SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Board Policy Review Committee
Videoconference Meeting

Monday, April 27, 2009 @ 6:30 p.m.

M I N U T E S

Members	*Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)*										
	OS	*TC*	*VC*	*A*	*R*		*OS*	*TC*	*VC*	*A*	*R*
Brown, Cindy	X					Mannisto, Mark (Ex-Officio)		X			
Fisher, Cindy	X					Simmons, Tina		X			
Keenan, Darlene					X	Sparrow, Julie	X				
Resource Members											
							OS	*TC*	*VC*	*A*	*R*
Patti Pella: *Director of Education*							X				
Colleen Kappel: *Superintendent of Education*							X				
Valerie Newton: Assistant to the Superintendent of Education											X
Brad Ross: *Coordinator of Information Technology*							X				
RM. Joanette: *Recorder*							X				
Legend: Policy = P Management Guideline = MG Procedural Guideline = PG											

1.0 **_Review and Approval of Minutes: March 30, 2009_**
Moved by: Cindy Brown   Seconded by: Cindy Fisher
That, the Board Policy Review Committee minutes of March 30, 2009 be approved.

2.0 **_Business Arising from Minutes_**

3.0 **_Reviews: New/Existing_** *(P's / MG's and / or PG's)*

3.1   P-602   Acceptable Use of the Internet   (Attached)
B. Ross reviewed the changes noting that the section on the board's Vision, Mission and Goals statement would be deleted as this items was changed in 2005. Other changes made were to provide a more succinct policy statement and redo format for consistency with policy formats.

3.2   MG-602   Acceptable Use of the Internet   (Attached)
B. Ross reviewed the changes noting sections to be deleted were those no longer relevant. Format changes for consistency have been applied and redundant content was removed or consolidated within topics

3.3   P-516   Safe Arrival Program   (Attached)
       MG-516   Safe Arrive Program   (Attached)
C. Kappel addressed both the policy and the management guideline. P-516 changes were related to format to achieve a more succinct policy statement. MG-516 was not changed.

3.4   P-521   Community Involvement Activities   (Attached)
       MG-521   Community Involvement Activities   (Attached)
C. Kappel addressed both the policy and management guideline. She explained that the policy was developed at the time when the ministry introduced the compulsory 40-hour Community Involvement credit to the

secondary program. Wording in the policy and guideline is introductory in tone as these were developed wholly to address the then, new program requirements. Suggested changes remove references to effective dates as the high school credit course has been in place for 10 years now.   Format changes for consistency have been applied and redundant content was removed or consolidated within topics

3.5   P-714   Criminal Background Checks
Consolidation of P- 714, 715 and 716   (Attached)
C. Kappel said that, currently there are three CBC policies for this board. Each one concerns a different group of people who may work with students. Each policy was developed separately as the ministry direction to do so was received at different times. Now that criminal background checks are required for everyone working with or in proximity to students, material in the three current policies are similar enough to be consolidated into one policy. Policy 714 incorporates direction for board employees, service, providers, volunteers, trustees and others.

3.6   P-212   Observer Comments at Board Meeting   (Attached)
P. Pella advised that no changes are required for this policy and it can go to the board for approval as is.

3.7   P-208:   Trustee Attendance at Conferences   (Attached)
Trustee C. Brown reported on changes made discussed by trustees during the Trustee Spring PD Session. The trustee group supports professional development with a focus on events sponsored by the Ontario Public School Boards' Association of which the board is a member. Apart from funding constraints, trustees would be automatically permitted to attend all OPSBA events. Student Trustee attendance at the Ontario Student Trustee Association is permitted on the same basis as OPSBA events.
Attendance for any non-OPSBA PD would require Trustees to submit a Trustee Conference/Workshop Application form one week before a board meeting to allow the whole board to review and provide a motion to approve attendance. Trustee expenditures would be tracked and monitored monthly by the Superintendent of Business

4.0   *Future Agenda Items: May 25, 2009*
4.1   MG-714, 715   Criminal Background Check Consolidation
        and 716:
4.2   PG-412 :   Public Access Defibrillators in Schools
4.3   MG-520:   Police and Schools Protocol
4.4   P - 524:   Anaphylaxis (Sabrina's Law)
4.5   P – 607:   Electronic communication
4.3   P - 608:   Computer Network Security
4.6   MG – 608:   Computer Network Security
4.7   New PG: School Field Trips/Medical Preparedness & First Aid

5.0   *Direction for Stakeholder Reviews*

5.1   Concluded April 10, 2009
        • P-412   Public Access Defibrillators in Schools   (Attached)
               There was no public feedback received on this issue. This can be put forward for board approval.

5.2   Concluding May 13, 2009
        • P-408   Loaning of Equipment

- P-510   Suspected Child Abuse
- P- 606   Home and Hospital Study

     5.3   <u>Concluding June 5, 2009</u>
Moved by Cindy Brown   Seconded by: Cindy Fisher
That, following policy be put forward for full stakeholders review to conclude by June 5, 2009

- *P-602   Acceptable Use of the Internet*
- *MG-602   Acceptable Use of the Internet*
- *P-516   Safe Arrival Program*
- *MG-516   Safe Arrive Program*
- *P-521   Community Involvement Activities*
- *MG-521   Community Involvement Activities*
- *P-714   Criminal Background Checks Consolidation of P- 714, P-715 and P-716*

6.0   *Recommendations to Regular Board: May 19, 2009*
Moved by Cindy Brown   Seconded by: Cindy Fisher
That the following policies, be put forth for approval at the next regular meeting of the Board., Tuesday, May 19, 2009.

- *P-212 Observer Comments at Board Meetings*
- *P-208 Trustee Attendance at Conferences*
- *P 412 Public Access Defibrillators in School*

7.0   *2009 Meeting Dates / Time: 6:30 p.m.*

June 2009 *(No Meeting)*	Monday, September 28/09
July 2009 *(No Meeting)*	Monday, October 26, 2009
August 2009 *(No Meeting)*	Monday, November 23/09
	December 2009 *(No Meeting)*

8.0   *Adjournment*
Moved by: Cindy Brown   Seconded by: Cindy Fisher
That, the Board Policy Review Committee meeting be adjourned at 7:36 p.m.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	PROGRAM	
Policy Name	ACCEPTABLE USE OF COMPUTERS AND INTERNET/ INTRANET TECHNOLOGY *Management Guideline Applies*	602

Board Approved:	April 28, 2003	Reviewed:	Review Prior To: December 2014
Anticipate:	October 19, 2009	Anticipate September 2009	

POLICY

The Superior-Greenstone District School Board governs the use of the Superior-Greenstone District School Board's technology and Internet service by staff, students, school councils, parents, school volunteers and community members. It supports and encourages acceptable use of technology through Internet and Intranet access, and the enhancement of communications, and appropriate use of materials and resources consistent with educational goals in a safe manner

DEFINITIONS

"user" means all staff, students, volunteers, parents, school councils, school volunteers and community members. i.e., any person using Superior-Greenstone District School Board (DSB) technology equipment.

"internet means an electronic communications system connecting computers all over the world through which individual subscribers can interact and share information.

"intranet means a network of computer servers holding and sharing information that is accessible only from within an organization.

PROCEDURE

1.0   All use of the Board's technology, Internet and Intranet involving Superior-Greenstone DSB equipment by staff, students, volunteers, parents, school councils, school volunteers and community members shall support education for classroom activities and/or professional or career development. Uses, which might be acceptable on a user's private personal equipment or an account on another system, may not be acceptable on this dedicated network.

2.0   The Board supports efficient, ethical and legal utilization of technology and Internet resources. The Board has the right to monitor the individual uses of its technology. The smooth operation of the network is dependent upon user adherence to the guidelines and limitations outlined in accompanying Management Guideline 602: Acceptable Use of Computers and Internet/Intranet Technology.

3.0   Staff shall promote and encourage thoughtful use of the Superior-Greenstone DSB computer system and access to the Internet/Intranet throughout the curriculum, and shall provide guidance, support and instruction to students in their use.

4.0 All users of the Board's technology and Internet/Intranet shall acknowledge their rights and responsibilities by becoming familiar with this policy and with accompanying Management Guideline 602: Acceptable Use of Computers and Internet/Intranet Technology.

5.0 All users who are not employees of the Board who apply for access to this technology and service shall sign an agreement to abide by this policy and accompanying Management Guideline.

6.0 With access to the Internet comes the availability of material that may not be considered to be of educational value in the context of the school setting. Staff shall supervise, guide and monitor student access to the Internet. To this end, it is recommended that students and staff use the Teacher and Student Resource web pages, which direct staff and students to appropriate information available on the Internet and Superior-Greenstone DSB Intranet.

7.0 Superintendents/principals/managers/supervisors shall be responsible for content, copyright and protection of privacy on all web pages created for the school/department.

8.0 The Director of Education is authorized to issue such guidelines as may be necessary to support this policy.

Section	PROGRAM	
Management Guideline	ACCEPTABLE USE OF COMPUTERS AND INTERNET/ INTRANET TECHNOLOGY	
Applicable Policy	ACCEPTABLE USE OF COMPUTERS AND INTERNET/ INTRANET TECHNOLOGY	602

Board Approved: March 23, 2001	*Reviewed:* April 28, 2003	*Review Prior to:* December 2014
Anticipate October 19, 2009	*Anticipate:* September 2009	

DEFINITIONS

"board Internet" means the Internet or Intranet, running over the WAN of Superior-Greenstone District School Board (DSB

"WAN" means Wide Area Network.

"internet" means an electronic communications system connecting thousands of computers all over the world through which millions of individual subscribers can interact and share information.

"Intranet" means a network of computer servers holding and sharing information that is accessible only from within an organization, from one networked machine to another.

"virus" means a destructive computer program that copies or attaches itself to an existing program without your permission.

"user" means all staff, students, volunteers, parents, school councils, school volunteers and community members. i.e., any person using Superior-Greenstone DSB Technology equipment.

"ports" means port openings into the Superior-Greenstone DSB network through a firewall or proxy for example, port 21 for "ftp" and port 80 for "web (http:)"

"generic web page" means a web page that is produced centrally and posted for each Superior-Greenstone DSB school, and linked to the Superior-Greenstone DSB main pages.
   a) All generic pages contain the following information:
      - name of school;
      - address of school (including postal code, province and country);
      - telephone and fax numbers (including area code);
      - names of principal, vice-principal, school office administrator, building superintendent;
      - grade configuration and special programs offered; and
      - date that the page was changed.

   b) Optional components of the generic page are:
      - school logo;
      - photo of the school;
      - message from the principal; and.
      - school e-mail link.

"**IRC"** means Internet relay chat or Chat. Chat is a method of communicating with others on line in real time. Users meet at a particular site to discuss subjects. Private conversations are also possible.

"**ISP"** means Internet Service Provider. A user with an account, either obtained free, or for a fee, dials in to an ISP to connect to the World Wide Web.

"s**chool web pages"** are all school and school council pages hosted on Superior-Greenstone DSB servers and/or directly accessed from them.

"s**upervisor/manager**-any employee who is overseeing people using technology. For example, the supervisor of a student would be the teacher.

"automatic content" from the web is content which can be displayed automatically on a web page without being vetted and authorized by a Superior-Greenstone DSB employee. Examples could include guest books or message boards.

GUIDELINES and RESPONSIBILITY

To provide operational guidelines for the use of the Superior-Greenstone District School Board's Technology and Internet service by staff, students, school councils, parents, school volunteers and community members. Staff responsible for direction under this policy includes the Board Coordinator of Information Technology, Superintendents, Principals, Managers / Supervisors

GUIDELINE

1.0   **Responsibility of Users**

1.1   Users will not transmit, relay or receive information or materials that are threatening, racist, pornographic, or that are malicious, inappropriate and/or unlawful. Note that email constitutes a legal document. Existing laws for libel and/or defamation of character apply. E-mail is also subject to legal subpoena. See Board Policy 607: Electronic Communications Systems and Management Guideline 607: Electronic Communications Systems.

1.2   All users will acknowledge their rights and responsibilities by becoming familiar with Board Policy 602: Acceptable Use of Computers and Internet/Intranet Technology and this guideline. The Board has the right to monitor the individual uses of its technology. To facilitate regular planning and reporting, the Superior-Greenstone DSB does monitor the general use of its technology, but, has the right to review data located on any storage device, whether on servers or on an individual workstation, with or without prior notification of the user. Principals/Managers suspecting inappropriate and/or unlawful use of Board computer equipment will consult their Superintendent immediately.

1.3   All users who are not employees of the Superior-Greenstone DSB who apply for access to this service will sign and submit to the appropriate supervisor/manager the agreement included as Attachment 1 to this guideline, to abide by this Board policy and accompanying Management Guideline (see Attachment 2 for abbreviated version of policy and guideline to be read and understood prior to signing this agreement).

1.4 If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user will immediately exit, attempt to take "two browser clicks back**",** and disclose the inadvertent access to an appropriate supervisor/manager. This disclosure may serve as a defense against an allegation that the user has intentionally violated Board policy and guideline. A user may also, in certain rare instances, access, create or transmit otherwise unacceptable materials if necessary to complete an assignment, and if done with prior approval and with appropriate guidance from the principal or supervisor/manager.

1.5 Users will exercise extreme caution about revealing personal information to others. For example, passwords should not be shared with family or friends, nor should personal information be divulged.

1.6 Users will not gain unauthorized access to information resources, another person's materials, information or files without permission of that person, nor will they attempt to log on as another user.

1.7 Users will familiarize themselves with and respect copyright laws and licensing agreements. Users will not plagiarize works, for example text or images they find on the Internet, nor will they use another person's property without that person's prior approval or proper citation.

1.8 Users must keep their expectations moderate. They will not upload or download inappropriately large files (>2MB), for example music or video files, as determined by the administrator of their account, as network drive space is limited. All uploading, downloading and printing must occur within the guidelines set by the supervisor/manager, and/or IT Department

1.9 Exclusions
a) Users will not use the Board Technology:
- to conduct or assist to conduct political campaigns for municipal, provincial or federal elections, including advocating for or against specific candidates;
- to communicate or divulge inappropriate information about individuals;
- to conduct a business;
- to pursue unauthorized commercial purposes or financial gain unrelated to the business of the school Board; or
- to offer or provide goods or services, or to advertise products.

b) To maximize the efficacy of the Superior-Greenstone DSB's network, users will not use the Board Internet to search for or purchase goods or services for personal use. Note that 607 Electronic Communications Systems, sections 2.4 and 4.1.2, a) and b) apply.

1.10 Users must report any hardware, software or security problem immediately to their supervisor/manager. Unnecessary demonstration of any hardware, software or security problem to other users is prohibited, as is intentionally finding or exploiting security gaps, experimenting on the school's network, or using the Superior-Greenstone DSB system in such a way as to disrupt the use of the system by other users.

2.0 Vandalism

2.1 Vandalism is prohibited. Vandalism is defined as any malicious attempt to disrupt, degrade, harm, modify, disable or destroy data or property of another user or organization, computer or network hardware or software, wiring or network system itself. This includes, but is not limited to, the uploading, creation transmission or installation of computer viruses, viral files or malicious software. Use of non-Superior-Greenstone DSB hardware or software, for example personal laptops, handheld devices or peripheral devices, on the network environment is prohibited without the authorization of the IT Department.

3.0 Electronic

3.1 The use of any form of electronic communication such as e-mail, chats or newsgroups without an educational task/focus/issue constitutes inappropriate behaviour. When using electronic communication for educational purposes, network etiquette conventions apply, and all terms and conditions of use outlined in Board Policy 607: Electronic Communication Systems must be followed.

4.0 Webpage Development Responsibility

4.1 It is the choice of individual schools and departments whether or not they wish to post additional pages to the Superior-Greenstone DSB main site. Schools and departments are not limited in either size or scope of their pages, but only by their own creativity, and availability of human resources and time. The following are to be observed:

4.1.1 Schools and departments should contact IT Department if any information on the Superior-Greenstone DSB standard pages should be corrected. Schools and departments that choose to maintain their own page apart from the standard one must follow the outlined guidelines.

4.1.2 As official documents may be updated at any time, those managing the school/department websites should link but not re-post official Board documents.

4.2 The principal/manager holds the responsibility for content, copyright and protection of privacy on all web pages created for the school/department. (See Attachment 3 for Abbreviated Checklist of Web Authoring Procedures.)

4.3 Only Superior-Greenstone DSB employees and those designated by the IT department may manage and maintain Superior-Greenstone DSB websites, under the direction of the principal/manager.

4.4 The content of Board web pages must be consistent with the educational aims of the Superior-Greenstone DSB and be consistent with the letter and the spirit of Board policy.

4.5 Hyperlinks from school/department web pages to non-Superior-Greenstone DSB sites are permitted for educational purposes but these links must be checked regularly to ensure the links are functioning and the content remains appropriate. Examples of this would include a teacher's homework site and individual school council web sites.

4.6   Web pages created on non-Board servers for curriculum or communication purposes must be linked directly from a web page residing on an Superior-Greenstone DSB server. The content of each web page must be consistent with the educational aims of the Superior-Greenstone DSB and with the letter and the spirit of Board policy. These web pages must be checked regularly to ensure the links are functioning and the content remains appropriate.

4.7   Personal web pages for students and staff will not be supported. While students may create content pages under their instructor's supervision, they may not create personal web pages about themselves. Similarly, staff members may create pages, which are education oriented. Linking to a student's or staff member's personal web page on an external site is not permitted.

4.8   School web pages must not contain commercial or promotional advertising. School events and fundraising activities are acceptable, as are acknowledgements of school partnerships or sponsorships. Schools may provide links to partners' or sponsors' web pages, but these links must be checked regularly to ensure the links are functioning and the content remains appropriate.

4.9   No automatic content is to appear on Superior-Greenstone DSB web pages.

4.10   No content should enable people accessing the page to contact any individual directly or indirectly without that individual's knowledge and consent. Requests for further information should be directed to the school's e-mail address.

4.11   With written permission, as described below, pictures may identify school/department teams and organizations but should not include individuals' full names. Visuals must be made to be as generic as possible. Prior to posting names or photos of students or staff on the web page, a signed release form must be obtained from the parents/guardians/staff or student, if 18 years of age or older. (See attachment 4)

4.12   Written permission must be obtained to post names on the web. Full names should not be used. (See attachment 4)

4.13   Document file names for pages and images must be checked to ensure that individuals' names do not appear, for example, marysmith.gif, jimpaul.gif are unacceptable.

4.14   Copyright must be respected. The author of a web page must not use copyrighted materials without written permission. The use of a student's work must be authorized in writing by the student, the principal, and the parent/guardian, if the student is younger than 18 years of age.

4.15   The school's/department's web page must include a link to the Superior-Greenstone DSB's web page (http://www.sgdsb.on.ca).

4.16   Because anyone on the Internet can access the site including thieves, photos or write-ups about well-equipped computer labs or other valuable resources must not be included. For instance, authors may say that the school is making effective use of computer technology, but should not provide a list of hardware.

Authors could include a photo showing one or two computers in use, but not a whole lab.

5.0   Board Information Technology Department Responsibility for Technology: Availability, Reliability and Quality of Service

5.1   The Superior-Greenstone DSB will endeavour to provide reliable and quality service to all users during business hours.

5.2   The Superior-Greenstone DSB:

a) Makes no warranty of any kind, whether expressed or implied, for the service provided.

b) Will not be responsible for any damages suffered, including loss of data resulting from delays or service interruptions.

c) Specifically denies any responsibility for the accuracy or quality of information obtained through Internet services.

d) Staff will attempt or assist to track down the source of any inappropriate information, e-mail message, etc., but may not always be able to do so technically, quickly or completely. Therefore Superior-Greenstone DSB/IT staff will not be held responsible if a source of trouble cannot be located, even if notified of that problem.

5.3   Use of any information obtained via the Internet is at the user's own risk.

5.4   Web Filtering Software has been, and continues to be, tested for effectiveness. Current versions of this type of software help to filter out many objectionable sites, but by no means all. Unfortunately, until each site is detected and added to the software's inventory of inappropriate sites, or denied access by keyword, it can be accessed. New sites appear on a daily basis. Educating our users with regard to appropriate use and encouraging compliance with Board Policy 602: Acceptable Use of Computers and Internet/Intranet Technology offers our best protection.

5.5   Packet filtering and port filtering are other means of managing the security and Quality of service for Superior-Greenstone DSB. The IT Dept. will provide certain restriction on variable ports and/or applications specifically for use for the Administration and Curriculum programs. The IT Department has the right to limit/shutdown/remove such access to various ports throughout the course of the day. This is to ensure the stability, security and functionality of the network and network programs.

6.0   Appendices

Attachment 1: Acceptable Use of Computers and Internet/Intranet Technology Agreement Form
Attachment 2: Acceptable Use of Computers and Internet/Intranet Technology Policy – Abbreviated Version
Attachment 3: SGDSB Web Authoring Procedures, Abbreviated Checklist Version
Attachment 4: School Website Permission Form

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Acceptable Use of Computers and Internet/Intranet Technology Agreement Form

Please fill out, print, sign and return to the school.

To Students, Parents/Guardians and Community Members:

By signing below you are indicating that you have read the Superior-Greenstone District School Board **Acceptable Use of Computers and Internet/Intranet Technology Policy** *(Abbreviated Version)* and that you understand the contents. The full version of the policy is available in any school office and is also available on the Board's web site:

http://www.sgdsb.on.ca

As a student or community member who signs this document, you agree to abide by Board Policy P.100.IT 602: Acceptable Use of Computers and Internet/Intranet Technology and understand that your failure to live up to this agreement will have consequences that must be accepted. You also clearly understand that there may not be a second chance.

As a parent/guardian who signs this document, you are aware of the behaviour expected of students, and that the use of the Internet in Superior-Greenstone District School Board sites is strictly for educational purposes. Staff will make every attempt to ensure use of this technology is in line with Board Policy and specifically Board Policy 602: Acceptable Use of Computers and Internet/Intranet Technology and Management Guideline 602: Acceptable Use of Computers and Internet/Intranet Technology.

Students, Parents/Guardians may be required to sign a school Acceptable Computer Use authorization form.

Student's/Community Member's Full Name: _____

Student's/Community Member's Signature:_____

Date: _____

If student is younger than 18 years of age:

Parent/Guardian's Full Name: _____

Parent/Guardian's Signature: _____

Date: _____

Acceptable Use of Computers and
Internet/Intranet Technology Policy – Abbreviated Version

All Computer use must support education for classroom activities and/or professional or career development. Uses which might be acceptable on a user's private personal computer /account on another system may not be acceptable on this dedicated network.

The Board supports efficient, ethical and legal utilization of Technology and Internet resources. The smooth operation of the network is dependent upon user adherence to the guidelines outlined in accompanying Management Guideline 602 Acceptable Use of Computers and Internet/Intranet Technology. Proper conduct results in efficient, ethical and legal use of the resources.

Responsibility of Users

· Users will not transmit, relay or receive information or materials that are inappropriate and/or unlawful. (1.1)

· All users will become familiar with this policy and guideline. The Board has the right to monitor all electronic communication. (1.2)

· All non-Board employees will sign the user agreement. (1.3)

· If a user accesses unacceptable materials, he/she will follow an identified guideline as outlined in Management Guideline 602. (1.4)

· Users will exercise extreme caution about revealing personal information to others. Users will not share passwords or gain unauthorized access to information resources, another person's materials, information or files or attempt to log on as another user without permission of that person. (1.5 and 1.6)

· Users will familiarize themselves with and respect copyright laws and licensing agreements. (1.7)

· Users must keep their expectations moderate. (1.8)

· Users will not use Board Technology Internet/Intranet for political purposes, the conduct of a business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school Board. (1.9)

· Users must report any hardware, software or security problems immediately to their supervisor/manager. (1.10)

· Vandalism and/or the unauthorized use of non-SGDSB hardware or software on the network environment is prohibited. (2.1)

· Use of electronic communication such as e-mail, chats or newsgroups without a specific identified educational task /focus/issue is inappropriate. (3.1)

Superior-Greenstone District School Board (SGDSB) Web Authoring Procedures
Abbreviated Checklist Version

· Schools and departments may request changes to the standard page or post additional pages to the SGDSB main site by following guidelines outlined by the IT department. (4.1)

· The principal /manager holds the responsibility for content, copyright and protection of privacy on all web pages created for the school/department. (4.2)

· Only Board employees and those designated by the IT Department may manage and maintain the website, under the direction of the principal/manager. (4.3)

· The content of any Board web page must be consistent with the educational aims, policies and guidelines of the Superior-Greenstone District School Board. (4.4)

· Hyper links from school/department web pages to non-SGDSB sites are permitted only for educational purposes. (4.5)

· Web pages created on non-Board servers for curriculum or communication purposes must be linked directly from the school's SGDSB web page. (4.6)

· Personal web pages for students and staff will not be supported. Linking to a student's web page or staff member's personal page on an external site is not permitted. (4.7)

· School web pages must not contain commercial or promotional advertising. Schools can acknowledge and link to partners' or sponsors' web pages. (4.8)

· No automatic content is to appear on SGDSB web pages. (4.9)

· No content should enable people accessing the page to contact anyone other than the designated contact. (4.10)

· Pictures may identify school/department teams and organizations but should not include individuals' full names. Visuals must be made to be as generic as possible. A signed release form must be obtained from the parents/guardians/staff/student. (4.11)

· Written permission must be obtained to post names on the web. Full names should not be used. (4.12)

· Document file names for pages and images must be checked to ensure that individuals' names do not appear. (4.13)

· Copyright must be respected. (4.14)

· The school/department's web page must include a link to the SGDSB's web page (http://www.sgdsb.on.ca). (4.15)

· Photos or write-ups about well-equipped computer labs or other valuable resources must not be included. (4.16).

SCHOOL WEB SITE PERMISSION FORM

Date: _____

Dear Parents/Guardians:

We are creating a web site for our school.

We would like to tell the community about the many positive things taking place in our school. However, we want to strike the right balance between getting our message out and respecting the wishes of parents/guardians who do not want their child's name, work or photo displayed on the web. Photos, student work and names will only be displayed with the principal's permission and will not be used for commercial gain.

Please fill in the following permission form and return by _____.

Yours truly,

Principal

....

I consent to my child's:

☐   school work, (text, videotape, audio, art…etc)
☐   name
☐   photo/image/video image being used on the school web site.

☐   I do **NOT** consent to my child's work, name or photo/image/video image being used on the school web site.

Student name (please print)	
Grade	
Signature of parent/guardian	
Date	

The personal information on this form is collected under the authority of the Education Act and will only be used for the purpose of allowing work, names or photo/image/video image to be placed on the school web site. Please contact your principal if you wish to discuss this form.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	SCHOOLS AND STUDENTS		
Policy Name	SAFE ARRIVALS PROGRAM *Management Guideline Applies*		516

Board Approved:	*June 25, 1999*	*Reviewed:*	*October 19, 2004*	*Review Prior To:*	*December ~~2009~~*
Anticipate	*October 19, 2009*	*Anticipate*	*September 28, 2009*		*December 2014*

POLICY

The Superior-Greenstone District School Board will ensure that every elementary school within their jurisdiction shall develop and implement a Safe Arrival Program for their students. The development and implementation of these programs and procedures will be done with advice from school councils, band councils, parents, volunteers, and community members.

PROCEDURES

Each school's Safe Arrival Program will:

- Provide for procedures that are conducted with daily school attendance procedures that will account for any pupil's unexplained failure to arrive at school.
- Be unique to the school and consistent with the program delivery parameters found in the Management Guidelines.
- Be reviewed annually with all groups to make changes as required
- Have a copy of each school plan will be on file in the office and distributed, at a minimum, to all parents at the beginning of each school year.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	SCHOOLS & STUDENTS
Management Guideline	SAFE ARRIVALS PROGRAM
Applicable Policy	SAFE ARRIVALS PROGRAM 516

Board Approved Anticipate	*June 25, 1999 October 19, 2009*	*Reviewed: September 2009*	*Review Prior To: December 2014*

GUIDELINES

1.0   Program Delivery and Development

1.1   Program should be delivered in a manner that complements other school and community safety programs and initiatives.

1.2   The roles and responsibilities of parents, pupils, the school, school councils, volunteers, and other should be clearly identified and documented, and broadly communicated to all those who have an interest in safe-arrival programs.

1.3   The roles and responsibilities of parents and guardians, at a minimum, could be defined as involving the following:

   a)   Parents and guardians are responsible for their children's safety. Safe arrival programs are a mechanism that parents and schools can use to account for any pupil's unexplained failure to arrive at school;

   b)   Parents, guardians and caregivers are responsible for communicating planned pupil absences or lateness to the school on a timely basis. Their reports could be reconciled with information obtained through classroom attendance-taking procedures to identify any unexplained absences that require prompt follow-up contacts;

   c)   Parents, guardians and caregivers are responsible for providing the school with complete and current emergency information to enable the school to make any necessary follow-up contacts.

1.4   Programs should take into account both normal, recurring circumstances and unusual events and conditions. For example, regular procedures could be modified on days when pupils are likely to arrive late because of inclement weather or bus cancellations.

1.5   Programs should take into account that a language other than the language of instruction may be used in the absent pupil's home.

1.6   Programs should specify the steps that are to be taken when a follow-up contact cannot reasonably be made.

1.7   Individuals involved in delivering the safe arrival program should receive appropriate training and supervision.

1.8   Programs should be reviewed periodically to confirm their effectiveness.

1.9   Parents and volunteers can make a tremendous contribution to the delivery of these programs. Efforts should be made to develop this potential and to enlist the aid of parents and volunteers to help reduce demands on the time of school administrative staff.

1.10   Information about the scope and features of the school's safe arrival program, and about the roles and responsibilities of all interested parties, should be communicated clearly and effectively by the principal to school staff, parents, guardians, caregivers, pupils, school councils, and all volunteers and others in the community who have an interest in the matter.

1.11   There should be a reliable method for parents, guardians and caregivers to communicate planned pupil absences or lateness to the school on a timely basis, particularly outside school hours, for example, a voice-messaging system.

1.12   A reliable system of documenting key information could be developed and maintained. Subject to *Municipal Freedom of Information and Protection of Privacy Act*, key information could include:

    a)   A log of calls from parents or others who report absences or lateness;

    b)   Names and current telephone numbers, in order of priority, of parents, guardians, caregivers, or other individuals to be notified in case of an unexplained pupil absence;

    c)   Parental consent for school staff and/or volunteers to make these contacts, in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act;

    d)   A log of actions taken by school staff in accordance with the provisions of the safe arrival program.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	SCHOOLS AND STUDENTS	
Policy Name	COMMUNITY INVOLVEMENT ACTIVITIES *Management Guideline Applies*	521

Board Approved:	December 10, 1999	*Reviewed:*	January 20, 2003	*Review Prior To:* December ~~2007~~
Anticipate	October 19, 2009	*Anticipate*	September 2009	December 2014

POLICY

The Superior-Greenstone District School Board, through the community involvement requirement, will encourage students to develop an awareness and understanding of civil responsibility and of the role that they can play in supporting and strengthening their communities. Every Ontario secondary student who begins secondary school in Ontario must complete 40 hours of community involvement in order to receive an Ontario Secondary School Diploma.

Community involvement activities may take place in a variety of settings, including not for profit organizations, public and private institutions (including hospitals, literacy groups, churches, and museums), and informal settings.

The Board has developed a list of approved activities that provide a safe, meaningful learning environment.

Section	SCHOOLS & STUDENTS
Management Guideline	COMMUNITY INVOLVEMENT ACTIVITIES
Applicable Policy	COMMUNITY INVOLVEMENT ACTIVITIES 521

Board Approved:	*December 10, 1999*	*Reviewed:*	*January 20, 2003*	*Review Prior To:*	*December 2007*
Anticipate	*October 19, 2009*	*Anticipate*	*September 2009*		*December 2014*

GUIDELINE

Students will select one or more community involvement activities in consultation with their parents. Selection of activities should take into account the age, maturity, and ability of the student, the location and environment of the proposed activity, and the need for any special training, equipment and preparation. The safety of the students is paramount.

It should be noted that students are not paid for performing any community involvement activity.

A parent is not required to sign a form or to be consulted if the student is eighteen years of age or older.

RESPONSIBILITIES

1.0 **The Board**
The school board shall:

a) implement community involvement activities throughout its secondary schools;

b) develop a list of approved community involvement activities in consultation with school principals and in conjunction with local school councils, the special Education Advisory Committee, and the board's insurer;

c) ensure that all participants, including students and the sponsors of community involvement activities are adequately covered by the Board's insurance.

2.0 **The Principal**
The principal shall:

a) ensure that a description of the community involvement requirements and an outline of the policies and procedures for completing the requirement are included in the school course calendar;

b) provide information about the community involvement requirements to parents, students and community sponsors;

c) provide students with a list of the Board's approved list of activities as well as activities that are ineligible;

d) shall ensure that students are provided with the information and forms needed to complete the community involvement requirement as well as copies of the Board's information documents that are to be given to the parents and to the person supervising the community involvement activity;

e) in consultation with the appropriate supervisory officer, determine whether the student's proposed activity is acceptable if the activity is not on the Board's approved list;

f) The Principal shall determine whether the student has met the community involvement requirement and if so, will indicate on the Ontario Student Transcript that the student has completed the requirement.

3.0 **The Student**
In consultation with their parents, students shall select an activity or activities from the boards' list of approved activities, or choose an activity that is not on the list, provided that it is not on the board's list of ineligible activities. If the activity is not on the board's list of approved activities, the student must obtain written approval from the principal before beginning the activity.

Before beginning any activity, a student must provide the principal or other school contact with a completed "Notification of Planned Community Involvement Activities". Students under eighteen years, must have a parent if the student is under eighteen years of age. More than one such form may be submitted when additional activities are planned that were not included on a previously submitted form.

A "Completion of Community Involvement Activities" must be completed by the student, the community sponsor (person or organization that provided the community involvement opportunity) and a parent or guardian, if a student is under eighteen years of age. The student must submit the form to the principal or other school contact upon completion of the 40 hours or at appropriate intervals determined by the principal.

4.0 **The Parents**
Parents should assist their child in the selection of their community involvement activities. Parents are also encouraged to communicate with the community sponsor and the school principal if they have any questions or concerns. A parent must sign the "Notification of Planned Community Involvement Activities" and the "Completion of Community Involvement Activities" forms if the student is under the age of eighteen years.

5.0 **The Community Sponsors**
One of the purposes of the community involvement requirement is to develop strong ties between the students and their community, fostering valuable and long-term relationships. Persons and organization within the community may be asked by the student to sponsor a community involvement activity. The person or organization shall provide any training, equipment, or special preparation that is required for the activity. It is crucial that students are able to fulfil their community involvement requirement in a safe environment. The person overseeing the student's activity must verify the date(s) and the number of hours completed on the "Completion of Community Involvement Activities" form.

6.0 **Community Involvement Activities**

6.1 **Board Approved Activities**
Community involvement activities may take place in a variety of settings, including not for profit organizations, public and private institutions (including hospitals, literacy groups, churches, and museums), and informal settings. This is to be completed outside the students' normal instructional hours – that is, the activities are to take place in the students' designated lunch hours, before or after school, on weekends, or during school holidays.
- Assisting community organizations with the organization and carrying out of community events in a non-alcohol environment
- Participation on community or regional planning committees.
- Providing assistance for individuals in the community (such as seniors and special needs citizens.
- Fundraising for community organizations.
- Organizing and assisting with school events and committees.
- Assisting local sports and recreational activities.

These activities should not take place after 10:00 p.m. (unless approved by a parent).

6.2 **Ineligible Activities**
The ministry has developed a list of activities that are ineligible as community involvement activities. An ineligible activity is an activity that:
- is a requirement of a class or course in which the student is enrolled (e.g. co-operative education portion of a course, job shadowing, work experience);
- takes place during the time allotted for the instruction program on a school day. However, an activity that takes place during the student's lunch breaks or "spare" period is permissible;
- takes place in a factory, if the student is under fifteen years of age;
- takes place in a workplace other than a factory, if the student is under fourteen years of age and is not accompanied by an adult'
- would normally be performed for wages by a person in the workplace;
- involves the operation of a vehicle, power tools, or scaffolding;
- involves the administration of any type or form of medication or medical procedure to other persons;
- involves handling substances classed as "designated substances: under the Occupation Health and Safety Act'
- requires the knowledge of a trades person whose trade is regulated by the provincial government;
- involves banking or the handling of securities, or the handling of jewellery, works of art, antiques or other valuable;
- consists of duties normally performed in the home (i.e., daily chores) or personal recreational activities;
- involves a court-ordered program (e.g., community-service program for young offenders, probationary program).

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	PERSONNEL	
Policy Name	CRIMINAL BACKGROUND CHECK *Management Guideline Applies*	714

Board Approved: May 26, 2003 *Anticipated* June 15, 2009	*Reviewed;* March 2009	*Review Prior To:* December ~~2008~~ 2014

POLICY

The Superior-Greenstone District School Board has the responsibility, under *The Education Act,* to provide a safe and secure working and learning environment for students and employees. The board is in a position of trust with regard to students and must strive to protect their intellectual, physical, mental, and emotional well-being.

This policy applies to board employees, service providers, volunteers, trustees and others.

DEFINITIONS

"criminal background check" means, in respect of a board, a document concerning an individual:

   a) that was prepared by a police force or service from national data on the Canadian Police Information Centre (CPIC) database within six months before the day the board collects the document; and

   b) that contains information concerning the individual's Personal Criminal History.

PROCEDURES

1.0   The board will not employ or continue to employ persons who have criminal records and/or patterns of behaviour that may place students at risk.

2.0   The board will not contract with or continue to contract with an individual who has direct and regular contact with students who has a police record, which is judged to potentially place a student or students at risk.

3.0   The board will contract with the Ontario Education Services Corporation (OESC), a non-profit company established by the four School Boards' Associations in Ontario and the Council of Directors of Education to collect and adjudicate police record checks on all service providers and employees of service providers who are identified by the board as potentially coming into direct and regular contact with students.

4.0   The board will not allow school access to volunteers, trustees or others who have direct and regular contact with students, but who have not provided a Police Record Check, or who have provided a Police Record Check, which when adjudicated has been found to present an unacceptable risk to students and/or staff.

5.0   In accordance with Regulation 521/01 a Criminal Background Check must be provided by all:

- current employees
- volunteers and service providers
- trustees

6.0 All new employees, will be required to provide, at their own expense, an original Vulnerable Sector Screening Check prior to commencing employment, service provisions or volunteer activities that entail direct contact with pupils on a regular basis at a school site of the board.

7.0 All service providers, trustees, volunteers and others will be required to provide, at their own expense, an original Police Record Check. Fees for trustees will be paid by the board.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	BOARD AND ADMINISTRATION			
Policy Name	OBSERVER COMMENTS AT BOARD MEETINGS			212

Board Approved: *April 24, 2001*	*Reviewed:*	*April 2004*	*Review Prior To: December 2014*
Anticipate *May 19, 2009*		*April 27, 2009*	

POLICY

Subject to the provisions of the Board By-laws relative to the conduct of meetings, it is the policy of the board to facilitate a process for observers at Regular Board meetings to present brief comments and suggestions to the board, in accordance with the following procedures.

PROCEDURES

1.0   The Chair will announce prior to the "Observer Comments" section of the board meeting agenda that persons choosing to make observer comments must precede their observations by stating their name, address and the topic on which they wish to comment.

2.0   The "Observer Comments" period, for each Regular Board meeting, shall be no longer than sixteen (16) minutes, unless the board, by resolution, determines otherwise. No individual observer comment shall exceed two (2) minutes in duration.

3.0   Comments pertaining to the competency of any board employee, either implied or direct, shall not be made.

4.0   Employees of the board shall not utilize the "Observer Comments" section on the board agenda to express their views relative to their employment or professional interests. (Employees have recourse to other procedures for making their views known.)

5.0   Trustees will not respond to or debate items raised during "Observer Comments" at the time of the "Observer Comments" on the agenda.

6.0   The Chair of the Board, in consultation with the Director of Education, or designate, shall review the remarks of the observer comments and take action as may be deemed appropriate.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	BOARD AND ADMINISTRATION		
Policy Name	TRUSTEE/STUDENT TRUSTEE ATTENDANCE AT CONFERENCES		208
Board Approved: March 12, 1999 March 21, 2006 December 4, 2007 *Anticipate* May 19, 2009	*Reviewed:* March 21, 2006 September 24, 2007 April 27, 2009		*Review Annual Prior To:* December ~~2012~~ December 2010

POLICY

It is the policy of the Superior-Greenstone District School Board to encourage all Trustees and Student Trustees to engage in professional development and in-service activities related to their role as school trustees.

PROCEDURES

1.0   Trustees/Student Trustees

1.1   In each budget year, each Trustee/Student Trustee is encouraged to attend the Ontario Public School Boards' Association sponsored conferences. It is most desirable to have

   a) at least one, if not all Trustee/Student Trustee attend at each OPSBA conference offered, including the Annual General Meeting,

   b) the entire Trustee/Student Trustee group attend at the OPSBA Northern Regional Conference and the Public Education Symposium

1.2   All OPSBA sponsored conferences shall be automatically approved for attendance by any Trustee/Student Trustee who makes such a request.

1.3   Attendance at, and expenses for Trustees/Student Trustees at any conference or workshop which is not related to an OPSBA sponsored event shall require Board approval. Board approval is will be considered upon the submission of a [Trustee Conference/Workshop Application (Appendix A)](#) Form.

1.4   A [Trustee Conference/Workshop Application (Appendix A)](#) Form must be submitted to the Board for approval one (1) week prior to the Regular Board meeting and will be included on the Board agenda for consideration. The Trustee/Student Trustees primary interest for attending and a list of the keynote speakers is required for review.

   Requests not included on the Regular Board agenda will be considered at the following meeting.

1.5   Provision shall be made in each annual budget for Trustee/Student Trustee expenses related to these activities.

1.6 The Superintendent of Business shall track Trustee/Student Trustees expenses to provide a quick reference and understanding of travel and professional development expenditures incurred to-date.

1.7 Approved expenses shall be in accordance with Policy No. 307 Travel, Meals and Hospitality Expenses.

1.8 Participation of Trustees/Student Trustees in any out-of-province activity shall require prior Board approval.

2.0 Student Trustees

2.1 A Parental Consent Form (Appendix B) must be submitted by Student Trustees under the age of 18 on each occasion that they travel to conferences as Student Trustees of the Board.

2.2 Travel to conferences shall be contingent upon the availability of supervision by the Student Trustee mentor or staff member as per Student Trustee Policy 210 Management Guideline.

2.3 The guidelines for the supervision of the Student Trustees will follow Board policy.

2.4 Student Trustees shall provide one (1) written report to the Board within one month of attending a conference, workshop or activity.

3.0 Responsibility of Student Trustees at Conferences

3.1 As ambassadors of the Superior-Greenstone District School Board, Student Trustees shall exhibit exemplary behaviour toward their fellow trustees and the public. The Student Trustee shall conduct him/herself in a manner that brings respect to his/her position when representing the Board.

Superior-Greenstone District School Board

TRUSTEE CONFERENCE / WORKSHOP

APPLICATION FORM

Trustee / Student Trustee Name:

Date of Conference / Workshop:　　　　*Day(s)*　　　　　　　*Month*　　　　　*Year*

Location of Conference / Workshop:

Name of Conference / Workshop:

Provide a brief description of training and the Keynote Speaker(s) for this event.

What are the estimated expenses for this conference / workshop?

Conference / Workshop Registration:

Transportation:

Meals:

Accommodation:

What are the benefits to the Superior-Greenstone District School Board?

Superior-Greenstone District School Board

PARENT/GUARDIAN CONSENT FOR STUDENT TRUSTEE OUT-OF-DISTRICT AND/OR OVERNIGHT EVENTS
(For students under the age of 18)

During their term as Student Trustee your son/daughter may be invited to attend out-of-town meetings and conferences organized by associations such as, but not limited to, the Ontario Student Trustee Association (OSTA) and the Ontario Public School Boards Association (OPSBA).

Out-of-town meetings and conferences are normally convened in hotels and supervision of your child during their attendance, as well as travel to and from the event, is not always possible.

ACKNOWLEDGEMENT

We have read the above. We understand that by participating in any out-of-district and/or overnight events, we are assuming any risks associated with doing so. We also acknowledge that Student Trustees are expected to behave as ambassadors of the Board and demonstrate appropriate decorum and responsibility during all events attended.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

PERMISSION

This will confirm that I consent to _____ attending the following
Name of Student

Activity taking place outside the jurisdiction of the Superior-Greenstone District School Board and to the travel plan in her/his role as student trustee.

_____   _____
Activity   Location

On _____
Date(s)

_____   _____
Signature of Parent/Guardian   Date

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

POLICY

The Superior-Greenstone District School Board is committed to the health and safety of its students, faculty, staff and visitors. In order to provide opportunities for assistance to be given to individuals who may experience cardiac arrest on school property, the Board has acquired automatic external defibrillators (AED's) for use in schools and at designated events that can be accessed by staff members and the public.

The expectation is to have the Public Access Defibrillators located in accessible public locations in each school facility. Procedures related to use and maintenance of the Public Access Defibrillators will be reviewed annually.

DEFINITIONS

Public Access Defibrillators (P.A.D.) is an automated external defibrillator that has been designed for public use. Any member of the public can access a P.A.D. and apply it to a victim who may appear to be having a cardiac arrest. The quicker the response – the greater chance of survival the victim of a cardiac arrest will have.