



STUDENT REGISTRATION FORM

F300-1

J.A. Williams High School
Box 480 8702-91 Ave.
Lac La Biche, Alberta
T0A 2C0

PHONE: (780) 623-4271

FAX: (780) 623-2766

The information requested on this form is being collected pursuant to the School Act, Section 23, A.R. 225/2006 and the FOIP Act, Sections 33(c), 39(1)(b) and 40(1)(c). Information acquired through this form is kept secure and access is restricted.

REGISTRATION FORM

Entry Date: Student ID # Document Type:
Entry Code: ASN # Document #

STUDENT INFORMATION

Student's Legal Name (as shown on legal documentation) Last First Middle

Student's Preferred Name (if different from above) Last First Middle

Birthdate: AGE as of Sept 1: GRADE:
Month Day Year

GENDER: Male Female Other / Prefer Not to Disclose

Current Mailing Address: City: Postal Code:

Residential Address (if different than Mailing): Apt: Street Address: City: Postal Code:

Municipal (911) Address:

Student's Cell Phone: Student's email address:

CITIZENSHIP

The student's Birth Certificate, Canadian Citizenship Certificate, Passport, Visa, Permanent Landed Immigrant document or other official document must be given along with this form in order to register. A photocopy will be placed in the Student Record.

- Canadian Citizen
Permanent Resident/Temporary Resident
Child of a Canadian Citizen
Student Authorization-Study Permit (provide study VISA)
Student Visa Expiry Date: DD MM YYYY
Other: (explain)

INDEPENDENT STUDENT STATUS

Students 18 years of age or older; or 16 years of age and older and considered legally "independent" (not living at home and providing solely for themselves) are considered "independent" under the School Act. An independent student may complete this form and register in the Northern Lights School Division without parental consent. Proof of Independent Status must be presented.

Are you declaring independent status? YES No (If Yes, please attach proof of independent status.)

MEDICAL INFORMATION

Does your child have any medical or physical conditions that may affect his/her attendance at school? Yes No
Physical Disabilities Allergies Serious Illness

If yes, please give a brief description:

**Student lists will be provided to Alberta Health Services upon request from the RHA.

CUSTODY INFORMATION

Student PRIMARILY Lives with: Both Parents Mother Father Legal Guardian
 Other (please specify) _____

If a custody order or any other legal document governing the custody or guardianship of your child exists, a copy of the documentation must be provided by parent/guardian to be placed in the student record.

Name of most current Legal Document: _____ Document Date: _____

PARENT/GUARDIAN INFORMATION

1 <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian Other (Specify) _____ <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.				2 <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian Other (Specify) _____ <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.			
Last Name		First Name		Last Name		First Name	
Address				Address			
City	Province	Postal Code	Country	City	Province	Postal Code	Country
Home Phone	Unlisted Y/N?	Day/Work Phone Number		Home Phone	Unlisted Y/N?	Day/Work Phone Number	
Cell Phone Number:				Cell Phone Number:			
Email:				Email:			
Is this person an EMERGENCY Contact? Y or N				Is this person an EMERGENCY Contact? Y or N			
Emergency Contact Phone Number:				Emergency Contact Phone Number:			
Is to receive mail from school? <input type="checkbox"/> Yes <input type="checkbox"/> No By <input type="checkbox"/> Email <input type="checkbox"/> SMS/text <input type="checkbox"/> Voice <input type="checkbox"/> Paper				Is to receive mail from school? <input type="checkbox"/> Yes <input type="checkbox"/> No By <input type="checkbox"/> Email <input type="checkbox"/> SMS/text <input type="checkbox"/> Voice <input type="checkbox"/> Paper			

EMERGENCY CONTACTS

It is essential that you provide the names and phone numbers of individuals who have given their permission to be contacted in the case of emergency if the school cannot reach the parent or guardian listed above. **Parents/Guardians listed above are FIRST contacts for Attendance and Emergencies.**

Emergency Contact #1	Emergency Contact #2	Emergency Contact #3
Name:	Name:	Name:
Relationship to Student:	Relationship to Student:	Relationship to Student:
Phone Number(s) : <input type="checkbox"/> Home () _____ <input type="checkbox"/> Business () _____ <input type="checkbox"/> Cell () _____	Phone Number(s): <input type="checkbox"/> Home () _____ <input type="checkbox"/> Business () _____ <input type="checkbox"/> Cell () _____	Phone Number(s): <input type="checkbox"/> Home () _____ <input type="checkbox"/> Business () _____ <input type="checkbox"/> Cell () _____

SIBLINGS INFORMATION

Do you have other children attending this school? YES (if yes, please list their names and grades) NO
 The provision of sibling information is optional and is collected for communication purposes.

Name	Grade	Name	Grade

SPECIAL PROGRAMMING

Does your child have any special needs that we should be aware of (IPP or special programming)? Yes No

ENGLISH AS A SECOND LANGUAGE

A student may be eligible for ESL support when the language spoken at home is a language other than English. ESL students can be Canadian born or foreign born.

Do you think your child would benefit from ESL support? Yes No

Language mainly spoken at home: _____

FRENCH IMMERSION

French Immersion is only offered in the following school in the Northern Lights School Division:

- Art Smith Aviation Academy – Cold Lake – Kindergarten to Gr. 8

Please check if you are registering for the French Immersion Program at Art Smith Aviation Academy.

SECTION 23 FRANCOPHONE EDUCATION ELIGIBILITY DECLARATION

Francophone eligibility rights refer to instruction in a Francophone school, NOT a French Immersion school. According to the School Act and Section 23 of the Canadian Charter of Rights and Freedoms, a student is eligible for instruction in a Francophone school if at least one parent is a Canadian citizen and one of the following three conditions exists:

- Either parent's first language learned and still understood is French, or
- Either parent has received their primary school instruction in Canada, in French, or
- One or more of the parent's children has received or is receiving primary or secondary instruction in French in Canada

Does your child have Francophone eligibility? Yes No

The Alberta Student Records Regulations requires that, if requested, NLPS will provide name, address, birth date, and parent's name of Section 23 Eligible students to the Francophone School District.

ABORIGINAL SELF IDENTIFICATION

If you wish to declare the student is Aboriginal, please select one:

First Nations (status) First Nations (non-status) Metis Inuit

For further information, please refer to: www.education.alberta.ca/system-supports/results-reporting or contact Alberta Education at (780) 427-8501.

If you have questions regarding the collection of student information by the school board, please contact the School Board Superintendent at (780) 826-3145.

FIRST NATIONS STUDENTS

Are you living on a Reserve? Yes No Name of Reserve: _____ Treaty #: _____

LAST SCHOOL ATTENDED

Name of School: _____ Grade: _____
Address: _____ Postal Code: _____
Phone Number: _____

BUSING INFORMATION

Bus Number: _____ Bus Driver: _____

IMPORTANT INFORMATION FOR PARENTS

The personal information requested on this form as part of the school registration process is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP), the School Act and its regulations, and the Canadian Charter of Rights and Freedoms, Section 23. This information will be used for the establishment of a student record, determination of residency, for a school board's obligation to provide students with an education program that meets their needs, to provide a safe and secure school environment and other purposes that relate directly to and are necessary for an operating program or activity, including program placement, determination of eligibility and/or suitability for provincial or federal funding, contact and health related information in the event of problems or emergencies. Personal information may also be provided to the Minister of Education for the purpose of carrying out programs, activities, or policies under his/her administration (e.g., research, statistical analysis). This information will be treated in accordance with the privacy protection provisions of the FOIP Act.

DECLARATION

SIGNATURE REQUIRED:

I, the undersigned, hereby represent that I have the legal authority to register the child. I declare the information that I have provided on this form is complete and accurate. **I will notify the school of any changes to the information on this form.**

Signature of Custodial Parent/Legal Guardian/Independent Student: _____

Please Print Name: _____

Registration Date

MM

DD

YYYY



NORTHERN LIGHTS SCHOOL DIVISION NO. 69

6005-50 Avenue, Bonnyville, Alberta T9N 2L4

Phone: (780) 826-3145

Fax: (780) 826-4600

NOTICE OF ACTIVITIES

(as required by the Freedom of Information and Protection of Privacy Act, Sections 33, 34, 39 and 40 and Canada's Anti-Spam Legislation (effective July 1, 2014))

PARENTS – PLEASE READ CAREFULLY

The purpose of this notice is to inform you about the collection and use of student information by Northern Lights School Division No. 69.

In many cases the information is specifically mandated under the School Act, such as the information provided when a student is registered. For example, the Division must provide Alberta Education with specific information on each student. Certain information may also be required by the Regional Health Authority or other Ministries. In other instances, personal information is collected and used for authorized programs and activities that are a normal part of school life. These uses, which are listed below, are a vital part of a healthy and functioning school and participation of all students is very important. We realize, however, that there may be occasions where you, as parents or guardians, 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 office.

Effective upon signing and continuing for as long as your child is a student in the school that he/she is currently registering in, all parents are requested to review the following information and either provide consent or specify considerations where you are withholding consent. Parents of *continuing* students in the same school will not be asked to sign this consent form each year. What is marked on this consent form will be used at the school for as long as your child attends this specific school or until you inform the school in writing of a change or if you are revoking your permission.

Types of activities where information may be collected or used include:

- 1) the use of student names in lists for planning, for emergency procedures, in managing busing issues, and in coordinating school activities.
- 2) the taking of individual, class, team, or club photos for school purposes and the use of student photos for students' union cards or other identification purposes;
- 3) the use of students' names on artwork or other creative work or material of students displayed at science fairs, other project displays at school or school board sites and school related/sponsored activities;
- 4) the use of student names in honor rolls, work ethic listings, citizenship rolls, graduation ceremonies, scholarship or other awards with the school or school board;
- 5) the use of student names and academic information necessary for determining eligibility or suitability for provincial, federal, or other types of awards or scholarships in the event the board applies on a student's behalf;

- 6) the use of student names, related contact information and telephone numbers for absenteeism verification;
- 7) the use of a student's name, photo, and comments in the school newsletter, yearbook, NLPS calendar, graduation book or other school publications.

(Where the school newsletter or publication will be posted to the school website or NLPS website, a separate and specific consent is required – see attached Student/Parent Consent to Disclose Personal Information to Websites, Newsletters and Media).

- 8) 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 by Media, the Student/Parent Consent to Disclose Personal Information to Websites, Newsletters and Media is required). Other organizations will still require specific consents.

Please note that photos and/or videos of school activities that are open to the general public may be taken and used for purposes within and outside of the school. Such photos or videos do not require consent;

- 9) the taking of photos/videos of classroom or other school activities by the school board where the material will be used within the school; and
- 10) mandatory disclosure of both student and parent information to assist the Regional Health Authorities with communicable disease intervention and follow-up (such as vision, speech, hearing, dental, immunization programs). Lists will be provided to the local Health Unit authorities upon their request. the circulation of information on a “need-to-know” basis regarding students who have severe or life-threatening medical conditions.
- 11) the use of parent, student and guardian email and cell phone numbers for the purpose of sending attendance and school information messages to email addresses and text messages sent to your cell phone. No commercial activity will be sent by email and/or text messages unless separate CASL (Canada Anti-Spam Legislation) consent forms are obtained from the parent/student.

I hereby give permission for the school to use information/photos for my child for all purposes specified above.

Signature

Child's Name

Grade

Date

I wish to object to the use of information about or photographs of my child under the following circumstances (please list):

Signature

Date

For further information concerning the completion of this form, please contact the FOIP COORDINATOR at the Northern Lights School Division No. 69, 6005-50 Avenue, Bonnyville, Alberta T9N 2L4 Phone: (780) 826-3145, Fax: (780) 826-4600



STUDENT ACCEPTABLE USE OF TECHNOLOGY GUIDELINES AND AGREEMENT

F140-1

INTRODUCTION AND GENERAL INFORMATION FOR PARENTS AND STUDENTS

The Northern Lights School Division provides students with access to computers, the division telecommunications network and the Internet to support and enhance learning and teaching.

Electronic communication is a tool for life-long learning, and responsible use will allow students to expand their knowledge by accessing and using information resources, and by analyzing, collaborating and publishing information.

All users must assume responsibility for understanding the Student Acceptable Use of Technology Guidelines as a condition of use. Use of division resources in a manner inconsistent with these guidelines may result in loss of access as well as other disciplinary or legal action.

ACCEPTABLE USE AND BASIC PREMISES

At all times, students are to demonstrate the highest level of respect for all division technology resources. Students shall use these resources in a safe, responsible, efficient, ethical and legal manner in accordance with all school and division rules, regulations and guidelines.

Students shall promptly disclose to their teacher or system administrator any exposure to inappropriate material or anything that makes them feel uncomfortable.

Students shall immediately notify their teacher or system administrator if they have identified a possible security problem.

Students shall use the system ONLY for educational or curriculum related activities. Additional freedoms and limitations may be imposed by the school or by the division administration.

WHEN USING TECHNOLOGY OR NETWORKED INFORMATION, ALL STUDENTS SHALL CONDUCT THEMSELVES IN A MANNER WHICH MAINTAINS THE SAFETY, POSITIVE REPUTATION AND DIGNITY OF THE DIVISION AND ITS SCHOOLS.

UNACCEPTABLE USE

Students should be aware that their personal files may be accessible under the provisions of the Freedom of Information and Protection of Privacy Act. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating acceptable use guidelines or the law. An individual search will be conducted if there is reasonable belief that a user has violated the law or the divisions acceptable use guidelines. The division has the ability to see specific users accessing specific sites through the use of our monitoring software.

The following uses of any division electronic resources are unacceptable and may result in suspension, removal of network privileges, disciplinary or legal action. Unacceptable use is defined to include, but not limited to, the following:

- Violation of school or division rules, policy, guidelines and agreements.
- Transmission or access of any material in violation of any local, provincial, or federal law. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by copyright or trade secret.
- The use of profanity, obscenity or other language that may be offensive to another user.
- Any form of vandalism, including but not limited to, damaging computers, computer systems or networks, and/or disrupting the operation of the network.
- Copying and/or downloading commercial software or other material (e.g. music) in violation of federal copyright laws.
- Unauthorized downloading or uploading of large amounts of data.
- Plagiarism (taking from others' ideas, writings, graphics or other creations and presenting them as if they were original).
- Use of the network for financial gain, commercial activity or illegal activity
- Use of the network for political activity.
- Use of the network to access pornographic or obscene material.
- Creating and/or placing a computer virus on the network.
- Providing your network ID and password to anyone other than the system administrator. You are responsible for maintaining your own password and account security.
- Accessing another person's account or any other computer system or resource on the network that goes beyond your authorized access. Students will not go looking for security problems as this may be construed as an attempt to gain illegal access.

Student Acceptable Use Agreement (Grades 3-12)

School _____ **Student ID#** _____

Student Name _____ **Grade** _____

STUDENT SECTION (* To be signed yearly)

I have read the acceptable use guidelines. I agree to follow the rules contained in these guidelines. I understand that if I violate the rules, my account can be terminated and I may face other disciplinary measures.

*** Student Signature:** _____ **Date:** _____

PARENT OR GUARDIAN SECTION (Grades K-12) * to be signed yearly

I have read the acceptable use guidelines and have discussed them with my child.

I understand that computer access is for educational purposes. I will instruct my child regarding acceptable use, including that which is set forth in the acceptable use guidelines. I will emphasize to my child the importance of following the rules for personal safety.

I acknowledge that my child (and the parents by extension) will be responsible for any financial costs involved should my child be responsible for damage to any computer equipment that belongs to the Northern Lights School Division.

I hereby release Northern Lights School Division and its personnel from any and all claims and damages arising from my child's use of, or inability to use, the Northern Lights School Division computer system.

I give permission to allow Internet access for my child and certify that the information contained in this form is correct.

***Parent/Guardian Signature** _____ **Date** _____

***Parent/Guardian Name** _____ **Phone** _____



J.A. Williams High School
 Box 480
 Lac La Biche, AB
 T0A 2C0

**STUDENT/PARENT CONSENT TO DISCLOSE PERSONAL INFORMATION
 to WEBSITES, NEWSLETTERS and MEDIA**

I, _____, hereby consent for personal information
 (Name of parent/guardian of student)

about _____
 (Name of student)

To be released to the following media outlets ***effective this school year and continuing for as long as your child is a student in the above named school*** unless repealed by the parent in the form of a written letter:

- J.A Williams High School Website J.A. Williams High School Newsletter
- Northern Lights Public School Division (NLPS) Website, NLPS Newsletter
- Local News Media (paper, radio and website)
- NLPS & J.A Williams High Social Sites including, but not limited to, Facebook, Twitter, YouTube

This consent form authorizes the use of personal information from:

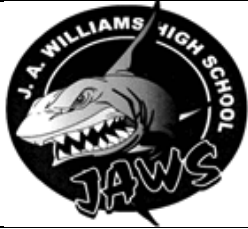
- School, or Classroom Celebrations,
- Individual Photograph, Group Photograph, Student Name
- Academic Achievement or Athletic Achievement
- Participation in presentations and productions in the school
- School field trips and school authorized "out of school" events

This information will be used for the purposes of sharing and communicating information about our school to students, parents, and community members.

Signed this _____ of _____, _____
 Day Month Year

 (Signature of Parent or Legal Guardian)

Additional comments or changes to FOIP permissions:



**J.A. Williams High School
Box 480
Lac La Biche, AB
T0A 2C0**

STUDENT/PARENT CASL (Canada's Anti-Spam Legislation) Consent

Consent is required from the parents/guardians and students as per Canada's Anti-Spam Legislation that took effect July 1, 2014 for all commercial activity sent by the school electronically.

I/we hereby provide consent for the above named school to use my/our email address and cell phone numbers as provided to the school for the purpose of sending a CEM (commercial electronic message) via any electronic medium (email, social media, instant messenger, text message). *An example of a commercial electronic message (CEM) is one that promotes sales or fundraising events, sent to your email or phone from the school.*

Consent can be cancelled at any time by contacting the school by phone or email. ** The Student/Parent CASL Agreement is in effect from the time of signing and is valid for the entire time the student remains in this specific school. If/when a student moves to another school within the jurisdiction, a new agreement needs to be signed.*

Please print your name, sign and date the form:

Mother:

_____ Printed Name	_____ Signature	_____ Date
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Father:

_____ Printed Name	_____ Signature	_____ Date
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Guardian:

_____ Printed Name	_____ Signature	_____ Date
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Student:

_____ Printed Name	_____ Signature	_____ Date
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Questions or concerns may be communicated with the J.A. Williams High School Administration at 780-623-4271 or emailed to the J A Williams High School at jaws@nlsd.ab.ca.

TERMS OF THE AGREEMENT

The terms of this agreement include, but ARE NOT limited to all established terms as defined by the NLS.D. 69 IT Department and NLS.D. 69 management, anywhere within this document, and are not limited by the, "TERMS OF AGREEMENT" heading. IT and NLS.D. 69 management reserve the right to modify and enhance these terms as needed, as the, "Cloud Solution" evolves.

This terms in this agreement are an enhancement of the already Established AP. 140 (Acceptable usage of technology), which addresses proper use and conduct when utilizing NLS.D. 69 technology, local or Cloud based.

- The GOOGLE APPS FOR EDUCATION cloud solution will not be used to bully or put another student or teacher at risk
- Data within the GOOGLE APPS FOR EDUCATION cloud could be accessed by GOOGLE since the data resides on their servers , as well student data could be subjected to third party analytic tools
- This "Cloud Solution" is an enhancement of services (See definition of the solution), and cannot replace all services.
- All FOIP-able and Sensitive Data MUST be stored on local servers (Sensitive data)
- The GOOGLE APPS FOR EDUCATION solution is seen as an enhancement to learning services, for the benefit of enhanced communication and services with curriculum among teachers and students, they are not complete or competing business tools or infrastructure replacements
- This agreement is an enhancement and extension of the AP-140, all terms and policy in regards to the AP-140 and violation of them still stand.
- There are no official backups of DATA and no guarantee or implied protection or retention of data by GOOGLE or the NLS.D. 69 IT Department. NLS.D. 69 has chosen the, "FREE GOOGLE APPS FOR EDUCATION DOMAIN" solution, as the Matrix two solution including GOOGLE VAULT for the retention of data, was not within the affordability range of NLS.D. 69. Therefore no retention or protection of data can be offered, and neither party will be held accountable.

- The NLSD. 69 department, cannot be held accountable for access, support or service issues in regards to the operation of the “FREE GOOGLE APPS FOR EDUCATION DOMAIN” solution, since the services and APPS are hosted outside of NLSD. 69 within the cloud.
- It is recognized and agreed upon, that all school entities and their participants have been educated and warned, that service issues/access can and will occur based on the behavior of users in regards to bandwidth and resource usage, abuse and or accidental WAN/LAN damage (Internal and External). It is agreed that if a school entity has access issues in regards to any or all of these terms, that the NLSD. 69 IT. Department will not be held responsible for them. It is agreed that it is up to the school entity or EXTERNAL entity to rectify their usage behavior or financial issues to bring the resources up to the required level to be able to Access the, “FREE GOOGLE APPS FOR EDUCATION DOMAIN” solution.
- All staff and students operating on site, and within NLSD. 69, are required to use the NLSD. 69 domain for access to GOOGLE APPS, and or GOOGLE APPS FOR EDUCATION. NO data created or related to NLSD. 69 is to be used on a NON NLSD. 69 GOOGLE APPS FOR EDUCATION DOMAIN.
- NLSD. 69 and the NLSD IT. Department retain the right and effort to close any NON Domain related cloud services, for the purposes of protecting data, while retaining and streamlining operational standards, to keep NLSD. 69’s systems functioning within it’s uptime requirements. (GOOGLE APPS FOR EDUCATION FULFILLS ALL NEEDED CLOUD DATA STORAGE SERVICES, including local synchronization)
- All Staff and students need to be educated on the terms of this document and the AP-140 before access to the “FREE GOOGLE APPS FOR EDUCATION DOMAIN” solution is granted
- All entities functioning within the, NLSD. 69 “FREE GOOGLE APPS FOR EDUCATION DOMAIN” solution, will abide by all terms within this document and the AP-140.
- Violation of these terms will result in loss of access to all of NLSD. 69 information services and infrastructure until the violation is rectified, and or NLSD. 69 Management is satisfied that the violation has been corrected.
- NLSD. 69 retains the right to deny any authentication and or access to the NLSD. 69 “FREE GOOGLE APPS FOR EDUCATION DOMAIN” solution, as needed.

- All staff and students will be required to read and sign off on the acceptable usage agreement before access to the NLS.D. 69 “FREE GOOGLE APPS FOR EDUCATION DOMAIN” solution is accessed. An information education bulletin explaining NLS.D. 69’s Cloud Direction, will go home to all students and parents, before the agreement is sent out to parents.

By signing below, (the Parent) is agreeing that they have fully read and understand this agreement, the AP-140 and any related agreements, and that the Parent and the student (son/daughter) will be bound by the terms above and in related Usage Agreements. It is also understood, that this agreement will allow the student to participate in, access and use the Northern Lights School Division No. 69 GOOGLE APPS FOR EDUCATION SOLUTION.

Child/Student Full First and Last Name

Parent or Legal Guardian Full First and Last Name (PRINT)

Parent or Legal Guardian Full signature

Date signed

DEFINITIONS:

“**Cloud Solution**” refers to the, implemented solution and the, “FREE GOOGLE APPS FOR EDUCATION DOMAIN” solution.

“**Enhancement of Service**” - A service which builds upon, and enhances current software/hardware toolsets, tool boxes and services. It is NOT a replacement of services, and usually does not have the capacity to replace all services, such as CORE Networking, hardware and or software solutions.