

AP 334

Social Media – Students and Parents

Background

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

Procedures

1. Terms of Reference
 - 1.1 Social media includes web sites, applications, and services that enable learners to create and share content or to participate in social networking for educational purposes. This administrative procedure applies to social media utilizing district or cellular/private networks.
2. Students
 - 2.1 Student online behaviour should reflect the Abbotsford School District values of respect, trust, integrity, communication, and teamwork.
 - 2.2 Any use of social media must observe the terms or contract agreement of the online resource. A disclaimer/permission slip is required and must be signed by parents/guardians.
 - 2.3 Students must consider the potential consequences of what they post online. What students contribute leaves a digital footprint for all to see. Students should only post what they would want friends, peers, parents, teachers, or a future employer to see.
 - 2.4 School related online activities are an extension of the classroom and subject to all school and district expectations. What is inappropriate in the classroom is also inappropriate online.
 - 2.5 Students must be safe online. Students should never give out personal information, including, but not limited to, last names, birth dates, phone numbers, addresses and pictures. Students should not share their password with anyone except their teachers and parents/guardians.
 - 2.6 Linking to other websites to support a student's thoughts and ideas is recommended; however, students must be sure to read the entire article prior to linking, to ensure that all information is appropriate in a school setting.

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

AP334 – 4 – Parent Letter for Google Apps for Education

[Administrative Procedures Manual](#) | [Section 300](#) | [Students](#)

Dear Parents/Guardians:

The Abbotsford School District supports literacy including digital literacy for all students and staff. To this end, we are committed to providing our students and teachers with access to excellent learning resources and tools to enable them to thrive in an increasingly digital world. We are pleased to be able to offer our students an opportunity to use a collection of digital tools designed to empower their learning and prepare them to thrive in an increasingly digital world.

The Abbotsford School District provides teachers and students access to an Abbotsford Google Apps for Education (GAFE) account upon receipt of a signed consent form. GAFE is a suite of online tools and is designed specifically for education grades 4-12, and university, providing access to powerful district-managed online collaboration and productivity resources. GAFE is currently used by thousands of school districts and post-secondary institutions, with over 40 million student accounts around the world. GAFE is also the service through which students log in securely to district Chromebook laptops.

Some of the features of Google Apps for Education are:

- secure login to district Chromebook laptops
- a private and ad-free environment with no sharing or selling of information to third parties
- no scanning or data mining of student information in GAFE Drive, Docs, Classroom, or Gmail
- ownership of data by the school district, not Google
- the ability for a school district to control, monitor and filter student use for safety and security

As a B.C. school district, we are subject to the B.C. Freedom of Information and Protection of Privacy Act. In accordance with this Act, we must at all times protect the privacy of students under our care. Therefore, staff and students will be provided with training on how to use their Google account in ways that avoid the use of private student information.

Through the Abbotsford GAFE platform, students will have access to:

- Secure login to district-supplied Chromebook laptops
- Google Drive - unlimited online storage for files
- Google Docs - an online productivity and collaboration tool for creating documents, presentations, spreadsheets, and forms
- Google Classroom - a powerful online classroom resource that increases collaboration and communication among and between students and teachers
- Google Mail - a district hosted Gmail account, for internal district usage primarily for assignment notifications

Please read the acceptable use guidelines and if you choose to grant permission, please sign the consent form and return it to the school. Your child's teacher will then provide further instructions on how to access GAFE.

If you have further questions, please do not hesitate to contact your child's teacher.

Sincerely,

D. Ennis

District Vice-Principal, Digital Learning – Curriculum Department

AP334 – 5 – Acceptable Use Guidelines for Google Apps for Education

The use of GAFE by Abbotsford staff and students is bound by the Abbotsford School District *Information and Communication Services* ([Administrative Procedure 417](#)) and Social Media - Students and Parents (AP 334). As an overview, this document states that users will conduct themselves in a courteous, safe, ethical and responsible manner while using all district technology resources, including the Abbotsford GAFE platform.

As all account and content information is hosted by Google on servers outside of Canada, there are important limitations to the type of information that can be shared within the Abbotsford GAFE system. Both staff and students must remember that the purpose of the GAFE tools are for educational use only including content related to classroom assignments, projects and curriculum related work. Therefore, steps must be taken by all users to ensure that sensitive, confidential and/or personally identifiable information is not shared in any emails, attachments, files and documents created or uploaded into the GAFE system.

Staff and Students who are accessing the district GAFE platform need to familiarize themselves with the appropriate use of the GAFE platform:

- Classroom assignments, research notes, presentations, school based projects
- Curriculum based multimedia objects created by students (videos, pictures, audio files, animations, etc.)
- Curriculum based quizzes, tests, surveys
- Formative assessment material (e.g. teacher comments, peer feedback)
- Calendars for assignment dates, project deadlines
- Communication with teachers and other students to enhance learning
- Use creative commons (non-copyright) materials and provide sources for content whenever possible
- Harassment or bullying behaviour is not acceptable
- Avoid sensitive or confidential information including home addresses, phone numbers, personal email addresses, birthdates, student records/marks, health information

Inappropriate or prohibited use of GAFE may lead to suspension or termination of user privileges, legal prosecution or disciplinary action appropriate under any applicable laws, policies, regulations, and collective agreements or contracts.