

\* This Cover Page is for **Office Use Only** \*

Please proceed to page 3.

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

## **FNSS Student Registration Process**

**2023 / 2024**

Student from:  **MyEd School**  **Not** a MyEd School \_\_\_\_\_

Date Admitted: \_\_\_\_\_ Start Date: \_\_\_\_\_

Documents:  **Proof of Age** (Birth Certificate)  **BC Service Card** (BC Care Card)  **Proof of Address** (Parent's Driver's License)  
 **Citizenship Documentation** (if **not** a Canadian Citizen): Permanent Resident, Landed Immigrant, Refugee, Visitor, Student/Work Visa, etc.

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

**Administrators:**  **M. Lucas** (Principal)  **N. Ostopovich** (Vice Principal)

Copy of Transcript Attached

**Not on** an IEP  **Academic IEP**  **Behavioral IEP**

Notified **all** staff by email. (incl. relevant information)

### **Career Coordinator:**

**Timetable:**  Created in MyEd **or**  Created on Paper. *Gave a copy to the VP.*

### **Student's Cumulative File**

Date Received: \_\_\_\_\_ or  **New File Made** (Out of Province/Country students)

**File Review** \* Please review, initial & pass it on within **24 hours** of receiving.  
Last person returns this file to the Admin. Assist.

**Grade-level VP** \_\_\_\_\_

**Career Counselor** \_\_\_\_\_

**SSRT: Dawe** \_\_\_\_\_ **Goodman** \_\_\_\_\_

**Counsellor** \_\_\_\_\_

**Ab Ed Services** \_\_\_\_\_

**Admin. Assistant – Filed**

### **Credit Details**

Not necessary (Lower than grade 10 courses.)

Grade 10+ courses filled in and given to VP

Credit Details entered in MyEd by Admin. Assistant

\* This page is for **Office Use Only** \*  
Please proceed to the next page.

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

**2023 / 2024 Credit Detail**

	School Year	Original Course Code	New Course Code	School Final Mark %	Credits	A Q Not Writing		Course Completion Date	Sch, City, Prov, Country (Teacher Name)
						A Writing Challenge	E Non-Exam		
1	-								
2	-								
3	-								
4	-								
5	-								
6	-								
7	-								
8	-								
9	-								
10	-								
11	-								
12	-								
13	-								
14	-								
15	-								
16	-								
17	-								
18	-								
19	-								
20	-								
21	-								
22	-								
23	-								

# FORT NELSON SECONDARY SCHOOL

PO Box 90, 5419 Simpson Trail

Fort Nelson, BC V0C 1R0

Ph: 250-774-6958

Fax: None



## Student File - Record Request 2023 / 2024

Previous School: \_\_\_\_\_ Date: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Ph: \_\_\_\_\_

Email address: \_\_\_\_\_ Attention Records

From: Kiki Lindsey [klindsey@sd81.bc.ca](mailto:klindsey@sd81.bc.ca)

Total Pages: 1 (including this page)

The following student has registered at our school. Please withdraw the student from MYED and confirm that the following has been done:

- End date all programs.
- Remove next year's home room.
- Remove next year's course requests.
- Please send their **Permanent Record Card, Cumulative File, Confidential Information, and all Special Education Records**. If out of province, please scan & email this information.

Please enter FNSS as this student's "Next School" so we can put them in courses for when they start here.

<i>Student's Name</i>	<i>DOB</i>	<i>Grade</i>

### CONSENT FOR RELEASE OF CONFIDENTIAL INFORMATION

By signing below, I authorize the **Fort Nelson Secondary School and/or School District** to:

- **Obtain all student files including all confidential files** from other schools and/or school districts.
- **Release information** and/or records on a strictly confidential basis to other schools and/or school districts.
- **Discuss pertinent information** with representatives from other schools and/or school districts on a strictly confidential basis.

By signing below, I authorize the **Above-Named School and/or School District** to:

- **Send this student's Permanent Record Card, Cumulative File, Confidential Information and/or Special Education Records** to the Fort Nelson Secondary School as this student is now registered with FNSS.
- **Discuss pertinent information** with representatives from Fort Nelson Secondary School and/or School District on a strictly confidential basis.

Parent/Guardian Signature: \_\_\_\_\_

**X**



# Consent Form for FNSS

2023 / 2024



*In accordance with the Freedom of Information and Protection of Privacy Act, School District #81 (Fort Nelson) requires consent to use personal information for purposes unrelated to educational programs.*

## Internet Access / Electronic Communications Storage (Permissions: 4 - Internet)

I have read and understand the Guidelines for use of the services requested and agree to respect them if I am granted access. (A signature in the case of younger students indicates that an adult has interpreted the Guidelines to the student in terms that the student has understood - and that the student agrees to use services based on that understanding). I also understand that **Acceptable Use Guidelines may change from time to time** and agree to take responsibility for remaining aware of these changes.

Has the Applicant ever been **refused** or had access to the **internet suspended or revoked** anywhere in the district?

Yes  No  \* **Student Signature:** **X** \_\_\_\_\_

I request that my son/daughter/ward be granted access to District 81 communication services under the conditions and Guidelines outlined. I am aware of the responsibilities of a Home Room Teacher and support this request for the granting of access to District 81 communication services.

\* **Parent/Guardian Signature:** **X** \_\_\_\_\_

Applicants, parents, or guardians with questions concerning this application should contact the sponsor teacher or David Johnstone, District Technology Coordinator at **250-774-6958** or **djohnstone@sd81.bc.ca**.

.....

## Fieldtrips (Local Daytrips) (Permissions: 5 - Fieldtrips)

From time to time, over the school year, your child will be leaving the school grounds for a short daytrip (swimming, skating, tours of the mills, etc.). Individual classroom teachers will notify parents of upcoming daytrips through their newsletters. The school needs authorization, signed by the parent or guardian, in order for the child to participate in these daytrips.

Yes  No  **I permit my child to take part in occasional Daytrips (field trips).**

## Release of Information (Permissions: 6 - Release of Info)

There are occasions when our school would like to have contact with parents to consult them directly about school issues or meetings, or to plan school related activities. To contact you for these purposes, we need consent for the disclosure of your name, mailing address and phone number to school district personnel, Parent Advisory Councils or others responsible for organizing these types of activities. Your personal information will not be disclosed to anyone for any other business or commercial purpose.

Yes  No  **I permit the school to disclose my name, address, and telephone number for the purpose of receiving information on special events and issues that my child may be involved in.**

**X**

\_\_\_\_\_  
**Student's Name** (Please print)

\_\_\_\_\_  
**Parent's Signature**

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

# School District 81 – Media and Online Consent

**FNSS (Grades 8-12)**

**2023 / 2024**

(Permissions: 2 + Additional Info)

Protecting student privacy is very important to us at School District #81. In accordance with the BC Freedom of Information and Protection of Privacy Act (FOIPPA), School District #81 is seeking your consent for the following:

1. **Media and Promotions:** Collect, retain, use and disclose photographs, videos, images, audio, and/or names of students in media publications and on the School District's website(s) for education related purposes, such as recognizing and encouraging student achievement, and for the purposes of building the school community and informing others about the school district, its programs and activities.

Examples include:

- a. School and School District communications, such as newsletters, brochures and reports;
- b. School and School District websites, social media sites / channels such as Facebook, Twitter and YouTube;
- c. External media communications such as newspaper or television or online, including photographs, videotape and/or interviews (restricted to events where media is invited to school-related events);

Please note that school and district staff cannot control news media access and photos/videos taken by the media or by others in public locations (e.g. field trips or off school grounds) or school events open to the public, such as sports events, student performances, school board meetings, etc. These are considered public events.

2. **Online Educational Resources:** Use of student's first, last name, and class for account creation on the following online resources:

Google G-Suite, Microsoft Office 365, MyBluePrint, Mathletics, Khan Academy, FreshGrade, FlipGrid, Adobe Suite, and other online applications deemed to be educationally valuable and approved by the District Technology Coordinator after a review of their privacy policy.

We have established "Acceptable Use Guidelines" to outline which types of information are acceptable and unacceptable for students to create or share online. Students will receive instruction on how to protect confidential and/or sensitive personal information when online.

These online educational resources often involve the storing and accessing of the student's name, grade, school, and assignments on servers stored outside of Canada and as such may also be subject to the laws of foreign jurisdictions including, in the United States, the USA Patriot Act.

**\* Please check ONE of the following statements and return to your child's school**

**YES I DO give consent for School District #81 to use my child's information for the purposes listed on the previous page.** I understand that my child's name may be disclosed, stored, and accessed from outside of Canada, specifically the United States. This consent will be considered valid from the date at which it is signed until which point the student named below is no longer a student at this school or I choose to rescind my consent.

**OR**

**NO I DO NOT give consent for School District #81 to use my child's information for the purposes listed on the previous page.**

Student Name: \_\_\_\_\_ School: **Fort Nelson Secondary School**

**Parent/Guardian's Name** (please print): \_\_\_\_\_

**Parent/Guardian's Signature:** **X** \_\_\_\_\_ **Date:** \_\_\_\_\_

If you require more information before signing or have any additional questions about this consent form please don't hesitate to contact your school principal or the District Technology Coordinator, David Johnstone, at 250-774-6958.

# Yearly Locker Agreement

2023 / 2024

Name: <small>Please Print</small>	Grade:
Locker #: <small>Leave Empty</small>	Combo: <small>Leave Empty</small>

**\* If your child wants a locker, please sign this form, have them sign it & return it to the office asap.**

**\* Students will be called to the office once we have assigned them a new locker.**

It can take up to 1 week after this form has been handed in for a locker to be assigned to them.

## ACKNOWLEDGEMENT CONCERNING USE OF STUDENT LOCKERS

I acknowledge and understand that school lockers are the property of School District 81 and one is assigned to me for use during the school year on the following conditions:

1. I am responsible for the locker that is assigned to me. **No one else may use/share my locker.**
2. I agree to use the approved combination lock already on this locker. I will not divulge my lock combination to anyone else.
3. I will not switch locks with anyone or preplace the assigned lock with my own personal lock.
4. **I agree to keep my locker locked when I'm away from my locker.**
5. I understand that the lock is the property of FNSS and if I lose it, I will pay **\$15** to replace it.
6. I will only use the locker for purposes relating to school and my attendance at school.
7. No illegal substances, weapons, or prohibited or offensive material may be placed in the locker.
8. I understand that school officials may search student lockers at any time and without prior notice, **in accordance with School District policy**, without consent and without a search warrant, in order to ensure compliance with the conditions of use and other school policies and rules.
9. I understand that my permission to use the locker may be terminated if I do not comply with the conditions of use, school policies or rules.
10. I agree to keep the locker clean and to remove foodstuffs on a regular basis.
11. I understand that I am responsible for cleaning and removing all material from the locker at the end of the year or when I leave school. I will leave the lock on my locker.

**My child** (please print) \_\_\_\_\_ **and I have discussed the School District's locker policy and they are aware of their obligation for locker use.**

**Student Signature:** **X** \_\_\_\_\_

**Parent/Guardian Signature:** **X** \_\_\_\_\_

**Date:** \_\_\_\_\_





Name: \_\_\_\_\_

# FORT NELSON SECONDARY SCHOOL

2023 / 2024

## ABORIGINAL STUDENT INFORMATION

Office Use Only	
Copied Both Sides	
Status	
Program	
Misc 4 – Prog Y/N	
Misc 8 – Comm.	

Dear Parent/Guardian:

The success of all students is important to School District 81. Through targeted funding from the Ministry of Education, we are able to offer extra services for Aboriginal students to help them be more successful at school. At Fort Nelson Secondary, we are providing the following programs and services to our Aboriginal students:

- \* Breakfast and snack foods
- \* After school homework support
- \* Attendance monitoring
- \* Distance Education course monitoring
- \* Home support: home visits, family meetings, email and phone contact
- \* Aboriginal focused courses: Aboriginal Fine Arts 9-12; Aboriginal Local Culture & Skills
- \* Emotional support
- \* Successful course completion monitoring
- \* Graduation tracking
- \* Lunch Study Program: homework and project support

The Ministry of Education requires that parents give consent for their children to receive these services annually. We would also like to gather information on other Aboriginal programming you would like us to consider for future years.

Please complete the form below and have your child return this sheet to their school/teacher as soon as possible and prior to September 30<sup>th</sup>. For more information on these programs or other information please feel free to contact me at 250-774-6958 and/or kganson@sd81.bc.ca

Thank you,

Kathleen Ganson  
District Aboriginal Support Worker

**The Following is to be filled out only if the student has Aboriginal Ancestry.**

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

### Aboriginal Heritage:

Status: On Local Reserve       FNFN       PRFN

**or**

Status: Off Local Reserve      Band of Origin - Name & Province: \_\_\_\_\_

**or**

Non-Status: On Local Reserve       FNFN       PRFN

**or**

Non-Status: Off Local Reserve      Band of Origin - Name & Province: \_\_\_\_\_

**or**

Metis       Inuit       Other – Please specify: \_\_\_\_\_

Does this student speak a traditional First Nation Language at home:     Yes     No

<input type="checkbox"/> <b>Yes</b> I would like my child to receive additional Aboriginal services this year. (Ab Ed Program: <b>11007</b> ) Please specify any additional services that your child may need that are not in the above list.
<input type="checkbox"/> <b>No</b> I would <u>not</u> like my child to receive additional Aboriginal services this year.

Ideas for future Aboriginal Programs/Services:

\* Parent/Guardian Signature: **X** \_\_\_\_\_

**Date:** \_\_\_\_\_

Fort Nelson Secondary School



**FNFN or PRFN**  
**Band Members Only**  
**2023 / 2024**

**Consent for Release of  
Confidential Information  
To Your Band**

**Fort Nelson First Nation Members**

- Yes** I authorize the Fort Nelson School District 81 to **release and discuss** pertinent information with the **FNFN Education Designate** in regard to **attendance, behavior and academic performance**.
- No** I **Do Not** authorize the Fort Nelson School District #81 to release and discuss **any** information to the **FNFN Education Designate** in regard to attendance, behavior and academic performance.

**Prophet River First Nation Members**

- Yes** I authorize the Fort Nelson School District 81 to **release and discuss** pertinent information with the **PRIB Education Designate** in regard to **attendance, behavior and academic performance**.
- No** I **Do Not** authorize the Fort Nelson School District #81 to release and discuss **any** information to the **PRIB Education Designate** in regard to attendance, behavior and academic performance.

\* Parent/Guardian Signature: **X** \_\_\_\_\_ **Date:** \_\_\_\_\_



School District 81— Fort Nelson

## **Chromebook Sign-Out Use Agreement 2023 / 2024**

Chromebooks will be distributed by staff during the month of September of the school year, or when the student starts attending classes.

Students will be expected to use a Chromebook to complete their educational program at FNSS. Students and their guardians will have the choice of either:

- a. signing out a Chromebook for the year, or
- b. using a “Tech Tub” Chromebook that always remains in the classroom

Students who choose to sign out a Chromebook for the year must submit a Chromebook Agreement acknowledging they are aware the expectations in this handbook.

Students who choose to use a “Tech Tub” Chromebook are not permitted to take the device home. This may be a good option for students who have a personal laptop at home to complete homework on.

Chromebooks will be distributed by staff during the month of September school year.

**New students, along with a parent / guardian, must watch the Chromebook orientation video and complete the Student/Parent Chromebook Agreement of Acceptable Use before students are issued their assigned Chromebook.**

All parents / guardians must complete the online Chromebook Form indicating whether they would like to sign out a device or use a “Tech Tub” device for the year. You can scan the QR code below with your phone.



**Or** complete the online Chromebook form by visiting this webpage:

**<https://bit.ly/sd81-cb-agreement2023>**

\* \* \*

**Once this orientation has been done on-line,  
William, the computer technician, will automatically be notified.  
Your child needs to go to the computer lab to pick-up their Chromebook.**



## Electronic Communications Access

The capacity of new electronic communications and information technologies to assist students in learning has grown significantly during the past few years. Knowledge, skills and understanding related to these technologies is becoming an essential part of a well-rounded education. Recognizing these facts, School District 81 has made the provision of access to such tools a priority.

District Internet services allow the use of a great range of valuable resources not otherwise available. Museums, news services, reference works, ongoing projects and other valuable sources of information all now come within the reach of Fort Nelson's students. The district has also established an internal electronic communication system (BBS-AT1) for the exchange of information, assignments, and local documents among students, teachers, administrators and other staff members.

Taken together, these environments expose students to the complete set of computer-based communication tools used in Education, Government, Business and Industry around the world. They allow the development of necessary skills while supporting and adding interest to the process of learning.

As with most major developments, the introduction of these technologies into schools is not without an element of risk. The Internet is not designed exclusively for the use of minors. While its use in District schools will be subject to close supervision, it is possible that students may occasionally access inappropriate material either deliberately or by accident. Some of what is available for viewing is not suitable for non-adults. (The use of BBS-AT1 involves limited risk since it is under the exclusive control of the district.)

It is appropriate then, that the following are required before individual access to electronic communications:

- a signed statement of parental consent indicating:
- the level of service to which they consent
- acknowledgment that they understand the conditions and expectations related to the use of access
- an agreement signed by the student acknowledging that he/she understands the expectations for the use of the Internet and BBS-AT1 and is prepared to abide by them.

## Electronic Communications Access Guidelines

The electronic communication services provided by School District 81 are intended to support the educational program of students, District Schools, and the District. **They make up a shared resource.**

It is expected that those permitted to use District communication services will:

- behave in a generally moral and ethical way while using these services
- demonstrate an understanding that rules for behavior in school apply to behavior online
- standards of respect for others, cooperation with those responsible for maintaining services, use of language, etc. do not change when one enters the electronic environment
- share their knowledge with other users seeking assistance
- those using communication services form a sort of community - those with knowledge can contribute to the well-being of the community by helping others as they have at some time been helped
- respect the privacy of others
- this includes not tampering with the mail, files, or accounts of others, not using the accounts of others for access (with or without their knowledge), and not redistributing private communications to discussion groups without the permission of the author
- make a sincere effort not to use access in such a way as to interfere with the use of others
- this includes such things as checking electronic mailboxes regularly, deleting unnecessary mail, not downloading large files without first contacting a supervisor or System Administrator, and other procedures set up for the use of specific tools
- respect regulations and requests made by supervisors and System Administrators for the use of services
- cooperation in this way benefits all users
- take full responsibility for the use of accounts and passwords granted to them
- this includes the user him/herself and any other individual to whom the user "loans" passwords or other "keys" to permit access (the loaning of accounts, etc., is not permitted)
- use access for educational purposes
- access is not intended for commercial use (i.e. to allow users to "make money")
- use access for legal purposes only
- this includes respect for copyright related to electronic documents and software
- use access in a technically correct manner
- this includes participating in instructional sessions offered and seeking advice from knowledgeable sources when necessary and not employing tools until receiving instruction in their use

### **Examination of User Files/User Privacy**

A System Administrator has the responsibility to attempt to ensure that services are being used in keeping with the Guidelines. It is also their responsibility to guard the privacy of users.

Where there is reasonable cause to suspect that an account is being used in violation of the Guidelines, a System Administrator may examine the files of a user. Should a violation be found to have taken place, the System Administrator will take appropriate action. Penalties may involve the suspension or elimination of an account. It may also involve reporting the infraction to a Sponsor Teacher or School Administrator for further action.

The contents of files examined will be held in confidence by the System Administrator with the exception that information may be forwarded to other school or District authorities, or parents/guardians in the case of a violation.

Decisions of a System Administrator and other authorities as they apply to the use of communication services are subject to the appeal processes which apply to other decisions affecting students.

### **Excluded Use**

It is not possible to specifically list all behaviors and practices which are considered inappropriate. The District relies on individual users to apply responsible judgment to the use of Communications Access. **The following list does not include all inappropriate uses** but should provide users with some general principles to assist them in forming their judgment of what is appropriate. (This list duplicates some items identified above.)

District accounts and related passwords are the responsibility of the account holder.

They may not be transferred to or used by anyone other than individual to whom the account has been given.

### **District services may not be used to:**

- send or retrieve material or information of an illegal nature
- access or transmit material or information related to the acquisition, construction or use of explosives, explosive devices or prohibited weapons
- send or receive obscene or pornographic material;
- transmit posts of a harassing or threatening nature;
- exchange files in violation of copyright
- engage in 'flaming' (i.e. the online verbal abuse of others)
- post electronic 'chain letters'
- conduct commercial business except with the permission of the District received in advance
- repost electronic mail received privately for public access without the permission of the original author
- participate in MUD's, WebChat's and other similar live interactive forums not controlled directly by the District without the specific permission of a representative of the District (e.g. teacher, administrator, etc.) for a specific purpose and time period
- download large files except during periods of low usage
- use or manage accounts not controlled or supervised by the District (including but not limited to Hotmail, Geocities, PRIS, Sympatico and CanCom accounts)
- play interactive games or simulations without the specific approval of a District teacher or administrator (permission to be given in advance)

Once more, it is the responsibility of users to operate within Appropriate Use Guidelines. Should there be any doubt as to whether a practice or behavior is appropriate; users should contact a School Technology Support Staff member or the System Administrator before engaging in it.

### **Violations of Appropriate Use**

Consequences for individuals violating Appropriate Use Guidelines vary depending on the nature and seriousness of the violation they may involve:

- The suspension or cancellation of access. (This can be a serious problem for students who require electronic communication to complete course or project work.)
- The forwarding of a report to a student's Sponsor, and subsequently to parents or guardians
- The forwarding of a report to the Administrator of a student's school for further disciplinary action

**Applicants for access to electronic communication services in the District  
should retain a copy of this document for reference.**

Applicants, parents, or guardians should contact the Sponsor Teacher for general information or

**David Johnstone, District Technology Coordinator**

250-774-6958 or <[djohnstone@sd81.bc.ca](mailto:djohnstone@sd81.bc.ca)> for technical information