

# AP 334

## Social Media – Students and Parents

### Background

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The purpose of this procedure is to provide guidance for students and the parent community when participating in online social media activities.

### Procedures

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1. Terms of Reference
  - 1.1 Social media includes but is not limited to: social media, social networks, digital citizenship, digital footprint, internet, email, smartphones, devices, blogging, tweeting, wikis, podcasts, video casts, video, audio, media, electronic communication systems iOS, or Android, current top examples: Facebook, Twitter, YouTube, Vimeo, Edmodo, Google Drive, Google+, Hangout, Skype, Texting, Facetime, X-box, PlayStation, Minecraft.
2. Students
  - 2.1 Student online behaviour should reflect the Abbotsford School District values of respect, trust, integrity, communication, and teamwork.
  - 2.2 Any use of social media must observe the terms or contract agreement of the online resource. A disclaimer/permission slip is required and must be signed by parents/guardians.
  - 2.3 Students must consider the potential consequences of what they post online. What students contribute leaves a digital footprint for all to see. Students should only post what they would want friends, peers, parents, teachers, or a future employer to see.
  - 2.4 School related online activities are an extension of the classroom and subject to all school and district expectations. What is inappropriate in the classroom is also inappropriate online.
  - 2.5 Students must be safe online. Students should never give out personal information, including, but not limited to, last names, birth dates, phone numbers, addresses and pictures. Students should not share their password with anyone except their teachers and parents/guardians.
  - 2.6 Linking to other websites to support a student's thoughts and ideas is recommended; however students must be sure to read the entire article prior to linking, to ensure that all information is appropriate in a school setting.

- 2.7 Students must do their own work. They must not use intellectual property without permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s), the sources must be cited.
  - 2.8 Pictures are protected under copyright laws. Students must verify that they have permission to use an image.
  - 2.9 Students must not intentionally misrepresent themselves or use someone else's identity.
  - 2.10 Students must report any content or behaviour that is not suitable in the school environment.
  - 2.11 Students who do not abide by these terms and conditions may face disciplinary action.
3. Parents
- 3.1 Classroom blogs and other social media are powerful tools that open up communication between students, parents, and teachers. The Abbotsford School District encourages parents to view and participate, and comment on classroom projects when appropriate.
  - 3.2 Parents are encouraged to allow their children to participate fully in all activities that involve teacher-monitored online learning environments. At times the completion and return of a release form will be required.
  - 3.3 Parents are encouraged to read and/or participate in social media projects.
  - 3.4 As partners in education, parents are encouraged to model appropriate online behaviour and monitor social media use at home.
  - 3.5 Parents participating in school-related activities must adhere to school district guidelines with regard to posting student photos and personal information.
  - 3.6 Parents should not distribute any personal information about other students participating in the social media project.
  - 3.7 Parents are encouraged to engage in collaborative opportunities to provide feedback to schools, the school district and the Ministry of Education.

Appendix [AP 334-1 Parental Consent Form for Social Media Sites](#)  
[AP 334-2 Parental Consent Form for Office 365](#)  
[AP 334-3 Guidelines for the Use of Office 365](#)

Last revised: May 2014

## AP 334-1 Parental Consent Form for Social Media Sites

Abbotsford School District acknowledges the importance of teachers, students and parents collaborating and learning in digital environments. However, it is also important that students, staff and parents use such tools in a safe and ethical manner. (See AP 334: Social Media – Students and Parents).

Teachers may use a variety of social media sites with students, but are required by law to secure parental permission if such sites store information on networks outside of Canada. Students are encouraged to participate in such class activities, but are not required to use accounts on servers located outside of this country. Teachers will therefore provide a list of all non-Canadian services in the bottom section of this form, so that parents may consent for their child to participate in these social media activities.

Personal information will be collected by the School District for the above noted purposes under the authority of Section 26 (c) of the [Freedom of Information and Protection of Privacy Act](#) (FOIPPA). While stored outside the country, information in your child’s account may be subject to the laws of foreign jurisdictions, such as the United States. If you have any questions about this collection, please contact your child’s teacher directly.

### Consent

I understand that my child’s information will be disclosed, stored and accessed from outside of Canada, and specifically in the United States, for the social media sites listed below. This consent will be considered valid from the date on which it is signed until the end of the school year. I also hereby acknowledge that I have read and understood the district’s social media policy ([AP 334](#)), as well as the policies related to information and communication services ([AP 417](#)).

### List of Social Media Services Accessed During Classroom Activities

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Name of student or, if applicable, parent or guardian: \_\_\_\_\_

Signature of student or, if applicable, parent or guardian:

Date Signed: (MM/DD/YYYY) \_\_\_\_\_

## AP 334-2 Parental Consent Form for Office 365

<< \*BCeSIS\* >>

<<last name, first name>>

<<School Name>>

Abbotsford School District provides students in Grades 4 – 12 with a district email account as well as 25 gigabytes of online file storage space for school files. Each student will have their own secure login and password to access their email and files. Personal information will be collected by the School District for the above noted purposes under the authority of s. 26 (c) of the [Freedom of Information and Protection of Privacy Act \(FOIPPA\)](#). If you have any questions about this collection, please contact Shelley Wilcox, Director of IT at 604-853-6230 ext. 3314.

Student names and the school they attend will be available to Microsoft Office 365 for Education who hosts this service and will store the Office 365 account information on secured servers located outside of Canada. No personal addresses or phone numbers will be released. Privacy legislation requires that we inform you of this and obtain your consent before we provide an account to your student. While stored outside the country, information in your child's Office 365 account may be subject to the laws of foreign jurisdictions including, in the United States, the USA Patriot Act.

### Consent

I understand that my child's information in the Office 365 account will be disclosed, stored and accessed from outside of Canada, specifically the United States, for the purposes outlined above. This consent will be considered valid from the date on which it is signed until the student named below is no longer a student within the Abbotsford School District. I also hereby acknowledge that I have read and understood the Abbotsford School District's Policy on the Use of Office 365 as well as the Information and Communication Services Administrative Procedure 417 and the Social Media AP 334.

Name of student or, if applicable, parent or guardian:

Signature of student or, if applicable, parent or guardian:

Date Signed: (MM/DD/YYYY)

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This form must be returned, signed and dated, to the student's school in order for a District Office 365 account to be activated for the student named above.

## AP 334-3 Guidelines for the Use of Office 365

The district provides resources to students to facilitate a successful educational experience. Office 365 is provided as an educational resource for students and teachers from grades 4 – 12. Its purpose is to promote collaboration, to provide email and software services (Word, Excel, PowerPoint, and Outlook) and online storage for school related files.

The use of Office 365 is governed under district guidelines for Information and Communication Services (AP 417) and the Social Media Guidelines (AP334). School and district codes of conduct are to be followed in both online and face to face environments. Usage of Office 365 may vary between schools according to the instructional programs provided and specific requirements of school communities reflected in their code of conduct. Collaboration in all environments must be respectful and reflect the values of the school district. Email is provided for educational and school-based activities. Faculty and staff must be aware that information sent to a student's email address will be stored outside of Canada and must not include personal (private) information.

### Terms and Conditions

1. Users are expected to respect all guidelines for privacy and confidentiality from the "[Freedom of Information and Protection of Privacy Act](#)" to ensure that personal information is not compromised in public areas.
2. Email accounts are provided for educational purposes. The Board respects the privacy of Information and Communication Services (ICS) users' email. However, use of the ICS, including Office 365 access, is not private and may be tracked or archived. Use of the ICS, including Office 365, by any individual may be monitored or reviewed by the Superintendent (or designate) without prior notice if there are reasonable grounds.
3. In accordance with the provincial "[Freedom of Information and Protection of Privacy Act](#)" the Board will not intentionally inspect the contents of users' email, or disclose the content to anyone other than the sender, or intended recipient, without the consent of the sender or intended recipient, unless required to do so by law or the policies of the Board.
4. District IT staff will only access email for purposes of resolving technical issues with email accounts at the request of the user.
5. Guidelines related to the use of appropriate language and respect for copyright must be followed.
6. Transmitting or posting threatening, abusive, illegal, commercial or political materials as defined by [AP 417 "Information and Communication Services"](#) is prohibited.
7. Users should not reveal their passwords or personal information such as addresses, phone numbers or ages of themselves, other students or employees when using Office 365.
8. A signed consent form is required before the school district can activate Office 365 accounts. Access to Office 365 is on the Internet using a web browser and available at home and at school. These guidelines apply regardless of location from which the services are accessed.

Indicate agreement to the terms and conditions listed above for use of Office 365 accounts by signing below.