June 1, 2008

Notification of Use. Please read and retain for your information. When collecting personal information from individuals, the *FOIP Act* requires EIPS to provide information about: the legal authority and purpose of the collection, how the information will be used, and the contact information of the person able to answer any questions. The information collected on the Registration and Student Information Form contains personal information as defined in the *FOIP Act*. This information is collected pursuant to the *School Act*, its regulations and the *Charter of Rights and Freedoms*. This information is required in order to properly register your child within EIPS, and is related directly to the school board's obligation to provide students with educational programs that meet their needs, to provide a safe and secure school environment, to protect children's rights, and to determine eligibility for programming and funding. EIPS may also use the information on this form to provide students with specific recommendations about programs and services offered in the division outside the scope of traditional programming that may enhance or contribute to their educational experience. Once the information is collected and compiled, EIPS believes the uses listed below are part of a vital, healthy and functioning school and participation of all students is important and encouraged. Here are examples of activities where the information may be used: - the use of a student's name, photo and comments about the student in the school calendar, newsletter, yearbook, graduation book, or other school publication. - the taking of individual, class, team or club photos for school purposes. - the use of student names on artwork or other creative work or material of students displayed at the school. - the use of student names in class lists, honour rolls, bus lists, graduation ceremonies, scholarship or other awards within the school or jurisdiction. - the use of student names and academic information necessary for determining eligibility or suitability for provincial, federal or other types of awards or scholarships. - the use of student names, related contact information and telephone numbers, for absenteeism verification and other school-related activities by staff and volunteers. - the use of student names, addresses, parental and emergency contact information, for the provision of transportation services, or in the event of problems or emergencies. - the taking of photos/videos of classroom or other school activities by the school system where the material will be used within the school. - the taking of photos and/or videos of classroom activities, and their use by the media or other organizations where students are not interviewed or identified by name or face. - where individual students are identified or interviewed and the material will be used outside the school, a separate and specific consent will be required. You will be contacted prior to this event taking place. Examples of this are permission to display outside the school written or graphic works created by your child, or a photograph of your child in a school-related activity. **Please note that photos and/or videos of school activities that are open to the general public may be taken by persons in attendance (i.e. parents videotaping school concerts) and used for purposes within and outside of the school.** If you have any questions regarding the collection and intended use of the information, please contact the FOIP Coordinator, Elk Island Public Schools, Sherwood Park, Alberta, at 780.417.8204 (toll free 1.800.905.3477). You may also contact the school principal.

Elk Island Public Schools – Network and Internet Access Staff and Students

Elk Island Public Schools Regional Division #14 (EIPS) provides network access to all of the Division's schools and office locations. This is provided utilizing the Local Area Network (LAN) and Wide Area Network (WAN) through to an Internet Provider (IP). The purpose of providing access to the Internet and other electronic information resources is to facilitate success for all staff by enabling global communication, sharing of resources and information, collaboration and innovation. Allowing staff to extend beyond EIPS will provide opportunities for staff to excel through challenge and change. Use of the EIPS Network and Internet Access shall be consistent with these purposes. Accessing electronic information resources through EIPS equipment or systems is a privilege, not a right, and inappropriate use may result in cancellation of the privilege.

Guidelines

1. The use of the network and Internet is a privilege, not a right.
2. ALL users are to abide by the generally accepted rules of network use. These include (but are not limited to):
 - a. Use of the network is for educational purposes
 - b. Be polite. Use appropriate language
 - c. Do not engage in activities prohibited under federal, provincial, or municipal law
 - d. Do not use the network in such a way to disrupt or attempt to disrupt the use of the network by others
 - e. Do not attempt to alter, modify, or destroy the data of other users.
 - f. Do not attempt to harass another user.
3. Security is a high priority. Network users must:
 - a. Never allow others to use their password
 - b. Realize that email is not private
 - c. Not attempt to violate network security
 - d. Not possess or store any hacking software of any kind
 - e. Never use a logon account other than the one provided or pose as another user.
4. It is illegal to transmit, obtain access to, or possess material that is obscene, threatening, in breach of copyright, or material prohibited by trade secret. It is illegal to use software for which there is no legal license.
5. Any user violating these accepted rules of network use is subject to the loss of Internet and/or LAN/WAN privileges and is also subject to jurisdiction discipline options.
6. EIPS may regulate access to material on the Internet.
7. EIPS reserves the right to review any material or user accounts to monitor files in order to determine appropriate use.
8. EIPS makes no warranties of any kind, expressed or implied, for the service it provides. EIPS shall not be responsible for damages suffered by a user.

Use of any information obtained via the Internet is at the user's own risk. EIPS shall not be responsible for the quality, accuracy, or legality of the information obtained through its services.

**Elk Island Public Schools – Network and Internet Access
Student Agreement**

This agreement applies to all students for their tenure in Elk Island Public Schools.

I have read the attached guidelines regarding Network Access and fully accept its implications. I understand that Network Access is for educational purposes and agree to access the Internet using the EIPS network infrastructure for educational purposes.

I understand that it is impossible for EIPS to restrict access to all unacceptable materials on the Internet and agree not to hold EIPS responsible for materials acquired.

I understand that the EIPS attempts to maintain individual privacy, but that it is impossible to do this in all situations. I agree not to hold EIPS responsible for activities that result from network and Internet use.

As a user of the EIPS Network and Internet, I have read and hereby agree to comply with its guidelines.

Student Name: _____
(please print)

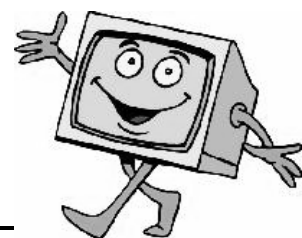
Signature: _____ Date: _____
(yyyy-mm-dd)

If student is under 18, Parent/Guardian must sign:

I have read the attached guidelines regarding Network Access and the above terms and fully accept their implications. I understand that Network Access is for educational purposes and agree to allow my child access the Internet using the EIPS network infrastructure for educational purposes.

Parent/Guardian Name: _____
(please print)

Signature: _____ Date: _____
(yyyy-mm-dd)



Website Consent Form

Jan 2009

The information on this Website Consent Form is collected and distributed in accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act*, Sections 33, 34, 38, 39, 40, and 41.

This Consent Form must be used:

- when posting student's personal information - including name, grade, individual photographs, group/class photographs, participation in extracurricular activities - to websites.

I _____ hereby provide consent for _____ 's
name of parent/guardian/independent student name of student
personal information to be posted to _____ website
name of school
as I have indicated: projects photographs awards/scholarships/prizes other (as specified below)

I/we are aware that this is a public website, and the personal information it contains can be viewed by anyone who accesses the site. This consent is valid for one year and may be withdrawn at any time, upon written notice. In the event the consent is withdrawn, I/we understand that information about _____ will be removed from the website.
name of student

I/we have given this consent voluntarily.

Signature of parent/guardian and/or Signature of student if 18 years or older, or independent student

Signed at on _____ Date

For further information concerning the completion of this form, please contact the principal of your school or Elk Island Public Schools' FOIP Coordinator, (780) 417-8204.

If this form is not completed and returned to the school it will be considered that you have **NOT PROVIDED CONSENT** for the posting of your child's personal information on the school website.

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Elk Island Public Schools 683 Wye Road, Sherwood Park, Alberta T8B 1N2
780 464 EIPS (3477) F 780 417 8181 Toll Free 1 800 905 3477
communications@ei.educ.ab.ca www.eips.ca

Interview/Photo/Video Consent Form

Jan 2009

This information is collected and distributed in accordance with the *Freedom of Information and Protection of Privacy Act*, Sections 33, 34, 38, 39, 40, and 41.

This Consent Form must be used when:

- interviews are undertaken or when photos, videos, or videoconferences are taken/used by the media or an outside organization and where individual students are identified by name or face.
- photos, videos, and videoconferences are taken where individual students are identified and the material is to be used for purposes outside the school.

I _____ hereby provide consent for _____
name of parent/guardian/independent student name of student
to be: interviewed photographed videotaped tape recorded other _____

I/we have given this consent voluntarily.

Signature of parent/guardian and/or _____
Signature of student if 18 years or older, or independent student

Signed at on _____
Date

For further information concerning the completion of this form, please contact the principal of your school or Elk Island Public Schools' FOIP Coordinator, (780) 417-8204.

If this form is not completed and returned to the school it will be considered that you have **NOT PROVIDED CONSENT** for the use and disclosure of your child's personal information as described above.

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