

# **OPERATIONS POLICY AND PLANNING COMMITTEE**

**Monday, December 11, 2017 at 7:00 P.M.**

## **REGULAR MEETING**

**(Please note that an OPPs In-Camera Meeting  
will precede the Regular Meeting)**

**OPPs Agendas and Minutes available at:**

**<https://www.sd61.bc.ca/board-of-education/meetings/operations-meetings/>**

**NEXT OPPs MEETING IS SCHEDULED FOR:  
Monday, January 15, 2018 at 7:00 P.M.**

**OPERATIONS POLICY AND PLANNING COMMITTEE**

*Dialogue with the public is welcome during Standing Committee meetings.*

**Regular Agenda for Monday, December 11, 2017 – 7:00 p.m.**

Board Room - Administration Offices, Tolmie Building

**Chairperson: Trustee Watters**

*The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.*

	<b>Presenter</b>	<b>Status</b>	<b>Attachment</b>
<b>1. APPROVAL OF THE AGENDA</b> (5 minutes)			Pgs. 1-2
<b>2. APPROVAL OF THE MINUTES</b>			
A. Operations Policy and Planning Committee Meeting of Tuesday, November 14, 2017 (5 minutes)			Pgs. 3-7
<b>3. BUSINESS ARISING FROM MINUTES</b>			
<b>4. PRESENTATIONS TO THE COMMITTEE</b>			
<b>5. SUPERINTENDENT'S REPORT</b>			
A. Introduction of Student Representative Daniel Davenport – Lambrick Park Secondary School (5 minutes)	Piet Langstraat		Verbal
B. Update on Childcare License Rate Discussions (5 minutes)	Piet Langstraat	Information	Pgs. 8-9
<b>6. PERSONNEL ITEMS</b>			
A. Teacher Staffing Update (5 minutes)	Colin Roberts	Information	Pg. 10
<b>7. FINANCE &amp; LEGAL AFFAIRS</b>			
A. Regulation 8230 Trustee Remuneration and Expenses (10 minutes)	Mark Walsh	Motion	Pgs. 11-24
<b>Recommended Motion:</b>			
That the Board of Education of School District No. 61 (Greater Victoria) accept the revised Regulation 8230 <i>Trustee Remuneration and Expenses</i> for information.			
B. Policy Sub-Committee Report (30 minutes)	Mark Walsh	Motion	Pgs. 25-84

**Recommended Motions:**

- i) That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 5118.2 *Student Enrollment and Transfers* and accept Regulation 5118.2 *Student Enrollment and Transfers* for information.

- ii) That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 6114 *Maintenance of Order* and accept Regulation 6114 *Maintenance of Order* for information.
- iii) That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 3110 *Presentation of New Educational Programs* and accept Regulation 3110 *Presentation of New Educational Programs* for information.
- iv) That the Board of Education of School District No. 61 (Greater Victoria) accept Policy 1300 *Acceptable Use of Digital Technology*, Regulation 1300.2 *Employee Acceptable Use of Digital Technology*, Regulation 1300.3 *Student Acceptable Use of Digital Technology* and Regulation 1300.3(a) Attachment for consultation and return the policy and regulations to the Operations Policy and Planning Committee meeting in February 2018.

**8. FACILITIES PLANNING**

**9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS**

**10. NEW BUSINESS**

- A. Trustee Questions (5 minutes)
- B. Ad Hoc Committees (15 minutes)

Trustee Watters

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**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to ensure that, effective January 2018, all Ad Hoc Committees of the Board are listed on the District website along with the committee's Chair, the Chair's contact information, future meeting dates, meeting minutes, and the Terms of Reference, and that the Ad Hoc Committees' meeting times and dates are reflected in the District calendar.

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) dissolve Policy 1325 Partnership and Attachment Ad Hoc Committee.

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**11. NOTICE OF MOTION**

**12. GENERAL ANNOUNCEMENTS**

**13. ADJOURNMENT**



**Operations Policy and Planning Committee Meeting  
November 14, 2017 – GVSD Board Office, Boardroom**

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**REGULAR MINUTES**

**Committee Members Present:** Jordan Watters, Chair, Diane McNally, Rob Paynter, Elaine Leonard

**Other Trustees Present:** Ann Whiteaker, Deborah Nohr

**Administration:**

Piet Langstraat, Superintendent of Schools, Mark Walsh, Secretary-Treasurer, Shelley Green, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Deb Whitten, Associate Superintendent, Lisa McPhail, Communications Officer

The meeting was called to order at 7:00 p.m.

Chair Watters recognized and acknowledged the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

**1. APPROVAL OF THE AGENDA**

It was moved by Trustee Leonard:

That the November 14, 2017 regular agenda be approved.

**Motion Carried Unanimously**

**2. APPROVAL OF THE MINUTES**

It was moved by Trustee Leonard:

That the September 18, 2017 Operations Policy and Planning Meeting regular minutes be approved.

**Motion Carried Unanimously**

**3. BUSINESS ARISING FROM MINUTES – None**

**4. PRESENTATIONS TO THE COMMITTEE**

**A. Anomura Housing Society – Presentation Withdrawn**

**B. Emergency Preparedness**

Greg Kitchen, Associate Superintendent introduced Marketa Lund, VCPAC Director, who reviewed the work being undertaken to ensure that the school district is able to respond to any emergency situation. Trustees thanked Greg and Marketa for their presentation.

## 5. SUPERINTENDENT'S REPORT

### A. Introduction of Student Representative

Superintendent Langstraat welcomed and introduced Nicole Quast student representative from Oak Bay High School and highlighted some of the initiatives that the Student Representative Council has worked on.

### B. Foundation Update

Superintendent Langstraat explained that the Greater Victoria Foundation for Learning has been inactive for a number of years and has the potential to provide substantial benefit to the District and recommended that the Board of Education support a more active role for the Greater Victoria Foundation for Learning in supporting enhanced programming and supports for students in the District. Trustees asked questions of clarification.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) support in principle reinvigorating the Greater Victoria Foundation for Learning and direct the Superintendent to bring back a revised constitution and bylaws as applicable for consideration.

**Motion Carried**

For: Trustee Watters, Leonard and Paynter

Against: Trustee McNally

### C. Equity Committee Update

Christopher Macintosh, Principal, Central Middle School and Chair of the Equity Ad Hoc Committee explained that the Ad Hoc Committee was established by the Board for the purpose of examining the practices of the District to determine the extent to which equitable opportunities are being provided for students, and to make recommendations for supporting equity in the district and presented the following recommendations from the Equity Ad Hoc Committee:

- That the Board support standardizing emergency response materials across the district, so that each school is afforded the same level of emergency preparedness.
- That the Board utilize the Foundation as a viable mechanism for improving equity across the district, especially as it relates to emergency preparedness.
- That the Board advocate that the government fully fund emergency response materials in schools.

Trustees asked questions of clarification.

### D. Correspondence Protocol

Superintendent Langstraat explained that a protocol for responding to correspondence addressed to the Board of Education has been developed to foster a responsive and transparent process for receiving and responding to public correspondence and reviewed the correspondence matrix.

## E. Public Engagement Plan

Katie Hamilton, Communications Contractor explained that one of the main deliverables of the Public Engagement Ad Hoc Committee was to oversee the development of the Public Engagement and Communications Plan and provided an overview of the Plan which includes five goals with associated strategies to be implemented over the next three years. Ms. Hamilton stated that the Plan was informed by a best practice and literature review, a review of current communications tools and historical practice in the District, and inputs from parents about how they like to receive information from the District. Trustees asked questions of clarification and thanked Ms. Hamilton for her presentation.

## 6. PERSONNEL ITEMS – None

## 7. FINANCE AND LEGAL AFFAIRS

### A. Tillicum Library Naming Request

Brent Kelly, Acting Principal, Tillicum Community School acknowledged the passing of Lori Burley, long time Principal and explained that the school community would like to name the school library in Lori's honour as a fitting tribute to her legacy. Trustees expressed support for the request.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) approve naming the library at Tillicum Community School "The Lori Burley Learning Commons".

**Motion Carried Unanimously**

### B. Policy and Regulation 3170 Board Reserves

Secretary-Treasurer Walsh stated that the Ministry of Education is requiring school districts to develop a policy to guide the accumulation, reporting and spending of operating surplus reserve funds and reviewed the draft Policy and Regulation 3170 *Board Reserves*. Trustees asked questions of clarification.

It was moved by Trustee Paynter:

That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) approve Policy 3170 Board Reserves and accept Regulation 3170 Board Reserves for information*" be referred to the December 11, 2017 Operations Policy and Planning Committee meeting.

**Motion Defeated**

For: Trustee Paynter

Against: Trustee Watters, Leonard and McNally

Further discussion ensued with Trustees directing staff to make a few minor changes to the regulation.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) approve Policy 3170 *Board Reserves* and accept Regulation 3170 *Board Reserves* for information.

**Motion Carried**

For: Trustees Watters, Leonard and McNally

Against: Trustee Paynter

### C. Audit Committee Terms of Reference

Secretary-Treasurer Walsh explained that the Ministry of Education is asking all school districts to establish an Audit Committee by June 30, 2018. The purpose of the Audit Committee is to assist the Board of Education in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control, risk assessment and mitigation strategies, internal and external audit functions, including operational audits, and compliance matters. Secretary Walsh reviewed the proposed terms of reference for the Audit Committee. Trustees asked questions of clarification and directed staff to add the process for selecting a Chair of the Audit Committee to the terms of reference.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) approve the Audit Committee Terms of Reference.

**Motion Carried Unanimously**

### D. Policy Sub-Committee Report

The Operations Policy and Planning Committee supported the revisions under Section C.1 of Bylaw 9210 *The Development of Policy* to include “Definitions” (an explanation of the meaning of terms used in the policy), “Responsibilities” (an explanation of the responsibilities relating to the policy) and “References” (a listing of the sources of information used to develop the policy) and recommended the following motions to the November Board meeting for consideration.

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings to Bylaw 9210, *The Development of Policy* at the meeting of November 27, 2017.

That Bylaw 9210, *The Development of Policy* be:

Read a first time this 27<sup>th</sup> day of November, 2017;

Read a second time this 27<sup>th</sup> day of November, 2017:

Read a third time, passed and adopted this 27<sup>th</sup> day of November, 2017.

8. **FACILITIES PLANNING** – None

9. **PUBLIC DISCLOSURE OF IN-CAMERA ITEMS** – None

## 10. NEW BUSINESS

### A. Trustee Questions – None

### B. Needs Budget Committee

Trustee Leonard assumed the position of Chair so that Chair Watters could move a motion.

Chair Watters explained that in order to coordinate and expand the areas of advocacy to government, the Needs Budget Ad Hoc Committee should be replaced with an Advocacy Ad Hoc Committee.

It was moved by Trustee Watters:

That the Board of Education of School District No. 61 (Greater Victoria) dissolve the Needs Budget Ad Hoc Committee.

**Motion Carried Unanimously**

### C. Advocacy Ad Hoc Committee

Chair Watters reviewed her proposed terms of reference for the Advocacy Ad Hoc Committee and explained her rationale. Trustees asked questions of clarification and expressed support but stated that the draft terms of reference should be reviewed and revised by the Superintendent.

It was moved by Trustee Watters:

That the Board of Education of School District No. 61 (Greater Victoria) establish an Advocacy Ad Hoc Committee to develop effective advocacy action plans in partnership with our stakeholders.

**Motion Carried Unanimously**

## 11. NOTICE OF MOTION – None

## 12. GENERAL ANNOUNCEMENTS – None

## 13. ADJOURNMENT

It was moved by Trustee Leonard:

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 10:22 p.m.



TO: Operations Policy and Planning Committee

FROM: Piet Langstraat, Superintendent of Schools

DATE: December 11, 2017

RE: Update on Childcare License Rate Discussions

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**Background:**

As part of budget deliberations for the 2017-18 the Board was asked to consider rental increases for childcare providers as well as community rentals of facilities. The rental rates were intended to reflect the true costs of renting District facilities.

At that time, the Board tasked the Superintendent with more consultation with our partners on this matter. This memo only addresses the childcare issue.

**Discussion:**

Since that time, we have had three separate meetings with our childcare providers (including daycare, before and out-of-school care, preschool, shared users, etc.). The conversations have been very positive and productive. There appears to be a general understanding of the approach we are proposing as it relates to the need for increases and fairness across the District. The providers also understand the District's intentions with respect to maintenance and made a number of requests that over the three meetings were addressed:

- A clear rationale of how the costs were tabulated;
- An understanding that there is diversity in the number of students and the various types of spaces that we provide to our providers (in-school, portable and dedicated building);
- A commitment to continued meeting.

To that end, we have come to agreement (although to be clear, providers are not unanimous that any increase should occur) with the following principles:

- The rate will be largely based on a per-licensed student rate (e.g. more students approved by VIHA in a space mean more maintenance and use);
- The rate will be incorporated over a three-year period (0% in 2017-18, 50% in 2018-19 and 50% in 2019-20);
- The rate will increase annually by the Consumer Price Index (CPI) for Victoria in subsequent years;
- The District will create a working group of senior administration, principals and care providers to discuss issues and come to a consistent in-school practice.

The rate increase is attached for the reference of trustees and is planned to be part of the upcoming 2018-2019 Budget Submission process.

# Calculation Results

Description	2014-2015 Rental Rates (\$/Month)	2018-2019 Rental Rates (\$/Month)	2019-2020 Rental Rates (\$/Month)	Overall Change (\$/Month)	END STATE RATE - Cost per day	NEW RATE - Cost per Child per day
Exclusive use-Portable (without Custodial)	\$ 768	\$ 949	\$ 1,129	\$ 361	\$ 51.31	\$ 2.70
Exclusive use-Portable (with Custodial)	N/A	\$ 1098	\$ 1,427	N/A	\$ 75.11	\$ 3.41
Exclusive use - In School Classroom (with Custodial)	\$ 662	\$ 911	\$ 1,159	\$ 497	\$ 52.57	\$ 2.63
	Based on a case by case assessment					
Before <u>OR</u> After - In-School Classroom/ Multi-Purpose Rm (50%) (2 hours/day)	\$ 238	\$409	\$ 580	\$ 342	\$ 26.36	\$ 1.39
Before <u>AND</u> After care - In School classroom/Multi-purpose Room/Portable (75%) (4 hours/day)	\$ 339	\$604	\$ 869	\$ 530	\$ 39.50	\$ 2.08
OSC Before <u>OR</u> After School Gym (2 hours/ day)		\$409	\$ 580	\$ 580	\$ 26.36	\$ 1.32
OSC Before <u>AND</u> After Gym (4 hours/day)		\$604	\$ 869	\$ 869	\$ 39.50	\$ 1.98
OSC rate for gym use/hr (PD Days Only - \$/Hour)	\$ 19	\$20	\$ 20	\$ 1		

Assuming 22 days of OSC use for Month (19 Children per Class/20 children per Gym)

TO: Operations Policy and Planning Committee

FROM: Colin Roberts, Director, Human Resource Services

DATE: December 11, 2017

RE: Teacher Staffing Update

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At the September 18, 2017 Operations Policy and Planning Committee Meeting, I provided the Board with information on recent teacher staffing activities. Much of this staffing activity was in response to teacher recruitment demands associated with the restored language outlined in the Letter of Understanding No. 17. The following is a brief summary of progress since the September meeting.

Since September 18, 2017 -

- A further 101 teachers have been hired
- Three hundred and eleven (311) positions have been posted and filled; many of these positions were part-time
- One position is currently being filled by a teacher on a letter of permission; this position is a 0.125 position teaching Dance

French Immersion, Inclusive Education, Teacher Librarian, and Counselling are among the most challenging positions to fill, particularly where these positions are less than full-time.

The significant growth in demand for Inclusive Education teachers has been in part driven by the increased capacity to provide additional assistance through “remedy” and planning time for designated students. A number of the Inclusive Education teachers filling these recently posted positions are currently registered in post-secondary coursework to further develop their expertise in this area.

Though we believe that the rate at which teachers will need to be hired will begin to decrease in 2018, we are cognizant that higher levels of teacher staffing will need to be maintained for the foreseeable future. As a result, Greater Victoria School District representatives will attend teacher recruitment fairs in Victoria, Nanaimo, Vancouver, Edmonton, Kingston, Toronto and Ottawa over the next few months.

OFFICE OF THE  
**SECRETARY-TREASURER**

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8  
PHONE (250) 475-4108 FAX (250) 475-4110

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TO: Operations Policy and Planning Committee

FROM: Mark Walsh, Secretary-Treasurer

DATE: December 11, 2017

RE: **REGULATION 8230 – TRUSTEE REMUNERATION AND EXPENSES**

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At the September 25, 2017 Board of Education meeting, a motion was passed directing the Superintendent to amend Regulation 8230 - *Trustee Remuneration and Expenses* for changes made to the expense reimbursement and professional development procedures. An ad hoc committee of administration and trustees met to discuss the processes, procedures and practices regarding the reimbursement of business expenses and professional development and suggested revisions to Regulation 8230 *Trustee Remuneration and Expenses*.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) accept the revised Regulation 8230 <i>Trustee Remuneration and Expenses</i> for information.
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## REGULATION 8230

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### TRUSTEE REMUNERATION AND EXPENSES

#### 1.0 SCHOOL ACT

The School Act provides for payment of remuneration and an expense allowance under Section 7190:

7190. (1) A Board may
- (a) authorize annually the payment of remuneration to the Chairperson, Vice Chairperson and other Trustees, and
  - (b) authorize annually the payment of a reasonable allowance for expenses necessarily incurred by trustees in the discharge of their duties.
- (2) The Board is responsible for any payments under subsection (1).
- (3) The remuneration for the Chairperson and Vice Chairperson may be greater than for the other Trustees."

The Board may also, under its general powers in Section 85103(1), consider a Trustee as its agent and reimburse the Trustee for expenses incurred on behalf of the Board where authorized by the Board for a proper purpose.

The Legislation is interpreted to mean that the Board must separately authorize the annual payment of remuneration, but that the reimbursement of reasonably incurred expenditures falls within the general powers conferred upon the Board in Section 85103(1), which powers are exercised through the adoption of the annual

Operating Budget and by this Regulation. ~~Since the Board reimburses expenditures incurred, rather than paying an allowance for expenses, a separate motion to authorize allowances is not required.~~

## 2.0 TRUSTEE REMUNERATION

- 2.1 The Board will authorize annually the payment of remuneration to the Chair~~person~~, Vice Chair~~person~~ and other Trustees.
- 2.2 The annual authorization shall, wherever possible, be made by June 30 in each year with respect to the twelve months commencing on the next July 1.

## 3.0 EXPENSES

### 3.1 Definition of Reimbursable Expenses

- (a) Meals, travel, accommodation, and other expenses while travelling on Board business.
- (b) Mileage for travel within the District.
- (c) ~~Meals with District personnel related to the conduct of School Board business.~~
- (d) ~~Entertainment of persons~~Business associated with other Districts, B.C.S.T.A., Provincial or Municipal employees, elected officials, or other persons in to bring a benefit to education in the District.
- (e) Conference, ~~and~~ course fees, and other professional development.
- (f) Other additional expenses incurred directly as a result of Board directed activities, ~~including:~~
- ~~(i) Participation in negotiations with unions and/or other employee groups;~~
- ~~(ii) Participation in organizations or activities at the direction of the Board.~~
- (g) Childcare expenses associated with activities of the Board outside of the school district.

School government a position

### 3.2. Reimbursable expenses do not include:

- (a) Activities not reasonably related to the functions of a Trustee.
- (b) Loss of income.

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### 3.3 Budgets and Approvals

- (a) The Board will establish annually an overall budget for Trustee reimbursable expenses and professional development costs.
- (b) Trustees will, individually, be allocated a budget for normal reimbursable expenses and professional development. Up to \$500 in expenses can be claimed without prior approval from the Board Chair.
- (c) Any remaining funds shall be made available to all Trustees.
- ~~(c) The budget will include a separately identified amount with respect to the following:
  - ~~(i) Individual Trustees' expenses (excluding B.C.S.T.A. and those covered by 3.1(f)).~~
  - ~~(ii) Expenses reimbursed under Section 3.1(f).~~
  - ~~(iii) Expenses related to attending B.C.S.T.A. meetings.~~~~
- (d) Access to any remaining funds shall be approved by the Board Chair or designate. The Vice Chair or designate shall approve requests for remaining funds made by the Board Chair or designate.
- ~~(ed) Expenses to be reimbursed under Section 3.1(f) are to be authorized by the Board at the time of the appointment of/ direction to the Trustee. If prior authorization is not obtained, approval shall be obtained before reimbursement.~~
- (f) In the event that the overall budget for Trustee reimbursable expenses and professional development costs is exceeded, the Board of Education will be required to approve additional funds.

### 3.4 Claims for Reimbursement

- (a) ~~\_\_\_\_\_~~ Recoverable expenses will be claimed on either a monthly ~~\_\_\_\_\_~~ Mileage Report or a Travel Expense Report. Mileage Reports ~~\_\_\_\_\_~~ should be submitted monthly and include all claimable travel

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within the District. Mileage related to travel outside the district should be included in the applicable Travel Expense Report.

(b) A Travel Expense Report should be completed for each trip. Other claimable expenses should also be claimed on a Travel Expense Report and submitted ~~whenever convenient to the Trustee, but not~~ later than one month following the date of the expenditure.

~~Whenever feasible, R~~ receipts should be submitted in \_\_\_\_\_ support of \_\_\_\_\_ expense accounts. Expense accounts are \_\_\_\_\_ to be submitted to the \_\_\_\_\_ Secretary-Treasurer's \_\_\_\_\_ Department.

### 3.5 Mileage Allowance

Mileage will be paid at the current Provincial Government rate. Long-distance mileage allowances will not exceed the airfare and ground transportation equivalent for the number of authorized persons who are travelling together.

### 3.6 Travel Advances

Requests for travel advance cheques are to be directed to the \_\_\_\_\_ Secretary-Treasurer's Department. Travel advances will be charged to the account of the Trustee, who will be credited with the amount of reimbursable expenditures chargeable to the Board and accounted for on the Travel Expense Report.

### 3.7 Air Travel

Bookings can be made and paid directly by the Board by applying through the Secretary-Treasurer's Department. Travel will be by economy or lowest cost class.

### 3.8 Hotels

Accommodation can be arranged through the Secretary-Treasurer's Department, but payment should be made by the Trustee and subsequently claimed on the Travel Expense Report. Trustees may claim ~~up to \$20.00~~ per day for accommodation if



noncommercial accommodation is used based on the current Provincial Government rate.

### 3.9 Meals and Gratuities

Trustees may not claim more than the Board B.C.S.T.A. per diem rate \_\_\_\_\_ for meals and gratuities.

### 3.10 Child Care Expenses

Child care expenses will be paid to a maximum of \$50/day upon submission of receipts.

### 3.110 General

All expenses claimed must be related to Board business and be reasonable in nature and extent.

### 3.121 Payment of Accounts

Reimbursable expenses incurred by Trustees, when on the Board's business, shall be paid for by the Trustees, with reimbursement being claimed in accordance with this Regulation. The only Eexceptions -include be for air travel, prepaid hotel accommodations, and cellular telephones.

This requirement is to facilitate financial control and the requirement under the Financial Information Act that the Board list all payments made to, or on behalf of, Trustees.

### 3.13 Reporting

A summary of expenses incurred by each Trustee will be prepared at the end of each fiscal year and presented to the Board of Education.

## 4.0 BOARD MOTIONS

4.1 The Board shall annually pass the budget which shall includerequisite motion(s) to deal with the authorization of the payment of remuneration to the Chairperson, Vice Chairperson and other Trustees. Trustee remuneration is \$20,486. The additional stipends for the Chair and Vice Chair are \$3,000 and \$1,500 respectively.

4.2 Trustee Remuneration shall be adjusted on an annual basis to reflect the inflation rate as per Statistic Canada's Consumer Price Index.

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## 5.0 OTHER

~~5.1 If Trustees are to be reimbursed for loss of income, a provision should be made to that effect in the Board's annual remuneration resolution under Section 7190 of the School Act. Any such payment would be required to be treated as income from public office.~~

~~5.2 All payments which are considered to be income will be treated for tax purposes as being two thirds taxable with one third being treated as a tax-free allowance.~~

## 56.0 ADMINISTRATION OF THIS REGULATION

The administration of this Regulation will be the responsibility of the Secretary-Treasurer. Any questions arising out of interpretation or application of the Policy or Regulation will be referred by the Secretary-Treasurer to the Chairperson of the Board.

Reference:  
School Act Sections 71 and 85

### Appendix A -

*Greater Victoria School District*

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Approved: July 1974  
Revised: June 26, 1989  
Revised: June 1991  
Revised: December 18, 2017

## REGULATION 8230

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### TRUSTEE REMUNERATION AND EXPENSES

#### 1.0 SCHOOL ACT

The School Act provides for payment of remuneration and an expense allowance under Section 71:

- "71. (1) A Board may
- (a) authorize annually the payment of remuneration to the Chair, Vice Chair and other Trustees, and
  - (b) authorize annually the payment of a reasonable allowance for expenses necessarily incurred by trustees in the discharge of their duties.
- (2) The Board is responsible for any payments under subsection (1).
- (3) The remuneration for the Chair and Vice Chair may be greater than for the other Trustees."

The Board may also, under its general powers in Section 85, consider a Trustee as its agent and reimburse the Trustee for expenses incurred on behalf of the Board where authorized by the Board for a proper purpose.

The Legislation is interpreted to mean that the Board must separately authorize the annual payment of remuneration, but that the reimbursement of reasonably incurred expenditures falls within the general powers conferred upon the Board in Section 85, which powers are exercised through the adoption of the annual Operating Budget and by this Regulation.

## **2.0 TRUSTEE REMUNERATION**

- 2.1 The Board will authorize annually the payment of remuneration to the Chair, Vice Chair and other Trustees.
- 2.2 The annual authorization shall, wherever possible, be made by June 30 in each year with respect to the twelve months commencing on the next July 1.

## **3.0 EXPENSES**

### **3.1 Definition of Reimbursable Expenses**

- (a) Meals, travel, accommodation, and other expenses while travelling on Board business.
- (b) Mileage for travel within the District.
- (c) Business associated with other School Districts, B.C.S.T.A., Provincial or Municipal government employees, elected officials, or other persons in a position to bring a benefit to education in the District.
- (d) Conference, course fees, and other professional development.
- (e) Other additional expenses incurred directly as a result of Board directed activities.
- (f) Childcare expenses associated with activities of the Board outside of the school district.

### **3.2 Reimbursable expenses do not include:**

- (a) Activities not reasonably related to the functions of a Trustee.
- (b) Loss of income.

### 3.3 Budgets and Approvals

- (a) The Board will establish annually an overall budget for Trustee reimbursable expenses and professional development costs.
- (b) Trustees will, individually, be allocated a budget for normal reimbursable expenses and professional development. Up to \$500 in expenses can be claimed without prior approval from the Board Chair.
- (c) Any remaining funds shall be made available to all Trustees.
- (d) Access to any remaining funds shall be approved by the Board Chair or designate. The Vice Chair or designate shall approve requests for remaining funds made by the Board Chair.
- (e) In the event that the overall budget for Trustee reimbursable expenses and professional development costs is exceeded, the Board of Education will be required to approve additional funds.

### 3.4 Claims for Reimbursement

- (a) Recoverable expenses will be claimed on either a monthly Mileage Report or a Travel Expense Report. Mileage Reports should be submitted monthly and include all claimable travel within the District. Mileage related to travel outside the district should be included in the applicable Travel Expense Report.
- (b) A Travel Expense Report should be completed for each trip. Other claimable expenses should also be claimed on a Travel Expense Report and submitted no later than one month following the date of the expenditure.

Receipts should be submitted in support of expense accounts. Expense accounts are to be submitted to the Secretary-Treasurer's Department.

### 3.5 Mileage Allowance

Mileage will be paid at the current Provincial Government rate. Long-distance mileage allowances will not exceed the airfare and ground transportation equivalent for the number of authorized persons who are travelling together.

### 3.6 Travel Advances

Requests for travel advance cheques are to be directed to the Secretary-Treasurer's Department. Travel advances will be charged to the account of the Trustee, who will be credited with the amount of reimbursable expenditures chargeable to the Board and accounted for on the Travel Expense Report.

### 3.7 Air Travel

Bookings can be made and paid directly by the Board by applying through the Secretary-Treasurer's Department. Travel will be by economy or lowest cost class.

### 3.8 Hotels

Accommodation can be arranged through the Secretary-Treasurer's Department, but payment should be made by the Trustee and subsequently claimed on the Travel Expense Report. Trustees may claim per day for accommodation if noncommercial accommodation is used based on the current Provincial Government rate.

### 3.9 Meals and Gratuities

Trustees may not claim more than the Board per diem rate for meals and gratuities.

3.10 Child Care Expenses

Child care expenses will be paid to a maximum of \$50/day upon submission of receipts.

3.11 General

All expenses claimed must be related to Board business and be reasonable in nature and extent.

3.12 Payment of Accounts

Reimbursable expenses incurred by Trustees, when on the Board's business, shall be paid for by the Trustees, with reimbursement being claimed in accordance with this Regulation. Exceptions include air travel, prepaid hotel accommodations, and cellular telephones. This requirement is to facilitate financial control and the requirement under the Financial Information Act that the Board list all payments made to, or on behalf of, Trustees.

3.13 Reporting

A summary of expenses incurred by each Trustee will be prepared at the end of each fiscal year and presented to the Board of Education.

**4.0 BOARD MOTIONS**

4.1 The Board shall annually pass the budget which shall include the payment of remuneration to the Chair, Vice Chair and other Trustees. Trustee remuneration is \$20,486. The additional stipends for the Chair and Vice Chair are \$3,000 and \$1,500 respectively.

4.2 Trustee Remuneration shall be adjusted on an annual basis to reflect the inflation rate as per Statistic Canada's Consumer Price Index.



## 5.0 ADMINISTRATION OF THIS REGULATION

The administration of this Regulation will be the responsibility of the Secretary-Treasurer. Any questions arising out of interpretation or application of the Policy or Regulation will be referred by the Secretary- Treasurer to the Chair of the Board.

### References:

School Act Sections 71 and 85

Appendix A

*Greater Victoria School District*

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Approved: July 1974

Revised: June 26, 1989

Revised: June 1991

Revised: December 18, 2017

TO: The Operations Policy and Planning Committee

FROM: The Policy Sub-Committee

DATE: December 11, 2017

RE: **Policy and Regulation Changes**

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**Background:**

As part of its ongoing work, the Committee has a number of specific recommendations stemming from the review of policy and regulations.

**Recommendations:**

**Specific Policies Reviewed with Recommended Changes**

**Policy and Regulation 5118.2 - *Student Enrollment and Transfers***

**Background:**

The District has revised its position on student enrollment and transfers. The old Policy and Regulation are consequently out of date. Further, the *School Act* requires the District to articulate student enrollment priorities. A Student Registration and Transfer Ad Hoc Committee comprised of parents, principals, trustees, and students has reviewed enrollment priorities and presented recommendations for changes. The new Policy and Regulation have been drafted based upon these recommendations.

**Revisions:**

Both Policy and Regulation 5118.2 have been entirely redrafted. The documents have been changed from dealing with “Admission of Students from Outside of the District” to the more general purpose of “Student Enrollment and Transfers”. The revised Policy outlines the District’s current position on enrollment. The Regulation highlights how catchment areas are established and details the different tiers of enrollment priorities.

<p>That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 5118.2 <i>Student Enrollment and Transfers</i> and accept Regulation 5118.2 <i>Student Enrollment and Transfers</i> for information.</p>
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## **Policy and Regulation 6114 - *Maintenance of Order***

### **Background:**

The old Policy and Regulation 6114 “*Protection of School Property*” are out of date. Both of the older documents reference Section 118 of the *School Act*, which has since been amended to no longer deal with the issue. Instead, Section 177 – “*Maintenance of Order*” was enacted for such matters. The Ministry of Education has developed guidelines to aid in developing procedures and/or policies respecting Section 177 of the *School Act*.

### **Revisions:**

Both Policy and Regulation 6114 have been entirely redrafted. The drafting of both documents has been done in line with the Ministry’s guidelines. A plain language explanation of Section 177, provided by the Ministry, has been added to the Policy as a rationale. The Policy highlights the circumstances under which Section 177 exclusion orders may be made. The Regulation outlines the reporting process, the appeal process, and the exclusion powers under section 177.

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 6114 *Maintenance of Order* and accept Regulation 6114 *Maintenance of Order* for information.

## **Policy and Regulation 3110 - *Presentation of New Educational Programs***

### **Background:**

Policy and Regulation 3110 have not been updated since 1981 and are consequently both out of date.

### **Revisions:**

The wording of Policy 3110 has been brought up to date and is presented in the new format. Additionally, the policy now provides a definition of what an educational program encompasses. The regulation has been updated to require prior approval from the Superintendent or designate before the proposed educational program can be presented to the Board. The information to be presented to the Board has also been updated in the regulation.

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 3110 *Presentation of New Educational Programs* and accept Regulation 3110 *Presentation of New Educational Programs* for information.

## **Policy and Regulation 1300 - *Acceptable Use of Digital Technology***

### **Background:**

The old Policy and Regulations - “Policy 1300 – *Acceptable Use of Technology and Networked Information*; Regulation 4216.2 - *Employee Acceptable Use of Electronic Communications Systems in Schools*; and Regulation 5131.9 – *Student Acceptable Use of Electronic Communications Systems in Schools*” are out of date and require updating to reflect changes within the scope of digital technology.

### **Revisions:**

Policy 1300, Regulation 4216.2 and Regulation 5131.9 have been revised and renumbered so that the regulations correspond with the revised Policy 1300.

- Policy 1300 has been revised.
- Regulation 4216.2 has been revised and renumbered to Regulation 1300.2.
- Regulation 5131.9 has been revised and renumbered to Regulation 1300.3.
- The attachment for Regulation 5131.9 – 5131.9(a) has been renumbered to Regulation 1300.3(a). Some wording changes have been made to the attachment for Regulation 1300.3(a).

The regulations have been modified to represent all users within the scope of acceptable use of digital technology. A definitions section has been added to Policy 1300 for clarity and removed from each regulation in order to support better alignment to Policy 1300. Regulations have been updated to reflect expectations around the current use of technology. Because of the rapid changes within technology, an annual review of the regulations is recommended.

<p>That the Board of Education of School District No. 61 (Greater Victoria) accept Policy 1300 <i>Acceptable Use of Digital Technology</i>, Regulation 1300.2 <i>Employee Acceptable Use of Digital Technology</i>, Regulation 1300.3 <i>Student Acceptable Use of Digital Technology</i> and Regulation 1300.3(a) Attachment for consultation and return the policy and regulations to the Operations Policy and Planning Committee meeting in February 2018.</p>
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## **POLICY 5118.2**

### **STUDENT ENROLLMENT AND TRANSFERS**

Adopted:    
Frequency of Review: 5 Years

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#### **1.0 RATIONALE**

- 1.1 The School Act prescribes that educational programs must be provided, free of charge, to every student who is a resident in British Columbia. A student may enroll in any school within the district provided the Board deems that space and facilities are available. The Board believes that the needs of the majority of students are best served if students attend their catchment schools. Priority of enrolment is governed by the School Act under Section 74.1.

#### **2.0 DEFINITIONS**

- 2.1 **Catchment area** is the geographical zone established by the Board as the attendance area for a school or a school program.

#### **3.0 POLICY**

##### **3.1 Access to Education**

- 3.1.1 The Board shall establish catchment areas to reasonably ensure that each school has the capacity to accommodate the anticipated enrolment of students in the area. Students are expected to attend their catchment area schools except in occasions of limited space or if successful application has been made to attend a school from another catchment area.

##### **3.2 Enrollment Priorities**

- 3.2.1 If a Board determines that space and facilities are available at a school, a student is entitled to enrolment subject to section 74.1 of the *School Act*.

#### 4.0 RESPONSIBILITIES

- 4.1 The **Board of Education** is responsible to ensure compliance with the *School Act*.
- 4.2 The **Superintendent** is responsible to ensure that District policy is upheld and regulations are enforced.

#### 5.0 REFERENCES

- 5.1 *School Act*, section 74.1 [RSBC 1996]

## REGULATION 5118.2

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### STUDENT ENROLLMENT AND TRANSFERS

#### Access to Education

1. Catchment areas shall be set by the Board by considering relevant factors, including:
  - a. population distribution,
  - b. school location,
  - c. school capacity
  - d. accessibility of schools
2. A student's catchment area is determined by where the parents' ordinary residence is situated. Parents may be required to provide documentation, which the School District deems appropriate, as proof of residency. In addition or in absence of sufficient documentation, parents may be required to complete a statutory declaration upon request.
3. Subject to the enrollment priorities listed by section 74.1 of the *School Act*, the Board may assign and reassign students to specific schools or educational programs.

#### Enrollment Priorities

1. If space and facilities are deemed available at a school, enrolment priority shall occur in accordance with the following list:

- Priority 1: Re-enrolling students
- Priority 2: A catchment area sibling
- Priority 3: A new catchment area child
- Priority 4: A non-catchment sibling
- Priority 5: A non-catchment area child
- Priority 6: A non-school district child

2. Families who could not access their catchment school will have first right of refusal at their catchment school if a seat becomes available. Should such a family decide to stay in their current non-catchment school, or if no seat becomes available, they will be treated as catchment students at their current non-catchment school and pathway.
3. Enrolment priorities apply to all students transitioning from elementary to middle-school as well as from middle-school to high-school. If space for enrolment is limited, priority shall be given to those non-catchment students currently in the determined pathway of schools over other non-catchment, non-pathway students.
4. A student who is leaving a French immersion program at a school which is not their English catchment school will have to apply for a transfer to attend the English Program.
5. A student who is leaving a program of choice (eg. Sports academy) at a non-catchment school will have to apply for a transfer to remain at the school.

*Greater Victoria School District*

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Approved: 2017

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*The Greater Victoria School District is committed to each student's success in learning within a responsive and safe environment.*

## **POLICY 5118.2**

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### **ADMISSION OF STUDENTS FROM OUTSIDE THE DISTRICT**

The Greater Victoria School District welcomes all students, both inside and outside the district, in their schools.

For out-of-district students please refer to the attendant Regulation for further details.

*Greater Victoria School District*

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Approved: February 1993

Revised: May 15, 1999

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## **REGULATION 5118.2**

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### **ADMISSION OF STUDENTS FROM OUTSIDE THE DISTRICT**

A student who is a Canadian citizen or landed immigrant, and whose parents normally reside outside the Greater Victoria School District, may request to pursue elementary or secondary school studies in the Greater Victoria School District. A student must make application to the Superintendent of Schools or designate (Principal). The student is to be granted permission to enroll in the Greater Victoria School District upon meeting one of the following conditions:

- a) The student is, or will be, in the direct care of a legal guardian who is a Canadian citizen or landed immigrant with permanent, full-time residence within the District during the time the student is attending school. (Note: a legal guardian is deemed to mean an adult person who has been so appointed by an Order of a Court valid within the Province Of British Columbia), or
- b) The student is a resident in another B. C. school district where an agreement has been entered into with the Greater Victoria School District, or
- c) The student's family has permanent, full-time residence within another South Vancouver Island School District catchment area.

An out-of-District student who does not fall within any of the aforementioned categories must be referred to the International Student Program. Within the International Student Program the student would be eligible for enrolment into the District if he/she agrees to participate in a designated program of supervision and support, which may include a homestay placement, on a fee for service basis.

Authorization to attend a District school shall be valid for one year only. The Superintendent or designate has the discretion to determine the form and terms of such application.

*Greater Victoria School District*

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Approved: February 1989

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Revised: May 1999

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# POLICY 6114

## MAINTENANCE OF ORDER

Adopted:    
Frequency of Review: 5 Years

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### 1.0 RATIONALE

- 1.1 Policy 6114 is based upon Section 177 of the *School Act*. Section 177 is intended to prevent the disruption of schools and school functions, and to ensure the protection of students and staff. This section allows the principal or other school administrator to direct a person to leave school property, and prevents the person from returning without prior approval of the principal or administrator. It also enables the principal or administrator to call for assistance from law enforcement if necessary. If a person contravenes this section of the *School Act*, he or she commits an offence. The purpose of providing this authority to principals and other administrators is to maintain order on school premises and to ensure the protection of students and staff.

### 2.0 DEFINITIONS

#### 2.1 "school" means

- 2.1.1 a body of students that is organized as a unit for educational purposes under the supervision of a principal, vice principal or director of instruction,
- 2.1.2 the teachers and other staff members associated with the unit, and
- 2.1.3 the facilities associated with the unit, and includes a Provincial resource program and a distributed learning school operated by a board.

### 3.0 POLICY

- 3.1 Exclusion orders from the school property may be issued in circumstances where the School District determines a person's actions:
- 3.1.1 present a risk to the safety of students, staff, or others in the school community, or
  - 3.1.2 present significant and ongoing disruption to any educational programs offered by the school.

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- 3.2 Exclusion orders may be made whether the actions contravening section 177 occur on or off school property.
- 3.3 Section 177 orders should not be made, except in unusual consequences, without first attempting to remedy the problem through other approaches.

#### **4.0 RESPONSIBILITIES**

- 4.1 The **Board of Education** is responsible to ensure compliance with the *School Act*.
- 4.2 The **Superintendent** is responsible to ensure that District policy is upheld and regulations are enforced.

#### **5.0 REFERENCES**

- 5.1 *School Act*, section 177 [RSBC 1996]

## REGULATION 6114

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### MAINTENANCE OF ORDER

1. The following individuals have the authority, under section 177 of the *School Act*, to direct individuals to immediately leave school property:
  - a) Superintendents
  - b) Assistant superintendents
  - c) Directors or their equivalent
  - d) Principals
  - e) Vice-Principals
2. If an administrator deems necessary, a call for assistance from the police shall be made.
3. While Principals, Vice Principals and Directors have the authority to direct individuals to immediately leave school property, the superintendent's office must be contacted for approval to issue written exclusion orders.
4. The Superintendent, Deputy Superintendents and the Associate Superintendent may directly issue section 177 exclusion orders for a period up to one school year at which time the exclusion order shall be reviewed.
5. The Superintendent shall inform the Board for all exclusion orders which extend past a period of five calendar days.
6. The following procedures shall be followed by administrators when an individual is directed to leave school property under section 177 of the *School Act*:
  - a) The incident shall be reported to the superintendent or designate.
  - b) The Superintendent's office shall provide written notification, as soon as possible, to the excluded person. The notification should include reasons for and length of exclusion, date for review and information regarding the review process. The school shall document the incident and include the following information at a minimum:

- i. Name of School;
  - ii. Date, time and location of incident(s);
  - iii. Description of incident(s);
  - iv. Name (and contact information if possible) of person excluded;
  - v. Length of exclusion;
  - vi. Date for review; and
  - vii. Name of person completing document
7. A person excluded from school property may appeal the exclusion order within 30 calendar days from when the order was issued. The appeal must be in writing and include the appellant's response to the information included in the notification of exclusion.
8. If the exclusion order is issued by an authorized individual other than the superintendent, then the appeal decision is made by the superintendent. If the superintendent was the issuer of the original exclusion order or the appellant is unsatisfied by the superintendents appeal decision, then the appellant may appeal to the Board of Education.
9. Appeal decisions shall be rendered within 30 days of receiving the appeal. The appeal decisions shall be communicated in writing and include reasons for the decision.
10. In the event that a decision of a board employee significantly impacts the education, health or safety of a student, an appeal of an exclusion order under section 177 may be heard through a section 11 appeal of the *School Act*.
11. The District shall establish a system for recording and tracking the use of Section 177 at the school and district levels.

**References:**

- Section 177 and Section 11 of the *School Act* [RSBC 1996]
- Bylaw 9330.1 Appeal Process

*Greater Victoria School District*

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Approved: 2017



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## **POLICY 6114**

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### **PROTECTION OF SCHOOL PROPERTY**

In the process of protecting property owned, rented, or leased by School District No.61, the Board of School Trustees of School District No.61 (Greater Victoria) authorizes a principal, vice-principal, administrative assistant, head teacher, teacher, custodian, janitor, constable or police officer, to order any person to depart promptly from such property whenever the aforementioned persons reasonably believe that:

- a) the person is disturbing, interrupting, or disquieting any school function or any classes in session in District No. 61; or
- b) the person is likely to disturb, interrupt, or disquiet any school function or any classes in session in District No. 61; or
- c) the person is damaging property owned, rented, leased, or administered by the Board of School Trustees, District No. 61; or
- d) the person is likely to damage any property owned, rented, leased or administered by the Board of School Trustees, District No. 61.

Every person who is duly ordered to depart from property owned, rented, leased or administered by the Board shall immediately do so.

#### *Greater Victoria School District*

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Adopted: April 30, 1979

Revised and Retitled: March 23, 1981

Reference: School Act, Section 118

Schools Department Circular R.31

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## **REGULATION 6114**

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### **PROTECTION OF SCHOOL PROPERTY**

1. In Board Policy No. 6114, unless the context otherwise requires:

"Board" means Board of School Trustees of School District No. 61 (Greater Victoria) duly constituted under the School Act, Chapter 375 and amendments thereto.

"Property" shall mean property both real and personal owned, leased, rented, or administered by the Board.

"Principal" shall mean a teacher duly assigned under the School Act to be a principal in School District No. 61 (Greater Victoria).

"Vice-Principal" shall mean a teacher duly assigned under the School Act to be a vice-principal in School District No. 61 (Greater Victoria).

"Administrative Assistant" shall mean any person who is to be assigned to be an administrative assistant under Board Policy 2200.

"Head Teacher" shall mean a teacher duly assigned and to be a head teacher under the School Act in School District No. 61 (Greater Victoria).

"Janitor" shall mean any person who is employed by the Board to provide janitorial services to property owned, rented, leased by the Board.

"Teacher" means a person holding a valid and subsisting certificate of qualification, issued by the Department of Education, who is appointed or employed by the Board to give tuition or instruction, or to administer or supervise instructional service in a public school in School District No.61, and includes a person to whom is issued,

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pursuant to the School Act, a Letter of Permission for teaching, but does not include a person appointed by the Board as a Superintendent of Schools or Assistant Superintendent of Schools.

2. Any of these persons employed and authorized by the Board to act on its behalf in the protection of school property, excluding constables and police officers, are advised to use no physical abuse in the exercise of this authority.
3. Any of these persons employed and authorized by the Board to act on its behalf in the protection of school property are requested to keep a record of the date and circumstances of each incident and to forward the report to the Superintendent of Schools.
4. Any of these persons employed and authorized by the Board to act on its behalf in the protection of school property shall not, individually, initiate legal action against a person considered as an offender except on the advice of the Superintendent of Schools.
5. Each principal is charged with the responsibility of making the students, staff and parents aware of the contents of this regulation and the governing policy.

*Greater Victoria School District*

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Approved: March 1981

# **POLICY 3110**

## **PRESENTATION OF NEW EDUCATIONAL PROGRAMS**

Adopted:    
Frequency of Review: 5 Years

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### **1.0 RATIONALE**

- 1.1 The Board encourages discussion around implementation of new education programs but believes existing community resources should be utilized to the full extent possible.

### **2.0 DEFINITIONS**

- 2.1 **Education programs** are programs offered by the District, outside of regular courses, which enhance the educational opportunities available in the District. Education programs include sports academies, French immersion, traditional schooling, etc.

### **3.0 POLICY**

- 3.1 Recommendations for new educational programs or extensions of existing programs shall be presented to the Board in time for inclusion in the Annual Operating Budget. Only extraordinary requests will be considered for presentation at the Amended Annual (Final) Budget.
- 3.2 Public Health, Welfare Services, Municipal Recreation Programs and post-secondary services should be used where appropriate and not be replicated by the school system.
- 3.3 Proposals should contain sufficient pertinent information, as prescribed by Regulation 3110, to allow for decisions to be made between competing requests.
- 3.4 Alternative ways of adding similar opportunities should be presented and discussed. Explanations for their rejection should be fully explained.

#### 4.0 RESPONSIBILITIES

- 4.1 The **Board of Education** is responsible to ensure compliance with the *School Act*.
- 4.2 The **Superintendent** is responsible to ensure that District policy is upheld and regulations are enforced.

#### 5.0 REFERENCES

- 5.1 Regulation 3110 – Presentation of New Educational Programs

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## REGULATION 3110

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### PRESENTATION OF NEW EDUCATIONAL PROGRAMS

Approval must be gained from the Superintendent, or designate, prior to presenting a new educational program to the Board. The Superintendent, or designate, may ask for a presentation to evaluate the proposed educational program.

Recommendations for new educational programs, or extensions of existing programs, should include the following information when presented to the Board for approval.

1. Statement of benefit or need

A clear description of the benefits from the proposed educational program.

2. Evidence of the demand

Number of students who can be expected to take advantage of the program based on certain evidence and student and public demand.

3. Impact on other programs

An explanation of how the proposed program can be expected to work in relation to current programs and any effect it may have upon other programs.

4. Description of program to show how the program will solve the need or problem

- a) Proposed curriculum
- b) Entry and exit criteria for students with proposed duration of student's stay in the program
- c) Duration of the program
- d) Evaluation procedures
- e) Comparison with alternative ways of solving the problem.

4. Equipment and space requirements

List needed equipment and space requirements and indicate whether or not they are already available within the system.

5. Cost of program (on budget year basis)

- a) Detail all relevant costs (salaries, benefits, supplies, services, etc.) to include:
  - i. First year costs with particulars of any non-reoccurring start-up costs
  - ii. Second year costs to indicate impact on future budgets
  - iii. Cost-per-pupil, with comparison to District norms and other special programs.
  
- b) Indicate the source of revenue for the program i.e. Special Approvals, Federal or Provincial grants, fees, support from the District's Foundation.

*Greater Victoria School District*

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Approved: 2017



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## **POLICY 3110**

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### **PRESENTATION OF NEW EDUCATIONAL PROGRAMS**

Recommendations for new educational programs, or extensions of existing programs, shall be presented to the Board in time for inclusion in the Annual Provisional Operating Budget. Only extraordinary requests will be considered for presentation at Final Budget.

Public Health and Welfare Services should be used where appropriate and not duplicated by the school system. Community programs should not duplicate Camosun College or Municipal Recreation Programs.

Proposals should contain sufficient pertinent information so that decisions between competing requests, where costs are usually a controlling factor, can be made.

Alternative ways of solving problems should be presented and discussed. Explanations for their rejection fully explained.

Costs should always be presented with the same factors included, so that programs can be compared with each other and with the cost of educating the pupil in the normal system.

*Greater Victoria School District*

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Adopted: September 28, 1981

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## **REGULATION 3110**

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### **PRESENTATION OF NEW EDUCATIONAL PROGRAMS**

Recommendations for new educational programs, or extension of existing programs, should include the following information when presented to the Board for approval and for back up to budget additions:

1. Identification of the need or problem

Identify the student group where education is not adequate and cannot be dealt with or improved within the existing system, with reasons.

2. Evidence of the demand

Number of students who can be expected to take advantage of the program based on certain evidence and student and public demand.

3. Description of program to show how the program will solve the problem:

- a) Proposed curriculum
- b) Entry and exit criteria for students with proposed duration of student's stay in the program
- c) Duration of the program
- d) Evaluation procedures
- e) Comparison with alternative ways of solving the problem

4. Equipment and space requirements

List needed equipment and space requirements and indicate whether or not they are already available within the system.

5. Cost of program (on budget year basis)



- a) Detail all relevant costs (salaries, benefits, supplies, services, etc.) to include:
  - i) First year costs with particulars of any non-reoccurring start-up costs
  - ii) Second year costs to indicate impact on future budgets
  - iii) Cost-per-pupil, with comparison to District norms and other special programs
  
- b) Indicate the source of revenue for the program i.e. Special Approvals, Federal or Provincial grants, District Taxation, fees, etc.

*Greater Victoria School District*

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Approved: September 28, 1981

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# POLICY 1300

## ACCEPTABLE USE OF DIGITAL TECHNOLOGY

Adopted:    
Frequency of Review: Annual

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### 1.0 RATIONALE

- 1.1 The Board of Education recognizes that digital technology is an integral part of the educational curriculum, bringing value to support student achievement, business excellence and staff development. Through software applications, cloud-based solutions and electronic mail, the District Technology Resources significantly enhances educational experiences and supports communications, along with learning opportunities for staff and students while also providing schools with rich online resources.

Access to the digital network, however, is also associated with hazards that may not be considered appropriate in the context of students or a Board of Education setting. As a means of encouraging responsible and ethical use of digital technology, while filtering digital content, monitoring activity and protecting the personal information of students and staff, the Board of Education has established standards and guidelines for all users.

### 2.0 DEFINITIONS

- 2.1 ***BYOD (Bring Your Own Device)*** refers to the practice of enabling students and staff to bring personally owned devices (such as laptops, tablets and smart-phones) to school, for the sole purpose of educational use.
- 2.2 ***Data*** include, but are not limited to, student records, employee records, confidential, personal, or professional information and communications, or any other electronically stored information that passes through or is stored electronically on District Technology Resources.
- 2.3 ***Digital Learning and Collaboration Tools*** facilitate the storage and sharing of content and are accessed using technology devices, usually through an internet connection.

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2.4 ***District Technology Resources*** include:

- 2.4.1 Access to the District's network from any location, such as schools, workplaces, home or other offsite locations,
- 2.4.2 Board of Education-provisioned hardware, such as desktops, laptops, tablets and printers (and including removable and/or external storage devices),
- 2.4.3 Access to the Board of Education's technology support services, and
- 2.4.4 Board of Education-provisioned software and applications, including cloud-based resources

2.5 ***Personal Technology*** is any device that is not provided by the Board of Education, including (but not limited to) personal computers, smart phones and tablets.

2.6 ***Personal Information*** of students and staff is protected under the *Freedom of Information and Protection of Privacy Act*. The Board of Education is bound, under its obligation to this Act, to carefully manage all personal information within its custody and control how it is collected, used and released. This includes restrictions on the release of personal information without permission.

2.7 ***Users*** include (but are not limited to) students, parents, guardians, staff members, volunteers, guests, Parent Advisory Committee members, Board of Education members given authorized access to District Technology Resources, regardless of whether access is onsite or offsite.

2.8 ***Spamming*** is the action of sending irrelevant or unsolicited bulk messages indiscriminately to a large number of recipients through electronic messaging systems like e-mails and other digital delivery systems.

### 3.0 POLICY

- 3.1 This policy and all related procedures apply to all users who access District Technology Resources, including use of personally-owned devices.
- 3.2 Users are subject to the expectations of use and standards of behavior set out in the accompanying regulation and operational procedures, and any other applicable law, related policies and procedures (at all times) when accessing District Technology Resources for any purpose.
- 3.3 District Technology Resources are intended for educational, instructional or business-related use, to facilitate the goals and objectives of the Board of Education.
- 3.4 Engaging in personal use is a choice users make that may involve the sacrifice of personal information when using District Technology Resources.
- 3.5 Users shall take all reasonable precautions to prevent a breach of privacy by ensuring that data, as defined by this policy, is secure and safe. In addition, users shall not knowingly commit a breach of privacy and will only use data for the purposes intended in 3.3.
- 3.6 The Board of Education owns all District Technology Resources and may access data and information that users create, store, send, or receive when using District Technology Resources, in accordance with the accompanying procedure.
- 3.7 The Board of Education is not responsible for:
  - 3.7.1 anything accessed by the user through District Technology Resources that is not created, published or authored by the Board of Education;
  - 3.7.2 any claims, losses, damages, costs, or other obligations arising from the use of District Technology Resource (whether or not accessed by a personal owned device), including, but not limited to, the loss or damage of user information or personal devices;
  - 3.7.3 any additional charges borne by the user to their personal device, or any unauthorized charges borne by the user on a Board of

Education-issued device, when using or attempting to use District Technology Resources.

- 3.8 Users who do not comply with this policy and accompanying procedures will be subject to the appropriate disciplinary actions.

#### **4.0 RESPONSIBILITIES**

- 4.1 **District Administration** is responsible for:

- 4.1.1 Implementing and operationalizing the Acceptable Use of Digital Technology Policy.
- 4.1.2 Supporting and providing direction to users about the policy application.
- 4.1.3 Keeping the expectations of use and standards of behavior updated in regulations and operational procedures, and informing users of any changes.

- 4.2 **Teachers and Educational Assistants** are responsible for:

- 4.2.1 The overall management of student use of computing and information technology facilities and resources within their areas of responsibility.

- 4.3 **All Users of District Technology Resources and/or Technology Services** are responsible for:

- 4.3.1 Ensuring that District Technology Resources are only accessed by those to whom the technology resource is assigned;
- 4.3.2 Ensuring that any use of personal and Board of Education-provisioned devices that access District resources are password-protected to restrict unauthorized access to these devices;

- 4.3.3 Using District Technology Resources in an appropriate, responsible and ethical manner, consistent within the professional, educational, and informational contexts for which they are provided;
- 4.3.4 Refraining from using technology in a malicious manner or with intent to bring harm to District Technology Resources;
- 4.3.5 Complying with the *Freedom of Information and Protection of Privacy Act*, as it relates to the management of personal and private information;
- 4.3.6 Modeling the appropriate use of technology;
- 4.3.7 Ensuring that inappropriate and irresponsible use of technology is immediately reported to their supervisors or for students, an appropriate adult.

## 5.0 REFERENCES

- 5.1 BC Ministry of Education *School Act*, sections 6(1)(2), 7(1), 10, 16, 95(3)
- 5.2 *Freedom of Information and Protection of Privacy Act*, sections 22(1), 22(2), 30, 32
- 5.3 Criminal Code, sec. 184, 430(1), 430(5)
- 5.4 BC Human Rights Code, sec 7
- 5.5 *Copyright Act*, sec. 3
- 5.6 BC Ministry of Education: Safe, Caring and Orderly Schools
- 5.7 Policy 5140.1 - Child Abuse
- 5.8 Policy 5131.0- Personal Safety and Security in the Greater Victoria School District
- 5.9 Individual SD61 School Codes of Conduct



*The Greater Victoria School District is committed to each student's success in learning within a responsive and safe environment.*

## **POLICY 1300**

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### **ACCEPTABLE USE OF DISTRICT TECHNOLOGY AND NETWORKED INFORMATION**

The computing and telecommunication facilities and services provided by the Greater Victoria School Board is intended for teaching, learning and administrative purposes. As such School District computing and telecommunication resources are used to enhance educational programs and to conduct School District business.

It is the intent of the Greater Victoria School Board that:

1. Each student, employee and other person having access to any School District computing resource is required to use such resources in a legal, ethical, responsible and professional manner
2. The publication and posting of information on any School District network or the World Wide Web is to be in accordance with ethical and legal standards and those derived directly from standards of common sense and courtesy that apply to the use of any public resource.
3. Access to District computing and telecommunication resources is a privilege, not a right.
4. Access to District computing and telecommunication resources may be withdrawn if employees or students do not comply with the Board policy governing the acceptable use of District technology and networked information.

*Greater Victoria School District*

Adopted: June 26, 2000

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Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

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## REGULATION 1300.2

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### EMPLOYEE ACCEPTABLE USE OF DIGITAL TECHNOLOGY

#### 1. RATIONALE

In connecting employees to a variety of electronic resources, including access to the Internet and connections with other users, the Board of Education recognizes the importance of providing clear guidelines surrounding digital technology usage.

The Board of Education's technology tools, systems and networks are intended for educational purposes, as well as for business and administrative functions directly in support of the Board of Education's operation. The Board of Education will ensure that employees and other users are aware of the guidelines and expectations related to technology, as stated below.

#### 2. RESPONSIBILITIES

##### 2.1 The Director of Information Technology will:

##### 2.1.1 Establish and maintain sustainable service offerings which include:

- Hardware, software and configuration standards,
- Operational strategies for hardware and software (ie computer installation, user accounts administration and virus protection strategies).

##### 2.1.2 Provide access to District Technology Resources (websites, e-mail, etc.) to users outside of the Board of Education.

##### 2.1.3 Monitor activity on the District Technology Resources and follow established processes and procedures when necessary, to protect the integrity of the network. Actions may include revoking individual privileges or entire site privileges where it is deemed that temporary exclusion from the network is necessary to maintain the health of the network.



- 2.1.4 Adhere to the *Freedom of Information and Protection of Privacy Act*.
- 2.1.5 Provide resources and training to help govern the appropriate use of District Technology Resources.
- 2.1.6 Ensure that parents/guardians are aware of the individual student's responsibility to use District Technology Resources in an ethical and educational manner.
- 2.1.7 Take measures to prevent objectionable and illegal access of information. Internet access carries with it the potential to encounter information that is inappropriate for students. The Board of Education reserves the right to block any external material or content accessed through District Technology Resources.
- 2.1.8 Endeavor to provide a reliable, sustainable technology environment.
- 2.2 School/Site Administrators will:**
- 2.2.1 Ensure that current information regarding the appropriate use of technologies is made available to staff, students and parents.
- 2.2.2 Ensure adequate supervision of students using District Technology Resources through an approved process.
- 2.2.3 Ensure that school-based technology activities adhere to Board of Education policies, procedures and standards.
- 2.2.4 Approve site-based technology activities.
- 2.3 Board of Education Employees**
- It is the responsibility of every employee to:
- 2.3.1 Read, be aware of, and comply with:
- Policy 1300 – *Acceptable Use of Digital Technology*
  - Regulation 1300.2 – *Employee Acceptable Use of Digital Technology*
  - Regulation 1300 – *GVSD Web Page Publishing Regulations*
  - Regulation 1300.1 – *GVSD Software Licensing Regulation*

2.3.2 Report incidences of technology misuse to the site principal/manager **and** to the Information Technology department.

### 3. ETHICAL GUIDELINES

The use of District Technology Resources is a privilege, not a right, and usage may be revoked at any time for inappropriate conduct.

#### 3.1 **All employees will:**

- 3.1.1 Protect their provisioned account credentials from others and will not use other users' passwords and accounts;
- 3.1.2 Exercise good judgment and use technology for educational or Board of Education related administrative purposes only;
- 3.1.3 Respect Board of Education property and be responsible for its use;
- 3.1.4 Be courteous and communicate online with the same level of respect as in face-to-face situations at all times;
- 3.1.5 Respect copyright and software licensing laws;
- 3.1.6 Check email frequently and ensure appropriate handling of data.

#### 3.2 **Employees are prohibited from:**

- 3.2.1 Attempting to gain unauthorized access to Board of Education accounts, or to go beyond their authorized access;
- 3.2.2 Revealing their password to anyone;
- 3.2.3 Using inappropriate language in electronic correspondence;
- 3.2.4 Engaging in prejudicial or discriminatory activity;
- 3.2.5 Posting student work, photographs and/or video images on any website without prior written consent from the student and/or parent/guardian;

- 3.2.6 Posting student's personal information, such as class lists, marks and demographics, in a non-secure environment;
  - 3.2.7 Copying or downloading copyrighted and/or intellectual property materials, such as movies, music and images;
  - 3.2.8 Posting false or defamatory information;
  - 3.2.9 Knowingly accessing illegal, harassing, obscene, pornographic, racist, libelous, threatening resources that are sexually explicit or promote physical violence;
  - 3.2.10 Using electronic mail to send obscene, anonymous, threatening, libelous, discriminatory, or inflammatory messages;
  - 3.2.11 Accessing, transmitting and/or duplicating materials, in violation of Canadian laws;
  - 3.2.12 Using District Technology Resources for commercial, political or illegal purposes;
  - 3.2.13 Vandalizing or attempting to destroy Board of Education data;
  - 3.2.14 Engaging in spamming activities using District Technology Resources.
4. SECURITY
- 4.1 Users must not download computer software or information relating to compromising District Technology Resources. This type of activity will be considered a violation of Policy 1300 - *Acceptable Use of Digital Technology*.
  - 4.2 Any user identified as a **security risk** may be denied access to District Technology Resources until further adjudication is performed.
  - 4.3 All incidences of vandalism must be reported to the School/Site Administrator and to the Information Technology Department. Where appropriate, the Board of Education will seek reimbursements for costs incurred.

4.4 The Board of Education reserves the right to monitor all user activity of District Technology Resources.

## 5. DISCIPLINARY CONSEQUENCES

According to Canadian common law and provincial privacy legislation, employees are afforded certain privacy rights related to their use of District Technology Resources. However a search and investigation of any user's Board of Education issued computer account will be conducted if there is reasonable suspicion that the terms of this policy have been violated.

Allegations of unacceptable use of District Technology Resources will be addressed according to established policies and procedures. Discipline for inappropriate use may include, but is not limited to, one or more of the following:

- 5.1 Temporary or permanent revocation of access to some or all of the District Technology Resources;
- 5.2 Disciplinary action according to applicable Board of Education policies;
- 5.3 Legal action according to applicable laws and contractual agreements.

## 6.0 EVALUATION

Due to the dynamic nature and associated risks of digital technology, this regulation will be reviewed and revised if necessary on an annual basis.

*Greater Victoria School District*

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Approved: 2017

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## REGULATION 4216.2

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### EMPLOYEE ACCEPTABLE USE OF ELECTRONIC COMMUNICATIONS SYSTEMS IN SCHOOLS

#### Definitions:

*“Computer resources”* all computer hardware, software (including email, Internet access), and communications equipment.

*“Internet”* the global interconnection of data networks or bulletin board systems that commonly use (but are not limited to) the Internet Protocol.

*“Offensive material”* includes, but is not limited to, pornography, hate literature or any material that contravenes the *BC Human Rights Act*.

*“Sensitive Information”* personal, confidential or protected information whose release is unauthorized i.e. information that is reasonable likely to be excepted or excluded from access under the *Freedom of Information and Protection of Privacy Act*.

*“Scheduled Hours of Work”* does not include approved rest and/or meal periods.

*“User”* all persons authorized to access the District computer resources.

#### **The following guidelines on the use of District electronic communication systems must be followed in accordance with the Regulation.**

1. Central system or network account holders are responsible for all usage of their accounts and, therefore, must keep their passwords confidential to protect themselves, their files and the School District's files. Account holders must not distribute others user id and password or reveal others personal information.

2. School District computer resources must not be used in a manner that may annoy or harass others; for example, distributing obscene, abusive, racist, threatening, unsolicited e-mail messages, or sexually/harassing messages or material.
3. Sensitive information must not be transmitted via or exposed to Internet access without taking appropriate measures to ensure data remains confidential.
4. All electronic communication, including email, (both internal and external) are the property of the School District and are subject to provisions under the *Freedom of Information and Protection of Privacy Act*.
5. Computer resources must not be used for personal use during scheduled hours of work.
6. The use of computer resources during non-scheduled hours of work for personal reasons must be in accordance with these regulations and must not incur additional cost to the School District, whether through the consumption of computer cycles, labour costs, printers, paper, storage media or other resources.
7. Non-acceptable usage of computer resources includes activities that:
  - May lead to personal financial gain.
  - Could be interpreted as gambling.
  - Are used to conduct private business.
  - Obscure the origin of any message under an assumed computer network address.
  - Access illegal or offensive computer networks.
  - Access or distribute unlicensed software or documentation.
  - Initiate or distribute chain letters, advertising or unauthorized solicitations.
  - Have not been approved during working hours by the employee's supervisor.
  - Access electronic systems or information inappropriately or without authorization.
  - Vandalize the system or system accounts.
  - Produce product and/or service advertisement or political lobbying.
  - Utilize network-intensive resources such as network games.
  - Violate or attempt to violate, the security of the system or attempt to subvert other systems.
  - Deliberately or recklessly expose systems to computer infections.
  - Contravene any laws or regulations.

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8. Account holders must respect the rights of other users and consider the impact of their conduct on others.
9. Computer resource usage must be able to survive public scrutiny and/or disclosure. Users must avoid activities that might bring the School District into disrepute.
10. Computer resource use may be monitored without warning and inappropriate usage may be cause for cancellation of privileges and/or disciplinary action up to and including dismissal, or cancellation of contract.
11. Employees are responsible to ensure they have reviewed these Regulations prior to making use of School District computer resources.

**Reference: Policy 1300**

*Greater Victoria School District*

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Approved: June 26, 2000

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# REGULATION 1300.3

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## STUDENT ACCEPTABLE USE OF DIGITAL TECHNOLOGY

### 1.0 INTRODUCTION

This regulation outlines the Board of Education's mission to reduce the risks posed by Internet usage as a starting point for promoting positive digital citizenship among students. The Board of Education's expectations for student online behavior are no different than for face-to-face interactions in school, and are governed by Board of Education regulations and government legislation. Successful, technologically savvy digital citizens live safely and civilly in an increasingly digital world, and recognize that information posted on the Internet is public, permanent and of lasting social impact.

The Board of Education will make every reasonable effort to mitigate risk associated with digital technology usage, through student education and supervision, employee training and support, and through network filtering and monitoring. Yet with the understanding that digital citizenship is a shared responsibility between students, parents, educators, schools and governments, and given the dynamic nature of digital technology, the Board of Education's responsibility has limits. To that end, the following procedures are in effect.

### 2.0 RESPONSIBILITIES

#### 2.1 **The Director of Information Technology will:**

2.1.1 Establish and maintain sustainable service offerings, which include:

- Hardware, software and configuration standards,
- Operational strategies for hardware and software (ie. computer installation, user accounts administration and virus protection strategies).



- 2.1.2 Provide access to District Technology Resources (websites, e-mail, etc.) to users outside of the Board of Education.
- 2.1.3 Monitor activity on District Technology Resources and follow established processes and procedures to protect the integrity of the network. Actions may include revoking individual privileges or entire site privileges where it is deemed that temporary exclusion from the network is necessary to maintain the health of the network.
- 2.1.4 Adhere to the *Freedom of Information and Protection of Privacy Act*.
- 2.1.5 Provide resources and training to help govern the appropriate use of technology.
- 2.1.6 Ensure that parents/guardians are informed of the individual student's responsibility to use District Technology Resources in an ethical and educational manner.
- 2.1.7 Take measures to prevent objectionable and illegal access of information. Internet access includes the potential for encountering information that is inappropriate for students. The Board of Education reserves the right to block any external material or content accessed through its Digital Technology Resources.
- 2.1.8 Endeavour to provide a reliable, sustainable technology environment.

## 2.2 **School/Site Administrators:**

School and Site Administrators provide student access to District Technology Resources to maximize educational opportunities. As such, administrators are responsible for the following:

- 2.2.1 Ensure the equitable provision of digital access to all students;

- 2.2.2 Notify parents about policies governing student use of District Technology Resources.
- 2.2.3 Ensure that students and parents have signed and completed “Expectations for Student using District Technology Resources” forms, and that the forms are stored and managed onsite, prior to allowing student access to District Technology Resources;
- 2.2.4 Ensure appropriate student supervision through staff oversight, including (but not limited to) internet activity;
- 2.2.5 Ensure that students and staff are trained in the safe use of District Technology Resources and that they understand the inherent risks associated with using technology;
- 2.2.6 Ensure that all student access to the Internet, while on school property, is through District Technology Resources and their Board of Education-provisioned account;
- 2.2.7 Ensure that resources are available to help staff guide students in managing appropriate student use of digital technology.

### **2.3 Teachers and Educational Assistants:**

In order to facilitate student access and to ensure the appropriate use of District Technology Resources, teachers and educational assistants will:

- 2.3.1 Review and comply with the Board of Education’s Policy 1300 – *Acceptable Use of Digital Technology*
- 2.3.2 Prioritize digital training requirements as part of their professional development portfolio;
- 2.3.3 Know the status of the students’ parental consent;

- 2.3.4 Instruct students in the effective and ethical use of the Internet, social networking tools and other collaborative technologies;
- 2.3.5 Provide guidance to students for minimizing online risks;
- 2.3.6 Encourage parents' involvement in developing their children's digital citizenship;
- 2.3.7 Monitor student use of District Technology Resources.

#### 2.4 **Students:**

Students are responsible for reviewing and submitting their respectively signed "Student Use Agreement" forms (Regulation 1300.3(a)). This provides students with the following:

- Access to the Board of Education network
- Access to Board of Education software solutions
- Access to the Internet
- Access to the school library catalogue
- Access to email
- Access to electronic file storage
- Access to printing

### 3.0 **ETHICAL GUIDELINES FOR STUDENTS**

3.1 Students may obtain access to the District Technology Resources, including the Internet, with the approval of their parent(s) and are expected to display appropriate behavior and accountability. As such, students must:

- 3.1.1 Sign/co-sign the "Student Use Agreement" in order to gain access to the District Technology Resources and understand compliance with the agreement as a condition of their access;

- 3.1.2 Use assigned devices as directed by their teachers;
- 3.1.3 Show consideration to other students when digital resources are scarce;
- 3.1.4 Protect access to their individual network accounts under the use of a private, personal password. Ensure that their password is not shared;
- 3.1.5 Refrain from deliberately disrupting system performance or interfering with the work of other students;
- 3.1.6 Refrain from intentionally damaging equipment, including (but not limited to) rearranging keyboards and key caps, and tampering with monitors, printers, or any other peripheral equipment;
- 3.1.7 Leave devices and peripherals in their designated places;
- 3.1.8 Leave equipment, device and room in good condition for the next student or class;
- 3.1.9 Always log off devices after finishing work.

### 3.2 Ethical Conduct

The use of District Technology Resources is a privilege and usage may be revoked at any time for inappropriate conduct. All students will:

- 3.2.1 Exercise good judgment and use technology for educational or school-related purposes only;
- 3.2.2 Respect copyright and software licensing laws;

- 3.2.3 Refrain from unauthorized reading, modifying or deleting personal files owned by other users;
- 3.2.4 Refrain from illicitly accessing, tampering with or experimenting with systems outside of the school network;
- 3.2.5 Refrain from using technology to engage in or share obscene, profane, inflammatory, embarrassing, threatening, or disrespectful language or media of any kind;
- 3.2.6 Refrain from using technology to engage in personal attacks.

#### **4.0 SECURITY**

The Board of Education uses internet filtering and monitoring as a means of preventing access to material that is obscene, illegal and/or harmful to minors. This filtering applies to all devices accessing the Internet through District Technology Resources, regardless of whether the devices are Board of Education-assigned or personally owned. If monitoring leads to the discovery that a student has failed to follow the regulations, then a fair and reasonable investigation will be carried out. As a preventative measure, the following terms must be adhered to:

- 4.1 Information will not be posted by students if it:
  - 4.1.1 Violates the privacy of others;
  - 4.1.2 Jeopardizes the health and safety of students;
  - 4.1.3 Is obscene, libelous or discriminatory;
  - 4.1.4 Causes disruption of school activities;
  - 4.1.5 Plagiarizes the work of others; or
  - 4.1.6 Is a commercial advertisement.

- 4.2 Students will not change or delete files belonging to others.
- 4.3 Real-time messaging and online chat may only be used with the permission of the teacher.
- 4.4 Students will not reveal their personal information (such as last name, home address, email address, images, school name, phone number or anything that personally identifies themselves) while in correspondence with unknown parties.
- 4.5 Students are responsible for reporting any inappropriate material they receive, or any material that makes them feel uncomfortable.
- 4.6 Students are prohibited from viewing, sending and accessing illegal material, or any other Internet-based material that is inconsistent with the educational mission of the Greater Victoria School District.
- 4.7 Students are prohibited from downloading inappropriate or illegal material.
- 4.8 Students should **never** agree to meet with anyone encountered online.

## **5.0 PERSONALLY OWNED COMPUTING/NETWORK DEVICES (BYOD)**

- 5.1 Students using a personally owned device must connect to the Board of Education's wireless network (not private cellular services) while on school premises.
- 5.2 When applicable, appropriate virus-checking software must be installed, updated, and made active prior to any personally owned computing device being placed on the Board of Education's network.
- 5.3 Personal devices should be brought to school fully charged.

- 5.4 Students should avoid bringing peripheral devices, such as chargers and charging cables to school.
- 5.5 No device connected to the Board of Education's network will have software that monitors, analyzes, or may cause disruption to District Technology Resources.
- 5.6 The Board of Education is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair as a result of a student bringing their own device to school.
- 5.7 Board of Education employees will not be responsible for supporting or troubleshooting a student-owned device.
- 5.8 Students will take full responsibility for any personally owned device and will appropriately secure all devices when not in use.

## **6.0 DISCIPLINARY CONSEQUENCES**

The Board of Education reserves the right to monitor and inspect all devices and activities connected to District Technology Resources, including personal devices. A search and investigation associated with any student's Board of Education-provisioned computer account will be conducted if there is reasonable suspicion that the terms of this regulation have been violated. Discipline for inappropriate use may include, but is not limited to, one or more of the following:

- 6.1 Parents will be contacted and provided with the opportunity to be informed of, and defend or explain student misconduct;
- 6.2 Confiscation of the student's personally owned device(s) by school authorities;
- 6.3 Temporary revocation of access to some or all District Technology Resources, including (but not limited to) internet access, wireless access, use of personal device and printing.

6.4 Disciplinary action according to applicable Board of Education policies.

6.5 Legal action, according to applicable laws.

## **7.0 EVALUATION**

Due to the dynamic nature and associated risks of digital technology, this regulation will be reviewed on an annual basis.

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*Greater Victoria School District*

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Approved: 2017

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## REGULATION 1300.3(a) Attachment

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### Expectations for Students using Digital Technology Resources

The following are expectations for students using digital technology including but not limited to accessing the Internet and e-mail through the District's/Schools' networks. Students in Grades 6-12, signing this document agree to the following terms and conditions.

**School rules apply:** As a student, I understand that there are school rules related to expected conduct, the use of appropriate language including making fair and respectful comments, and guidelines for responsible behaviour. I understand that any other "School Rules" related to using technology must also be followed. More specifically, without limiting the above, I agree that:

- I will use digital technology for lawful educational purposes only
- I will handle with care and consideration any technology devices so as to avoid or minimize any physical damage or damage to data.
- I will use network services in such a way that network performance is not disrupted or terminated.
- I will use my time and required materials so as not to be wasteful.
- I will use every effort so as not to corrupt or negatively impact the files or systems of other users.
- I will respect the privacy of other users.
- I will use language that is not considered offensive or threatening to others.
- I will avoid receiving, keeping or distributing inappropriate materials, including material that is obscene, pornographic, sexist, racist, belligerent or harmful to others.
- I will inform my teacher or principal if I come across any sites, material, information or situations that I believe contain inappropriate material.
- I will not meet with any strangers I talk to on the Internet without first consulting my parent or guardian.
- I will not openly publish personal information about myself or anyone else including names, school, interests, extracurricular activities, home or school address or phone numbers. I may however, post school projects and work on the Internet as approved by my teacher.
- I will only use what I believe to be authorized, legal copies of information and software.
- If provided, I agree to keep any computer account password secret and I agree that I will not use someone else's password to access the system.

**Plagiarism & Copyright:**

- I agree that I will not copy any information and claim it as my own.
- I will ask the original author for written permission to use the graphics or any copyrighted works, including works of art, compositions, text, symbols, sayings, cartoons, excerpts, and quotations.
- I agree that I will give written credit for sources of information for my work.

**Consequences of unacceptable use:** The consequences for breaking any rules that apply to use of digital technology, include but may not be limited to the following:

- Loss of privileges to access and use digital technology.
- Possible disciplinary action through the School Code of Conduct.

I understand that I am personally responsible for my actions, errors, and omissions in using digital technology and accessing the Internet. I further understand the consequences for failing to comply with the terms and conditions of these regulations, may well exceed school disciplinary action, and may include criminal investigations, civil suits or both.



We nurture each student's learning and well-being in a safe, responsive, and inclusive learning community.

**Student Use Agreement – (Grades 6-12)**

I have read, understand and will abide by the “**Expectations for Students Using Digital Technology Resources**”. I will use resources responsibly, respect the rights of others and will not use these systems for unethical or illegal activities. Should I commit any violations, my access privileges may be revoked, school disciplinary action may be taken, and possible legal action may be taken. I understand that this document will remain in my school file for as long as I am enrolled at this school or until terminated by either party by notification in writing.

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
PLEASE PRINT

School Name \_\_\_\_\_ Teacher Name: \_\_\_\_\_ Div. \_\_\_\_\_

Student Signature: \_\_\_\_\_ Student ID# \_\_\_\_\_

**Parent/Guardian Permission Form – (Students in Grades 6-12)**

I have read the attached “**Expectations for Students Using Digital Technology Resources**”. I understand that my child may access District Technology Resources which allows them to access resources, communicate with others and to publish their work. I also understand that filtering or blocking software which may be applied to the network to prevent gaining access to inappropriate material is not foolproof and cannot guarantee 100% effectiveness. This consent will be considered valid from the date at which it is signed until my child is no longer enrolled in this school or until terminated by either party by notification in writing.

**YES      NO**

I grant permission for my child to publish their work and/or photos online, including full name identifiers. \_\_\_\_\_

I grant permission for my child to publish their work and/or photos online, without full name identifiers. (first name or initials may be used as an identifier). \_\_\_\_\_

*\* I understand that it is the responsibility of my child to avoid accessing the Internet or computers while at school as described above, until receipt of a Student Use Agreement signed by both student/child and parent or guardian.*

Parent/Guardian's Name: \_\_\_\_\_ Signature \_\_\_\_\_  
PLEASE PRINT

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

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**Student Use Agreement – (Grades K-5)**

**“My Rules for Online Safety”**

Using a computer at school can be very good. There are stories, pictures, sounds, music, games and lots of other useful information on many topics that can be accessed from your classroom. You are lucky to be able to use a computer at your school. Being able to use a computer comes with accepting responsibility. There are rules for being able to use a computer at school. These rules help you use the computer in the best and safest possible ways.

Here are the rules for using a computer at your school:

**School rules apply:** As a student, I understand that there are school rules related to expected conduct, the use of appropriate language including making fair and respectful comments, and guidelines for responsible behaviour.

More specifically, without limiting the above, I agree that:

- I will not give out personal information such as my name, address, telephone number or the location of my school without my teacher's permission.
- I will never send a person my picture or anything else without first checking with my teacher.
- I will tell my teacher right away if I come across any upsetting words, nasty pictures or something scary on the Internet that makes me feel uncomfortable.
- I will never agree to get together with someone I “meet” online without first checking with my teacher and parent.
- I will not answer any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that.
- I will not send mean messages to anyone, even friends, even as a joke.
- I will talk with my teacher and parents so that they can set up rules for going online either at school or home. We will decide upon appropriate areas for me to visit.

I understand that if I break any of the rules I may be told that I cannot use the computers at school anymore. This agreement will remain in my school file for as long as I am enrolled at this school. It can be removed by either my parents or the school Principal if either decides to remove my privileges.

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE PRINT

School Name \_\_\_\_\_ Teacher Name: \_\_\_\_\_ Div. \_\_\_\_\_

I have read “**My Rules for Online Safety**” and agree to those rules for being a responsible computer user.

Student Signature: \_\_\_\_\_ Student ID# \_\_\_\_\_



We nurture each student's learning and well-being in a safe, responsive, and inclusive learning community.

**Parent/Guardian Permission Form – (Students in Grades K-5)**

I **personally** have read the attached “**Expectations for Students Using Digital Technology Resources**”, so that I am aware of the expectations of my child for using technology at the Middle and Secondary school levels. (The “Expectations for Students Using Digital Technology” document **does not have to be shared with students in Grades K-5**. This is for parental information only.) This consent will be considered valid from the date at which it is signed until my child is no longer enrolled in this school or until terminated by either party by notification in writing.

**I have read and discussed with my child, “My Rules for Online Safety”.**

I understand that my child may access School or District technology systems which allows them to access resources and communicate with others. I understand that filtering or blocking software which may be applied to the network to prevent gaining access to inappropriate material is not foolproof and cannot guarantee 100% effectiveness.

**YES      NO**

I grant permission for my child to publish their work and/or photos online, including full name identifiers. \_\_\_\_\_

I grant permission for my child to publish their work and/or photos online, without full name identifiers. (first name or initials may be used as an identifier). \_\_\_\_\_

*\* I understand that it is the responsibility of my child to avoid accessing the Internet or computers while at school as described above until receipt of a Student Use Agreement signed by both student/child and parent or guardian.*

Parent/Guardian's Name: \_\_\_\_\_ Signature \_\_\_\_\_  
PLEASE PRINT

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

*Greater Victoria School District*

Approved: 2017

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## **REGULATION 5131.9**

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### **STUDENT ACCEPTABLE USE OF ELECTRONIC COMMUNICATIONS SYSTEMS IN SCHOOLS**

#### **Preamble:**

Electronic communications systems including computers, telecommunications devices and other forms of technology are providing opportunities for gaining interaction with a wide array of valuable educational tools, strategies and information resources. Much of this interaction takes place over the Internet which is not governed for content or activity by any central policy. It is essential that all users of electronic communications systems, including the Internet, view activities and the exchange of information through these media critically as to its legitimacy, veracity and application.

The use of electronic communications systems, including the Internet must be used only for those purposes that support the goals, objectives and activities as prescribed by the school district. All users must be aware of their responsibilities with respect to acceptable use.

The Board is committed to providing a wide range of access to students who are using school district electronic communications systems. The responsible use of these district systems is the overriding goal of this regulation. The benefits of access to resources through the Internet and communications networks outweigh the risks involved, and the Board will encourage the use of electronic communications systems and the Internet to provide appropriate learning opportunities for all users.

#### **Definitions:**

“Electronic communications systems” include all electronic devices and related processes used for the purposes of transmitting, retrieving and storing of voice, data or graphic images. These devices include but are not limited to computers,

servers, local area networks, intranets, the Internet, electronic mail systems, online conferences, chats, blogs, videoconferences, cell phones, digital cameras, video cameras and fax machines.

“Educational purposes” are those purposes which directly support student learning as outlined in the prescribed learning outcomes mandated by the Ministry of Education.

## **RESPONSIBILITIES:**

### **A. Responsibility of the School**

It is the responsibility of the school Administration to:

1. Inform parents of the educational benefits as well as the potential risks involved in communications with any persons using electronic communications systems.
2. Provide parents with a standard Acceptable Use Agreement for parents/guardians and students to sign before students are given Internet access.
3. Distribute *Expectations for Students Using School or District Electronic Communications Systems*, review these with all Grades 6-12 students and require students and their parents/guardians to sign a *Student Use Agreement – (Grades 6-12)*.
4. Distribute *Expectations for Students Using School or District Electronic Communications Systems* to parents of students in Grades K-5 for their information.
5. Distribute *“My Rules for Online Safety”* and review these with all Grades K-5 students and require students and their parents/guardians to sign a *Student Use Agreement - (Grades K-5)*.
6. Provide a statement of consequences of inappropriate use, including taking appropriate disciplinary action when the policy or regulations are contravened.

### **B. Responsibility of the Teacher**

It is the responsibility of the teacher to:

1. Review and comply with District’s and the school’s Electronic Communications Systems Use policy.

2. Instruct all students in the nature of the risks involved in communicating with others through this medium, including not publicizing photos of or giving out personal information about oneself or others.
3. Give students guidelines for minimizing risks (similar to safety instruction, meeting strangers, etc.).
4. Monitor student use of the computer and the use of electronic communications systems and the Internet.

**C. Responsibility of the Parent/Guardian**

It is the responsibility of the parent/guardian to:

1. Be aware of the educational benefits of access to resources through the Internet and communications networks.
2. Be aware of the risks inherent in that access, while encouraging safe and acceptable practices of use.
3. Be aware of the consequences set out by the school and the district for unacceptable and inappropriate use.
4. Read the acceptable use guidelines and the school/district policy and regulation as they apply to electronic communications systems as well as computer/Internet access. If a parent/guardian wishes to permit their son/daughter to have access to these tools, they must indicate their permission by signing the Acceptable Use Agreement.

**D. Responsibility of the Student**

It is the responsibility of the student to:

1. Sign the Acceptable Use Agreement in order to gain access to and use of electronic communications systems and understand compliance with this is a condition of access, and noncompliance will have consequences.
2. Protect access to their individual network accounts under the use of a private, personal password. Ensure that their personal password is not shared and agree not to use the password of any other individual.
3. Conduct all his/her activities in accordance with the policies, regulations and guidelines set out for the use of school computers and electronic communications systems both during and outside of school hours.
4. Conduct all activities in a responsible, ethical, legal and courteous manner.

*Greater Victoria School District*

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Approved: June 26, 2000

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Revised: September 26, 2005

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**Expectations for Students using School or District Electronic Communications Systems**

The following are expectations for students using electronic communications systems including but not limited to accessing the Internet and e-mail through the District's/Schools' networks.

Students in Grades 6-12, signing this document agree to the following terms and conditions.

**School rules apply:** As a student, I understand that there are school rules related to expected conduct, the use of appropriate language including making fair and respectful comments, and guidelines for responsible behaviour. I understand that any other "School Rules" related to using technology must also be followed.

More specifically, without limiting the above, I agree that:

- I understand that having access to use e-mail will be at the discretion of my school.
- I will use electronic communications systems for lawful educational purposes only
- I will handle with care and consideration any electronic communications equipment so as to avoid or minimize any physical damage or damage to data.
- I will use network services in such a way that performance is not disrupted or terminated.
- I will use my time and required materials so as not to be wasteful.
- I will use every effort so as not to corrupt the files or systems of other users.
- I will respect the privacy of other users.
- I will use language that is not considered offensive or threatening to others.
- I will avoid receiving, keeping or distributing inappropriate materials, including material that is obscene, pornographic, sexist, racist, belligerent or harmful to others.
- I will inform my teacher or principal if I come across any sites, material, information or situations that I believe contain inappropriate material.
- I will not meet with any strangers I talk to on the Internet without first consulting my parent or guardian.
- I will not distribute personal information about myself or anyone else through the District or school server including names, school, interests, extracurricular activities, home or school address or phone numbers. I may however, post school projects and work on the Internet as approved by my teacher.
- I will only use what I believe to be authorized, legal copies of information and software.
- If provided, I agree to keep any network service password secret and I agree that I will not use someone else's password to access the system.

**Plagiarism & Copyright:**

- I agree that I will not copy any information and claim it as my own.
- I will ask the original author for written permission to use the graphics or any copyrighted works, including works of art, compositions, text, symbols, sayings, cartoons, excerpts, and quotations.
- I agree that I will give written credit for sources of information for my work.

**Consequences of unacceptable use:** The consequences for breaking any rules that apply to use of any electronic communications system, include but may not be limited to the following:

- Loss of privileges to access and use any electronic communications systems.
- Possible disciplinary action through the School Code of Conduct.

I understand that I am personally responsible for my actions, errors, and omissions in using a District electronic communications system and accessing the Internet. I further understand the consequences for failing to comply with the terms and conditions of these regulations, may well exceed school disciplinary action, and may include criminal investigations, civil suits or both.



**Student Use Agreement – (Grades 6-12)**

I have read, understand and will abide by the “*Expectations for Students Using School or District Electronic Communication Systems*”. I will use resources responsibly, respect the rights of others and will not use these systems for unethical or illegal activities. I further understand that any violation of the district policy or regulation using electronic communications systems is unethical and may constitute a criminal offense. Should I commit any violations, my access privileges may be revoked, school disciplinary action may be taken, and possible legal action may be taken. I understand that this document will remain in my school file for as long as I am enrolled at this school or until terminated by either party by notification in writing.

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE PRINT

School Name \_\_\_\_\_ Teacher Name: \_\_\_\_\_ Div. \_\_\_\_\_

I have read the “Expectations for Students Using Electronic Communications Systems” and agree to abide by the provisions therein.

I have read “*Expectations for Students Using School or District Electronic Communication Systems*” and agree to those rules for being a responsible computer user.

Student Signature: \_\_\_\_\_ Student ID# \_\_\_\_\_

**Parent/Guardian Permission Form – (Students in Grades 6-12)**

I have read the attached “*Expectations for Students Using School or District Electronic Communication Systems*”. I understand that our daughter or son may access District electronic communications systems which allow them to access resources, communicate with others and to publish their work. I further understand that, should our child's work be published, it will appear with copyright notice prohibiting use without written permission. I also understand that filtering or blocking software which may be applied to the electronic communications systems to prevent gaining access to inappropriate material is not foolproof and cannot guarantee 100% effectiveness.

	YES	NO
We grant permission for our daughter or son to access electronic communications systems at school.	<input type="checkbox"/>	<input type="checkbox"/>
We grant permission for our daughter or son to publish their work and/or photos online, including full name identifiers.	<input type="checkbox"/>	<input type="checkbox"/>
We grant permission for our daughter or son to publish their work and/or photos online, without full name identifiers. (first name or initials may be used as an identifier).	<input type="checkbox"/>	<input type="checkbox"/>

*\* I understand that it is the responsibility of my child to avoid accessing the Internet or computers while at school as described above, until receipt of an Acceptable Use Agreement signed by both student/child and parent or guardian.*

Parent/Guardian's Name: \_\_\_\_\_ Signature \_\_\_\_\_

PLEASE PRINT

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

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<b>Student Use Agreement – (Grades K-5)</b>
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### “My Rules for Online Safety”

Using a computer at school can be very good. There are stories, pictures, sounds, music, games and lots of other useful information on many topics that can be downloaded right to your classroom. You are lucky to be able to use a computer at your school. Being able to use a computer comes with accepting responsibility. There are rules for being able to use a computer at school. These rules help you use the computer in the best and safest possible ways.

Here are the rules for using a computer at your school:

**School rules apply:** As a student, I understand that there are school rules related to expected conduct, the use of appropriate language including making fair and respectful comments, and guidelines for responsible behaviour.

More specifically, without limiting the above, I agree that:

- I will not give out personal information such as my name, address, telephone number or the location of my school without my teacher’s permission.
- I will never send a person my picture or anything else without first checking with my teacher.
- I will tell my teacher right away if I come across any upsetting words, nasty pictures or something scary on the Internet that makes me feel uncomfortable.
- I will never agree to get together with someone I “meet” online without first checking with my teacher and parent.
- I will not answer any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that.
- I will not send mean messages to anyone, even friends, even as a joke.
- I will talk with my teacher and parents so that they can set up rules for going online either at school or home. We will decide upon appropriate areas for me to visit.

I understand that if I break any of the rules I may be told that I cannot use the computers at school anymore. This agreement will remain in my school file for as long as I am enrolled at this school. It can be removed by either my parents or the school Principal if either decides to remove my privileges.

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE PRINT

School Name \_\_\_\_\_ Teacher Name: \_\_\_\_\_ Div. \_\_\_\_\_

I have read “*My Rules for Online Safety*” and agree to those rules for being a responsible computer user.

Student Signature: \_\_\_\_\_ Student ID# \_\_\_\_\_

**Parent/Guardian Permission Form – (Students in Grades K-5)**

I **personally** have read the attached “*Expectations for Students Using School or District Electronic Communication Systems*”, so that I am aware of the expectations of my child for using technology at the Middle and Secondary school levels. (*The “Expectations for Students Using School or District Electronic Communications Systems” document does not have to be shared with students in Grades K-5. This is for parental information only.*)

**I have read and discussed with my child, “My Rules for Online Safety”.**

I understand that our daughter or son may access School or District electronic communications systems which allow them to access resources and communicate with others. I understand that filtering or blocking software which may be applied to the electronic communications systems to prevent gaining access to inappropriate material is not foolproof and cannot guarantee 100% effectiveness.

	YES	NO
We grant permission for our daughter or son to access electronic communications systems at school.	<input type="checkbox"/>	<input type="checkbox"/>
We grant permission for our daughter or son to publish their work and/or photos online, including full name identifiers.	<input type="checkbox"/>	<input type="checkbox"/>
We grant permission for our daughter or son to publish their work and/or photos online, without full name identifiers. (first name or initials may be used as an identifier).	<input type="checkbox"/>	<input type="checkbox"/>

*\* I understand that it is the responsibility of my child to avoid accessing the Internet or computers while at school as described above until receipt of an Acceptable Use Agreement signed by both student/child and parent or guardian.*

Parent/Guardian's Name: \_\_\_\_\_ Signature \_\_\_\_\_  
PLEASE PRINT

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

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## OFFICE OF THE SUPERINTENDENT

556 Boleskine Road, Victoria, BC V8Z 1E8

Pieter Langstraat, Superintendent

Phone (250) 475-4162

Fax (250) 475-4112

TO: The Operations Policy and Planning Committee

FROM: Piet Langstraat, Superintendent of Schools

RE: **Trustee Questions**

DATE: December 4, 2017

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During this portion of the Committee Meeting, Trustees will have the opportunity to raise questions. Where possible, an immediate response will be provided. In the event that research is necessary before a response is provided, the matter will be postponed until a researched response can be provided.

## **Policy 1325 Partnership and Attachment Ad Hoc Committee Terms of Reference**

### **Purpose:**

The Policy 1325 Partnership and Attachment Committee is an ad hoc committee established by the Board of Education (Bylaw 9140 Ad Hoc Committee of the Board) to review and update Policy 1325 Partnership and Attachment.

### **Deliverables:**

The Policy 1325 Partnership and Attachment Ad Hoc Committee will produce an updated Policy 1325 Partnership document.

### **Membership:**

The committee will be comprised of the following voting members:

- One Trustee appointed by the Board Chair
- A Senior staff member appointed by the Superintendent
- One VPVPA representative
- One VCPAC representative
- One Student representative

### **Timeline:**

The Committee will prepare an updated policy document to be submitted to the Operations, Policy and Planning (OPPS) Committee by June 2016. Updates will be provided to the OPPS Committee as information is available.

### **Voting:**

Decisions will be made by consensus, if possible. If no consensus is reached, a majority vote will take place.

### **Procedural Notes:**

- Anyone may attend and contribute to the discussions without voting privileges
- Meeting dates, locations and minutes will be available on the District website

**Date Adopted:** November 16, 2015