



This registration form is a legal document. All information will be treated confidentially. It is the responsibility of parents/guardians to notify the school of any changes to the following information. **Registration is pending until Principal approval.**

<b>School History</b>	
Name of Previous School Attended	City/Town Province
Has the student ever registered in a Chinook's Edge School before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Previous Chinook's Edge School Division School School Year

<b>Student Information</b>	
School	Program of Choice <input type="checkbox"/> English <input type="checkbox"/> French Immersion
Alberta Student Number (ASN)	Grade Enrolling In Preferred Start Date
Preferred Name (AKA Name) Surname First Name Middle Name	
<b>Legal Name of Student</b> Surname First Name Middle Name	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth Month Day Year Student Age at Registration Years Months
Mailing Address Address City Province Postal Code	
Street (Town) or 911 (Rural) Address	Legal Land Description (e.g. SE-30-35-08-W4)
Student Home Phone (with area code) ( )	Student Cell Phone (with area code) ( )
<input type="checkbox"/> You must present the student's birth certificate at the time of registration in Chinook's Edge School Division No. 73.	

<b>Citizenship Status</b>	
What is the citizenship or immigrant status of the student?	<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Lawfully admitted to Canada for permanent residence (student) <input type="checkbox"/> *Child of an individual lawfully admitted to Canada for permanent or temporary residence <input type="checkbox"/> Child of a Canadian citizen <input type="checkbox"/> *Step-child of a Canadian or Temporary Foreign Worker <input type="checkbox"/> *Temporary Resident: Expiry Date Required <i>International Students Only</i> _____ Year/Month/Day <b>*Supporting documentation required</b>

<b>Section 23 – Francophone Rights</b>	
Do you claim entitlement to a francophone education under the terms of the <i>School Act</i> ? <input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	
According to the <i>School Act</i> and section 23 of the Canadian Charter of Rights and Freedoms, a parent or legal guardian who is a Canadian citizen has the right to have his/her children receive school instruction in French. This applies if the parent/guardian is a resident of Alberta and: French was the first language learned, and is still understood, by at least one parent; or, one or more of the parents, or one or more of their children have received, or are receiving instruction in a French first language program or school in Canada ( <b>this does not include a French Immersion Program</b> ). If eligible, the provincial Student Record Regulation requires Chinook's Edge School Division to release demographic information about the student and parent to the local Francophone Education Board upon written request from that school jurisdiction.	

<b>Aboriginal Self-Identification</b>	
If you wish to declare the student is Aboriginal, please select one: <input type="checkbox"/> Status Indian/First Nations <input type="checkbox"/> Non-Status Indian/First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit	
For further information, please refer to <a href="https://education.alberta.ca/system-supports/results-reporting/">https://education.alberta.ca/system-supports/results-reporting/</a> or contact Alberta Education at 780-427-8501. If you have questions regarding the collection of student information by Chinook's Edge School Division No. 73, please contact the Superintendent at 403-227-7070 or toll free at 1-800-561-9229.	

<b>Independent Student Status</b>	
Is the student "living independently" under the definition of the <i>School Act</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>*Supporting documentation required</b>	
The definition of an Independent Student is a student who is (i) 18 years of age or older, or (ii) 16 years of age or older and (A) who is living independently, or (B) who is a party to an agreement under section 57.2 of the <i>Child and Youth and Family Enhancement Act</i> . (Section 1(m) of the <i>School Act</i> ).	

<b>English as a Second Language (ESL)</b>	
A student may be eligible for ESL support when the primary language spoken at home is a language other than English. Is English the student's first language: <input type="checkbox"/> Yes <input type="checkbox"/> No What language is spoken at home? _____	

## Individual Program Plan

Does your child currently have an Individual Program Plan (IPP)?  Yes  No *Please provide a copy if possible.*

## Student Resides With

Both Parents (same residence)  Both Parents (separate residences)  Mother  Father  Acting Guardian  
 Mother and Step Father  Father and Step Mother  Living Independently  Other \_\_\_\_\_

## Parents/Guardians – Primary Contacts

Contact 1	Name <i>Surname</i> <i>First Name</i>			Relationship to student	Resides with student <input type="checkbox"/> Yes <input type="checkbox"/> No
	Day Phone ( )	Home Phone ( )	Cell Phone ( )	Email	
Contact 2	Name <i>Surname</i> <i>First Name</i>			Relationship to student	Resides with student <input type="checkbox"/> Yes <input type="checkbox"/> No
	Day Phone ( )	Home Phone ( )	Cell Phone ( )	Email	

## Additional Parent/Guardian – 2<sup>nd</sup> Residence (if applicable)

Parent/Guardian	Name <i>Surname</i> <i>First Name</i>			Relationship to student	Send Copy of Reports <input type="checkbox"/> Yes <input type="checkbox"/> No
	Mailing Address <i>Address</i> <i>City</i> <i>Province</i> <i>Postal Code</i>				
	Physical Address (if different) <i>Address</i> <i>City</i> <i>Province</i> <i>Postal Code</i>				
	Day Phone ( )	Home Phone ( )	Cell Phone ( )	Email	

## Child Access

**Court Orders – Physical Access** - A guardian or parent may have their right to visit a student removed by a legal process.

Please indicate if a legal document exists which restricts visitation with the student:

Yes  No

*If you have answered yes, the school will collect the most recent documentation which will be retained on the student's record.*

**Court Orders – Access to Information (Disclosure Restrictions)**

A guardian or parent may have their right to access information about a student removed by a legal process.

Please indicate if a legal document exists which restricts access to information about this student:

Yes  No

*If you have answered yes, the school will collect the most recent documentation which will be retained on the student's record.*

### Custody

A student may be impacted by court order under the *Child, Youth and Family Enhancement Act, Family Law Act, Divorce Act* or *Youth Criminal Justice Act*. Indicate if the school should be aware of any such order pertaining to your child.

**Is there a court order regarding custody and access to your child?**

Yes  No

*If you have answered yes, the school will collect the most recent documentation which will be retained on the student's record.*

## Local Emergency Contact Information (Grandparents, Relatives, Friends, Neighbours, etc.)

1	Name <i>Surname</i> <i>First Name</i>			Relationship to student
	Day Phone ( )	Home Phone ( )	Cell Phone ( )	
2	Name <i>Surname</i> <i>First Name</i>			Relationship to student
	Day Phone ( )	Home Phone ( )	Cell Phone ( )	
3	Name <i>Surname</i> <i>First Name</i>			Relationship to student
	Day Phone ( )	Home Phone ( )	Cell Phone ( )	

## Medical Information

If your child has a **serious or life threatening** medical condition, please indicate below:

Diabetes  Asthma  Allergies (Anaphylactic)  Epilepsy  Heart Condition  Hemophilia  Other \_\_\_\_\_

Description

Medication

**Names of Other Students Living at the Same Address Attending a Chinook's Edge School**

Student	School	Student	School
Student	School	Student	School
Student	School	Student	School

**Transportation**

**Urban Students**

If you live in an area where urban transportation is available and wish to request busing for your child, please complete the Urban Student Transportation Form, available either on our website [www.cesd73.ca](http://www.cesd73.ca) under Transportation, or at your school office, and fax it to the Transportation Department at the number listed on the form. Please note if there is a fee, payment must accompany the registration form.

**Rural Students**

Please check the box below if you wish to have rural busing for your child. **This request will take 24-48 hours to process** and you will be contacted by the driver. If you are unsure about your designated school based on your legal land description, please contact the Transportation Department at 403-227-7072, 1-800-266-9573 or fax 403-227-7217.

I wish to request rural busing for my child.

**Freedom of Information and Protection of Privacy (FOIP) Provisions**

Schools play an important role in the education and socialization of our children. In this process, personal information often collected and used for authorized programs and activities that are a vital part of a healthy and functioning school. The purpose of this notice is to inform you about the collection and use of student information by our school and Division under the FOIP Act.

The personal information collected on this form is part of the Division registration process and is authorized under the provisions of the *School Act* and its regulations of the *FOIP Act*. The personal information will be used to provide an educational program and ensure a safe and secure school environment. Information acquired through this form is kept secure and access is restricted. Once the information is collected and compiled, Chinook's Edge School Division No. 73 believes the uses listed below are part of a vital, healthy, and functioning school and participation of all students is important and encouraged. Here are activities where the information may be used:

- the use of student names, photos and comments in the school calendar, newsletter, yearbook, video yearbook, graduation books, other school publications including school social media sites, library cards and other secure CESD online environments.
- the taking of individual, class, team, video or club photos for school purposes.
- the use of student names on artwork or other creative work or material of students displayed at school or school Division sites or at a school or school Division sponsored display in the community.

- the use of student names in honour rolls, graduation ceremonies, scholarships or other awards within the Division.
- the use of student names and academic information necessary for determining eligibility or suitability for provincial, federal or other types of awards such as athletic programs or scholarships in the event the Division applies on a student's behalf.
- the use of student names, addresses, phone number and special medical conditions for the purpose of arranging transportation and providing information to contracted school bus carriers.
- the use of student names, related contact information and telephone numbers for absenteeism checks.
- the taking of photos/video of classroom or other school activities where the material will be used within the school or in the Division promotional materials.
- the use of students names for school sponsored activities such as fine arts, productions, fairs, clubs, presentations, celebrations, sports activities.

**If you have any questions or concerns regarding the collection and the intended purpose, please contact the principal of the school your child attends.**

**Technology Responsible Use Terms and Conditions**

I have reviewed and agree with the *Technology Responsible Use Terms and Conditions* document.

**Declaration By Parent, Guardian Or Independent Student**

I hereby certify the above information to be true, correct and complete. I have identified all guardians for this student.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**For Office Use Only** **Check Only Those That Apply**

Registration Approved on: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Staff Initial: \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date Entered in SIS: \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Birth Certificate      | <input type="checkbox"/> Cumulative File Request Form |
| <input type="checkbox"/> Media Consent Form     | <input type="checkbox"/> Custody Papers               |
| <input type="checkbox"/> Immigration Papers     | <input type="checkbox"/> Adoption Order               |
| <input type="checkbox"/> Student Study Permit   | <input type="checkbox"/> IPP                          |
| <input type="checkbox"/> Emergency Medical Plan | <input type="checkbox"/> Out of Area Request Form     |
| <input type="checkbox"/> Court Orders           | <input type="checkbox"/> Change of Name Form          |
| <input type="checkbox"/> Parent Alert Letter    |   |



## Chinook's Edge School Division No. 73 Media Consent Form

### Dear Parent or Guardian

Chinook's Edge School Division No. 3 enjoys a strong relationship with media, as they frequently photograph, videotape or interview students about the positive, day-to-day activities in our schools. Media photographs, videotaping or interviews are allowed at schools only with the permission of the Principal or Vice Principal, and only for students whose parents have consented to their child participating in such activities. The media outlets that feature students from our schools on a regular basis include: the Mountain View Gazette, Olds Albertan, Sundre Round-Up, Sylvan Lake News, Innisfail Province, Red Deer Advocate, CKLJ Radio Olds, Big 105 Radio and Central Alberta (Olds) TV. Chinook's Edge will obtain additional permission from you for any media outlet other than those listed here.

With permission, students' names, photographs and comments may also be published in Chinook's Edge documents such as media releases, advertising or the Chinook's Edge Advantage newspaper, as well as all web and internet applications that Chinook's Edge utilizes.

Under the *Freedom of Information and Protection of Privacy Act*, Chinook's Edge School Division requires consent to use a student's information in the manner(s) outlined above. This consent is valid during the current school year and will be renewed annually via a demographics update form at the beginning of each school year. Should circumstances change during the school year, you may change your consent at any time by contacting the school principal.

### Please complete the information below to indicate your choice for your child:

- Yes**, as the parent or guardian of the student named below, I give my consent to the publication of his/her name, image or comments to be used for these purposes.
- No**, as the parent or guardian of the student named below, I **do not** give my consent for the publication of his/her name, image or comments to be used for these purposes.

**Print Student's Name** \_\_\_\_\_

**Print Parent/Legal Guardian's Name** \_\_\_\_\_

**Date** \_\_\_\_\_ **Signature** \_\_\_\_\_

*This personal information is collected under the authority of the School Act that mandates the program operations and services offered by Chinook's Edge School Division No. 73 and will be protected under the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of the information, please contact the Chinook's Edge FOIP Coordinator, 4904 – 50 Street, Innisfail, Alberta T4G 1W4 or phone (403) 227-7070 or toll free at 1-800-561-9229.*

Updated December 2016



# Technology Responsible Use Terms and Conditions

## **For the Use of Computers, Internet, Gmail, Google Application, Personal Devices and Internet Applications**

Technology provides students with unique and powerful ways to enhance their learning. Chinook's Edge School Division No. 73 supports the use of technology for the purpose of enhancing and supporting learning and is pleased to offer students access to computer networks so that they can use Division supplied technology or bring in their own personal devices to school.

It is one of the technology goals of the Chinook's Edge School Division to ensure that student's interactions with the use of technology contribute positively to the learning environment both at school and in the community. Negative use of technology that degrades or defames members of our communities, or the Division, is unacceptable. Chinook's Edge School Division also recognizes that students have widespread access to both technology and the Internet; therefore, use of personal devices and connectivity is considered to be included in this Responsible Use Terms and Conditions Document.

Access to the Chinook's Edge School Division network is a privilege not a right. The use of technology whether owned by the Division or devices supplied by the student entails personal responsibility. It is expected that students will comply with Division standards, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher, school, and Division. Failure to comply with such terms and conditions may result in permanent or temporary loss of access as well as other disciplinary or legal action as necessary. In particular, students will be held accountable for their actions and are encouraged to report any accidental use immediately to school administration.

With the increased usage of free educational applications on the Internet, digital storage areas, containing less sensitive student information, may or may not be located on property of the school Division. In some cases, data will not be stored on Canadian servers. Therefore, students should not expect that files and communication are private. Network Administrators may review files and communications to maintain system integrity and to ensure responsible use. Chinook's Edge also has a private and secure system for sensitive school records which will be managed by Division Technology Services Staff.

## **Definitions**

- **Network** refers to wired and wireless technology networks including school networks, cellular networks, commercial, community or home based wireless networks accessible to students on property.
- **Student / staff owned (supplied) mobile devices** refers to cellular phones, PDAs, MP3 players, iPod type devices, and portable computers such as laptops, notebooks, tablets and netbooks as well as portable storage devices.

## **Terms and Conditions**

### **Students/ staff will use technology in a responsible manner by:**

- Using technology for legal and appropriate activities and by abiding by the copyright laws.
- Using technology in ways, which treat others and themselves with respect and follow school policies and behavior standards of the school and Chinook's Edge School Division.
- Using the equipment and network in a positive manner so that it does not disturb the system performance and does not breach security standards.
- Respecting the rights of others by obtaining consent from the individual and a school staff member before photographing individual's pictures, publishing, sending or displaying private or personal information.
- Only using their own account and electronic data unless they are granted sharing permission by other users.
- Using the bandwidth, file storage, and printers responsibly for educational purposes.
- Keeping their own personal data secure such as addresses, telephone numbers, age, school, last names etc.
- By realizing that data is not always private and that their data could be stored on other servers throughout the world (Gmail, Google Apps, and other web applications).
- Realizing that Chinook's Edge School Division will monitor, flag and review inappropriate use of technology as deemed necessary.
- Reporting security or network problems to a teacher, administrator, or system administrator.
- Having the site Administrator install any needed software on Division owned technology.

### **Use of Personal Devices in Schools - Students / staff understand that:**

- A student/staff-owned device which is registered at the school may have a client application placed on the device. This will allow the student to have more bandwidth privileges and educational access than non-registered students. It will also allow the user's activities through the school's network to be traced back to the student, if there is any reason to believe that the privilege is

being abused. School Administration and Division Technology staff may search the student's memory device if they feel school rules have been violated which may include, but are not limited to, audio and video recording, photographs taken on school property that violate the privacy of others, or other issues regarding bullying, etc.

- Students/staff need to connect to the school's network and NOT to the networks of the neighbors surrounding the school.
- If students/staff choose to use a device that is not registered, they are responsible for making sure that the virus protection is up-to-date. Students/staff will turn off all peer-to-peer (music/video/file-sharing) software or web-hosting services on their device while connected to the school wireless network.
- Students will use the student owned device in class only with the teacher's expressed permission.
- Students/staff understand the security, care and maintenance of their device is their sole responsibility. They will securely store and charge their device when not in use.
- Students will not use an audio recording device, video camera, or camera (or any device with one of these, e.g. cell phone, netbook, laptop, tablet, etc.) to record media or take photos during school unless they have permission from both a staff member, and those they are recording.

#### **Use of Public Internet Tools**

- Technology provides an abundance of opportunities for students/staff to use interactive tools and sites on public websites that benefit learning, communication and social interaction. The Division does not control these public sites and does not manage the information posted by their users; therefore, does not accept responsibility for their content. Personal information could be used for commercial purposes and information stored there could be lost. Users need to ensure that they protect their personal information.
- Students/staff may be held accountable for the use of and information posted on these sites if it detrimentally affects the welfare of individual users or the governance, climate, or effectiveness of the school(s).
- From time to time teachers may recommend and use public interactive sites that to the best of their knowledge are legitimate and safe. As the site is "public" and the teacher (School and Division) is not in control of it, students and parents must use their discretion when using, accessing information, storing, and displaying student's work on the site.

#### **Security and Supervision**

- The Division does provide content filtering controls for student access to the Internet using the Division's network as well as reasonable adult supervision, but at times inappropriate, objectionable and/or offensive material may circumvent the filter as well as the supervision and be viewed by students. Students are to report the occurrence to their teacher or the nearest supervisor. Students will be held accountable for any deliberate attempt to circumvent Division technology security and supervision.
- Students using mobile and cellular devices on networks other than the Division's network are subject to the rights and responsibilities outlined in this document and are accountable for their use.

#### **Student Email**

All Chinook's Edge students are given a Gmail and Educational Google Applications account. The information being stored by this web tool as well as others might not reside on Canadian servers. Students must use email, web tools and the Internet while at school according to the terms and conditions outlined in this Responsible Use document.

***All students, parents and staff are provided with this Responsible Use Terms and Conditions Document in student agendas or handbooks and in all staff handbooks. All users understand that the use of this electronic information resource is for educational purposes. They recognize the Division has initiated reasonable safeguards to filter and monitor inappropriate materials. They understand that while the Division has also taken steps to restrict user access on the Internet to inappropriate information and sites, it is impossible to restrict access to all controversial materials. Any user who does not abide by the rules of appropriate use understands that consequences will be instated. Users will not hold Chinook's Edge School Division responsible for materials they acquire on the Internet. Users are required to read the Technology Use Document at the start of each school year (or upon enrolling in Chinook's Edge) and adhere to all requirements in the document. Staff is required to read the document upon commencing employment with Chinook's Edge School Division and adhere to all requirements in the document.***

**Updated: 2016 December**