



# School District No. 51 (Boundary)

Regular Meeting of the Board of Education

November 8, 2011 at 6:00 p.m.

School Board Office

## Agenda

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### Call to Order

### Presentations/Delegations

- Principals S. Stewart & S. Lockhart -- GFSS Library Update
- Heather Shilton, Healthy Schools Coordinator

### 10 Minute Comment Period

### Adoption of Agenda

### Adoption of Minutes

- Regular Meeting – October 11, 2011

### Report on In-Camera Meeting from October 11, 2011

The Board discussed personnel issues, properties/facilities and business issues. There was discussion on the room changes at GFSS, the scheduling of a succession planning process with principals and an update on provincial bargaining.

### Business Items

#### 1. Superintendent's Report

- Report for October 2011 (Attachment)
- Monthly Class configurations (In Compliance with Bill 33)
- Proposed GFSS Trip To Russia

#### 2. Secretary-Treasurer's Report

- Report for October 2011 (Attachment)
- Enrollment (Attachment)
- Expenditure Report (Attachment)
- Disqualified Candidate

#### 3. Director of Instruction's Report

- Report October 2011 (Attachment)

#### 4. Ministry Communication

- New Teacher Council Legislation
- New Education Plan

#### 5. District Communication & Social Media

- Overview

#### 6. Talking Break

- Topic – Social Media

## 7. Committee Reports

- Operations
- Policy

**MOTION:** “That the Board approve and adopt the following policies:

Active Transportation (Att)  
The Environment (Att)  
No. 1230 -- Long Service/Retirement (Att)

**MOTION:** “That the Board approve for circulation the following policy and regulations:

Policy No. 3035 -- Technology – District-Wide Application of Technology (Att)  
Regulation No. 3035R2 - Technology – Personally Owned Electronic Devices (Att)  
Regulation No. 3035R3 -- Technology – Social Networking (Att)  
Regulation No. 3035R4 -- Technology – Student Acceptable Use (Att)

**MOTION:** “That the Board approve the renaming of the following regulations:

Regulation No. 3035R1 – Technology – Employee – Acceptable Use  
Guidelines (Att)  
Regulation No. 3035R5 – Technology -- Web Page Publishing (Att)

**MOTION:** “That the Board approve for deletion the following policy:

Policy No. 4070 -- Head Lice Infestation (Att)

## 8. Trustee Reports

- BCSTA Funding Formula Review Report
- Provincial Council Meeting – Carried Motions (Attachment)

## 9. Around the Boundary

- October 2011 Presentation

## 10. Trustee Activities and Upcoming Events

- BCPSEA AGM – deadline for submitting resolutions December 1, 2011
- Inaugural Meeting December 5, 2011 at 6:00 p.m.
- BCSTA Trustee Academy – December 8 – 10, 2011
- BCPSEA 18th General AGM – January 20-21, 2012
- Succession Planning – Trustees & Administrators – February 17, 2012
- BCSTA/BCPSEA Academy – February 9 - 11, 2012
- BCSTA Provincial Council Meeting – February 24-25, 2012

## Future Agenda Items

**Next Board Meeting:** December 13, 2011 at 6:00 p.m.  
School Board Office

## **Adjournment**

### **QUESTION PERIOD**

The purpose of this portion of the Agenda is to provide the opportunity to members of the public, press, radio and staff to ask questions or request clarification on items placed on this evening's Regular Meeting Agenda. Questions which do not arise from the Agenda may certainly be addressed. Points may be raised before or after the meeting days by approaching the Executive Officers or Chairperson. If such queries require formal address by the Board, they can be submitted, in writing, and considered for placement on the Agenda for subsequent meetings. Such inquiries are welcomed as many routine questions can be handled by the staff.

## School District No. 51 (Boundary)

Minutes of a Regular Meeting of the Board of Education of School District No. 51 (Boundary)  
held Tuesday, October 11, 2011, 6:00 p.m. at the Boundary Learning Centre

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The Chairperson called the Meeting to order at 6:00 p.m.

Present:	Mrs. T. Rezansoff	Chairperson
	Ms. V. Gee	Trustee
	Mrs. C. Riddle	Trustee
	Ms. K. Sabourin	Trustee
	Mr. K. Harshenin	Trustee
	Ms. S. Garcelon	Trustee
	Mr. M. Strukoff	Superintendent
	Mrs. J. Hanlon	Secretary-Treasurer

Absent:	Mr. J. Malloff	Trustee
	Ms. M. Ruzicka	Director of Instruction

### Presentations/Delegations

- Nil

### Adoption of Agenda

MOVED	Garcelon
2ND	Riddle

“That the Board approve the agenda for October 11, 2011, as circulated.”

CARRIED

### Adoption of Minutes

MOVED	Harshenin
2ND	Sabourin

“That the Minutes of the following Board Meeting be adopted as circulated:  
Regular Meeting – September 13, 2011.”

CARRIED

### Report on In-Camera Meeting from September 13, 2011

The Board discussed properties/facilities, personnel issues and met with the auditors regarding the financial audit for 2010/2011.

Trustee Sabourin & Trustee Rezansoff declared a pecuniary conflict of interest for a portion of the September 13, 2011 Board of Education Closed Meeting.

The following motion was made regarding the Closed Meeting General Statements:

MOVED	Gee
2ND	Sabourin

“That the General Statement of the Closed Meeting be posted on the website.”

CARRIED

### Business Items

#### **1. Superintendent’s Report**

The Superintendent’s report was presented. The Superintendent highlighted his visit to the Kamloop’s School District to view how they utilize video conferencing for providing programs to students. Accompanying him was the Administration of the secondary schools and the IT Manager.

- **Beaverdell School**  
Due to enrolment at Beaverdell School being at eight students on September 30, 2011 Senior Management needed to inform the Board and the Board has the option to initiate the School Closure Policy #1330. The Superintendent provided information that Beaverdell School enrolment is expected to be greater for September 2012.

MOVED            Garcelon  
2ND                Harshenin

“That the Board agrees to take no action.”

CARRIED

**2. Director of Instruction’s Report**

The Director of Instruction’s Report for September 2011 was presented.

**3. Secretary-Treasurer’s Report**

The Secretary-Treasurer’s report for September was presented as well as the September 2011 enrollment of 1378.3125.

**4. Notice of motion**

Trustee Gee spoke to the Board about changing the Procedural Bylaw to include the recording of negative votes and abstentions:

MOVED            Gee  
2ND                Sabourin

“To amend Procedural Bylaw No. 1-2010.”

Defeated

**5. Correspondence**

Community Futures has requested a variance from liquor policy for the evening of Friday, June 8th, 2012 for the hosting of a Gala Dinner for the Rural Summit.

MOVED            Garcelon  
2ND                Harshenin

“That the Board approve a variance to policy for this event”

CARRIED

**6. 2012 BCSTA AGM Topics**

Chairperson Rezansoff and the Director of Instruction will meet to see if there are any Aboriginal education issues and concerns to bring to the BCSTA AGM.

**7. Policies**

The policies for technology regulations were reviewed. The following motion was made:

MOVED            Gee  
2ND                Garcelon

“That the Board adjust the regulations as circulated in policies:  
No. 3035 – Electronic Communications Systems in Schools – Student  
Acceptable Use Guidelines and No. 3035 – Personal Technology  
Devices.”

CARRIED

**8. Trustee Reports**

The Provincial Council Motions were reviewed. Trustee Garcelon will represent the Board at the meeting.

**9. Around the Boundary**  
October 2011 presentation

Meeting adjourned at 8:00 p.m.

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Chairperson

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Secretary-Treasurer

DRAFT



## Month-end Report - October 2011

### Michael Strukoff

### Superintendent of Schools

#### EDUCATION

##### Bill 33

- All classes are in compliance

##### Professional Development (Staff)

- October 21<sup>st</sup> was the Provincial Non-Instructional Day. We had so many teachers attending out of district conferences we ran out of TOCs. Other teachers that stayed in-district submitted plans for the day – a condition was that teachers work in groups.

##### District Initiatives

- The district has purchased a license for ThoughtStream. ThoughtStream is an easy, flexible process for collaboration and engagement. By taking effective and proven methods of face to face facilitation and putting them into software, ThoughtStream allows you to reach out to diverse groups of people who can contribute ideas equally, efficiently and honestly. This software has been demonstrated at the Kootenay-Boundary BCSTA Fall Branch meeting. SD51 administrators have had a 1 hour demonstration using responses to questions they received. For more details [click here](#).

##### Numeracy

- The District Numeracy Committee discussions have commenced. [JumpMath](#) is being explored by several schools. Math has been identified in several school Growth Plans



##### Grant Announcement

- Ministry of Community, Sport and Cultural Development has identified the next 6 communities that are eligible to receive funding through the After School Sport Initiative. The community of Grand Forks has been selected for funding eligibility in phase 2 of the program. This initiative provides funding to schools to expand or enhance existing after school sport and physical activity programming which is targeted to vulnerable students. As a condition of funding there are some expectations of the school district and some eligibility criteria that schools need to meet. The process to develop a plan to qualify for the funding will begin on November 10/11.

#### Ministry Initiatives

- The Ministry of Education has announced BC's Education Plan. Our district [web site](#) has several items for students, parents and teachers to explore.

#### Job Action

- The District has received notification that report cards must be sent out. Before any report cards are sent we will wait for the LRB ruling on report cards. BCPSEA has made a request to the LRB to require teachers to complete report cards.



#### Meetings out of District for the Superintendent

- Friday, Nov 18, 2011 - BCSSA Board Meeting, Vancouver



## OPERATIONS/TRANSPORTATION REPORT October 2011 Jeanette Hanlon, Secretary-Treasurer

**Forms** – Over the month of October, we have worked on reports for the Ministry.

- Form 1701 – Collection of FTE and headcount for Districts along with categorized special education students and aboriginal students.
- Form 2003 – Collect data on teachers' salaries as at September 30<sup>th</sup> which is used to determine the Educator's Salary Adjustment portion of the funding formula.
- Class Size and Composition – Used to calculate school district class size averages and ensures compliance with Bill 33.
- Form 1530 - This report shows the positions for the operating school year that the District knows of as at September 30<sup>th</sup>.
- Form 2001 - Reports new staff and staff returning from leaves.

### **Budget**

Budget figures have been put into the accounting system. Presently we are around \$60,000 over our projections. We do not pass the amended budget until February and I am hoping to be able to reduce the expenditures by that time. There is a Finance Meeting on November 15, 2011 at 3:30 p.m. at the School Board Office. I will provide a more detailed update at that meeting.



### **Orientation of Bus for K-3.**

One of our bus drivers, Joanne Rooke, provided a 15 minute orientation on the rules of riding the school bus to all students in K-3 around the District. We once again had a coloring contest for the students along with this initiative and are offering a small prize.

### **Cross Walk on the Highway by Hutton School**

The crossing guard has been keeping track of how many students are using the cross walk. Last year in the old location she had only 2-4 students crossing. This year, in the new location, the number of students crossing is 20-25.



### **Clerical Pro D**

On October 20<sup>th</sup> the clerical staff had a Pro D session with Shawn Lockhart on Web Design and BCeSIS



### **Bus Driver Pro D**

On October 21<sup>st</sup> our bus drivers got onto a bus and headed to Osoyoos. They joined the bus drivers from School District No. 53 for a day of Pro D. The topics included a refresher on Epi-pens and Distractions and Driving.

### **Grounds**

All irrigation systems have been flushed and prepared for winter. While leaves are still falling from the trees, we are still hoping the leaves will be picked up before the snow falls. We also have a problem with deer messing up the playing fields in Grand Forks, and have hired a bus driver to clean up the grounds.

### **PSAB - Public Sector Accounting Board**

All provincial government ministries are changing to follow these guidelines for reporting financial information to the public. This change takes effect for the financial statements ending June 30, 2013. On October 27<sup>th</sup> I attended a session with other ministries and School Districts in Kamloops to hear about the transition to these accounting guidelines.

These guidelines will affect the School Districts budgeting in the spring for the 2012/2013 school year. The budget will include amounts for all funds - not just Operating. These guidelines are set up to provide more transparency to readers of the financial statements.

**School District No. 51 (Boundary)**  
**Enrolment**  
**October 31, 2011**  
**Head Count**

	<b>October 31, 2011</b>	<b>Sep 30, 2011</b>	<b>Increase (Decrease)</b>
GFSS	389	392	(3.0000)
Perley	259	261	(2.0000)
Hutton	253	253	-
CLES	90	90	-
BCSS	144	144	-
MES	33	34	(1.0000)
GWD	45	45	-
WBES	128	128	-
BES	9	8	1.0000
Big White	16	15	1.0000
Walker	34	34	-
<b>Total</b>	<b>1400</b>	<b>1404</b>	<b>-4.0000</b>

Fund : 0 General Operating

OB	TITLE	OCT	YEAR TO DATE	ENCUMBERED	FULL YEAR		
					BUDGET	AVAILABLE	PERC
10	Principal & Vice Principal Sal	95,242.13	391,123.39		1,108,902	717,779	65
11	Teacher Salaries	628,674.38	1,253,964.42		6,267,097	5,013,133	80
12	Non-Teachers Salaries	381,305.11	719,374.23		2,987,247	2,267,873	76
13	Management Salaries	32,713.75	120,242.75		404,946	284,703	70
14	Substitute Salaries	47,518.87	65,616.01		538,264	472,648	88
19	Trustees Indemnity	6,169.94	24,679.76		74,042	49,362	67
21	Statutory Benifits	42,942.84	92,965.12		620,585	527,620	85
22	Pension Plans	139,660.86	309,110.79		1,363,333	1,054,222	77
23	Medical And Life Benifits	51,927.04	175,423.27		639,997	464,574	73
31	Consulting	23,035.34	100,235.55	3,500.00	466,197	362,461	78
33	Student Transportation	14,792.90	16,571.70	279.65	83,655	66,804	80
34	Training & Travel	17,817.98	41,855.47	2,682.40	287,895	243,357	85
36	Rentals & Leases	2,819.02	11,276.08		33,528	22,252	66
37	Dues And Fees	303.48	51,843.92		69,790	17,946	26
39	Insurance		25,391.00		67,400	42,009	62
51	Supplies	75,868.80	164,411.98	40,474.33	887,493	682,607	77
52	Learning Resources	2,462.90	11,214.79	8,904.25	48,652	28,533	59
53	Library Books	1,190.01	1,190.01	1,239.26	26,930	24,501	91
54	Electricity	7,170.32	51,551.33		277,000	225,449	81
55	Heat	1,292.74	5,985.33		182,000	176,015	97
56	Water And Sewage	71.93	1,716.18		19,000	17,284	91
57	Garbage And Recycling	1,252.53	3,474.16		16,000	12,526	78
58	Furn. & Equipment Replacement		13,210.90	5,164.32	65,000	46,625	72
59	Computer Equipment Replacement	17,487.02	17,487.02	5,536.16	100,000	76,977	77
TOTAL FOR Fund - 0		1,591,719.89	3,669,915.16	67,780.37	16,634,953	12,897,257	78
GRAND TOTAL		1,591,719.89	3,669,915.16	67,780.37	16,634,953	12,897,257	78



## October 2011 Report

Director of Instruction  
Maxine Ruzicka

### Aboriginal Education

- October 5: Boundary Aboriginal Education Advisory Council (BAEAC) meeting was held at GFSS – Aboriginal Education room. Thank you to Aboriginal Education Enhancement Worker, Victoria Forrester, at GFSS for hosting our meeting. We reviewed the BAEAC Terms of Reference and Vision, Mission and Values statements. This year, SD No. 51 and our Aboriginal Education partners – Boundary Métis Community Association and BANAC will be renewing our Aboriginal Education Enhancement Agreement with the Ministry of Education. We have agreed that we will be using the Medicine Wheel to frame our next Aboriginal Enhancement Agreement. Colleen Hanna, Aboriginal Education Branch consultant, has recommended a team from SD No. 23, Central Okanagan, to facilitate or consult with regarding the use of the Medicine Wheel in Aboriginal Education Enhancement Agreements. I will be meeting with them in early November.
- October 17: Meeting with Ted Calwallader from AB ED branch was postponed until December due to his flight cancellation in Castlegar.
- October 24 to 27: Bev Lambert, Métis jigger and historical story teller, in elementary schools around the Boundary. To the right, Perley Elementary students greatly enjoyed dressing up and participating in a “Métis Kitchen Party”.



## Early Years

- October 5: Kindergarten Assessment teleconference with Maureen Dockendorf and Janet Powell (Min. of Ed.)– official invitation for me to be a member of the Provincial Steering Committee that will be developing Kindergarten Performance Standards.
- October 13 & 14: Early Years Fairs at Midway & Hutton Elementary schools. Attendance was similar to that of last year – with 31 families in the East Boundary and 8 families in the West Boundary attending. These Fairs’ are part of school based Ready Set Learn events and gives parents of preschool children a chance to come into the school to meet Kindergarten teachers and our Early Years community partners.



- Picture to left: Ardena Elliott Strong Start facilitator at GES, MES, WBES and BES in the West Boundary; picture to the right is Baby’s Best Chance facilitator Cynthia Garnett (right) and Nandini Menon (left) CAPC and Strong Start facilitator and BEYAC member; picture below at bottom highlights some of the fun activities that were available during the Fair for preschool children.



- October 18: BEYAC/CYSN meeting followed by Human Early Learning Partnership webinar on establishing the statistical difference in EDI neighbourhood results. Each neighbourhood has a different variance depending of their sample size. In Wave 4 of EDI, the vulnerable children in the Boundary continues to be close to 30 %. (February 2010 and 2011 data combined)
- October 26: HELP webinar option hosted by SD 51. Six members of the BEYAC attended some or all of the 10 years of Early Years research – HELP/UBC webinar of actual event from 1 to 7 p.m. There were a variety of presenters – presentations will be on the HELP website soon.

## Special Education

- A number of meetings and sessions were held to launch the use of the Kurzweil program for students with assessed print impairments – this can be in reading, writing or both. These students have been issued a small laptop/notebook from the District and are being trained on using this program, where in the past, an Education Assistant would read or scribe for them. The Ministry of Education had put all districts on notice several years ago, that students who are print impaired will need to be using technology to support their impairments when participating in provincial examinations as of this year. The focus is for students to know how to utilize technology as a life-long tool, not just in school. A big thank you to our SET BC consultant Rob Plaskett for all of the work he has done with our teachers and education assistants this year.
- October District Vice Principal/School Psychologist:
  - District VP Student Support**
    - Adjudication applications for BCSS / GFSS
    - Community Literacy
    - BEYAC / CYSN
    - Early Years HELP webinar
    - WDC/ BWCS / BCSS Moodle proposal
    - New student designation
    - ARC - confirmation of registered users
  - District Psychologist**
    - 9 - Assessment consultations
    - 6 - Level B Transition Assessments - staff in-service and implementation
    - 2 - Adaptive Functioning / CLBC Referral Assessments
    - 6 - POPARD assessment case review
    - 2 - Pre-assessment case preparations
    - 360 Training with Maples and community partners

## Community and Regional Partnership

- October 19: Rural Education Advisory illuminate meeting
- October 19: Community LINK provincial teleconference – reporting out is about to change – year 2 of the plan introduced last year has been changed.
- October 25: Meeting with Sheila Dobie to prepare agenda for community adult literacy meeting in November.
- October 20: BCSSA Kootenay/Boundary Regional teleconference meeting
- October 28: CYSN/ECD Interior Region Alliance meeting

## SCHOOL DISTRICT NO. 51 (BOUNDARY)

### P O L I C Y

SECTION	TITLE	NO.
HEALTH/SAFETY	<u>Active Transportation</u>	

**DATE ADOPTED:**

**DATE AMENDED:**

The Board of School Trustees believes that the school has an important role to play in promoting the health and fitness of students, their families and the wider community by implementing active transportation policies and initiatives.

Active transportation is any form of human-powered transportation – walking, cycling, in-line skating, skateboarding.

Active transportation provides students the opportunity to be physically active on a regular basis and help them to achieve the recommended 60 minutes of daily, moderate to vigorous physical activity. Regular physical activity can reduce the growing rate of childhood obesity, type II diabetes, and chronic health conditions in later life.

Physical activity prior to the school day helps prepare students for learning by increasing their ability to concentrate on academic pursuits, decreasing anxiety and stress, and increasing socialization. It has similar benefits at the end of the school day.

Active transportation also promotes several societal benefits including social, environmental, transportation and economic.

### R E G U L A T I O N S

School District No. 51 will promote active transportation for students through a variety of initiatives such as but not limited to:

1. Partnerships with the Ministry of Transportation, the City of Grand Forks Public Works, and the RCMP to increase road safety and create safe routes to schools.
2. Participation in Walk to School Month (usually October).
3. Educating students, parents, and the community in road safety.
4. Creating no-stopping zones around schools.
5. Establishing “walking school bus” type initiatives.
6. Reducing barriers to walking<sup>i</sup>

<sup>i</sup> Public Health Agency of Canada (PHAC). What is Active Transportation?  
<http://www.phac-aspc.gc.ca/hp-ps/hl-mvs/pa-ap/at-ta-eng.php#schools>

**SCHOOL DISTRICT NO. 51 (BOUNDARY)**

**P O L I C Y**

<b>SECTION</b>	<b>TITLE</b>	<b>NO.</b>
<b>EDUCATIONAL PROGRAMS/ SERVICES</b>	<b><u>The Environment</u></b>	

**DATE ADOPTED:**  
**DATE AMENDED:**

**Rationale**

The Board of Education believes that the maintenance of our environment is necessary to the quality of our lives. Further, it believes that the District and its schools have the responsibility of fostering and reinforcing positive environmental concepts, that will enhance the relationship between living things and their natural and built surroundings.

The introduction of these concepts must begin early in the life of each child in order to develop a responsible environment ethic which will be sustained throughout life.

**R E G U L A T I O N S**

**A. ENVIRONMENTAL PRACTICES**

1. Purchasing
  - a. Whenever feasible, products shall be purchased that are manufactured from recycled materials.
  - b. Where products are similar in function, the one that is the least harmful to the environment shall be purchased.
  - c. Local purchasing will be encouraged whenever feasible.
2. Waste Management
  - a. The District shall substantially reduce paper waste.
  - b. The District shall foster environmental practices based on the concepts; reduce, reuse, recycle.
  - c. Whenever feasible, waste products shall be recycled.
  - d. The District shall encourage the participation of staff, students and parents in the recycling program.

3. Facilities Management
  - a. The district shall practice energy conservation in the operation of all facilities and equipment.
  - b. The District shall use, where feasible, environmentally friendly products for all facilities, equipment and grounds.

## **B. ENVIRONMENTAL EDUCATION**

1. Integrated Environmental Studies
  - a. The District shall foster the use of an environmental theme, at every level, as a focus for integrating existing curriculum.
  - b. The District shall encourage inclusion of environmental education resources in school library/resource centres.
2. Environmental Studies
  - a. The District shall encourage the inclusion of Ministry of Education and locally developed Environmental Studies course and/or units in the program offerings of schools.
3. Environmental Field Trip Sites
  - a. The District shall support learning activities that utilize a wide range of appropriate environmental field trips.

## **C. ENVIRONMENTAL MANAGEMENT**

1. The District encourages consideration of environmental impact in the planning of all operational and educational programs.
2. The District encourages school-based leadership in environmental education at each school.
3. The District shall respond to identified environmental education needs as resources permit, including such measures as:
  - a. Providing appropriate environmental resources to schools;
  - b. Providing instructional assistance and in-service to school personnel;
  - c. Coordinating appropriate community-district environmental initiatives.
4. The District will endeavour to work with community and government agencies in supporting good environmental practices.

**SCHOOL DISTRICT NO. 51 (BOUNDARY)**

**P O L I C Y**

<b>SECTION</b>	<b>TITLE</b>	<b>NO. 1230</b>
<b>GOVERNANCE/COMMUNICATIONS</b>	<b><u>Long Service/Retirement</u></b>	

**DATE ADOPTED:** January 13, 1998

**DATE AMENDED:** October 13, 2009

The Board of Education values the contributions and dedication of employees to the school district and its students. We believe it is important to recognize that commitment through a long service/retirement event.

**R E G U L A T I O N S**

The Board may organize a long service and retirement recognition event each year.

Employees who retire from the district will be recognized with the presentation of a gift.

To Board of Adoption Nov 8 2011

**SCHOOL DISTRICT NO. 51 (BOUNDARY)**

**P O L I C Y**

<b>SECTION</b>	<b>TITLE</b>	<b>NO. 3035</b>
<b>EDUCATIONAL PROGRAMS/ SERVICES</b>	<b>Technology - <u>District-Wide Application of Technology</u></b>	

**DATE ADOPTED:** May 9, 2006

**DATE AMENDED:**

The Board of School Trustees of School District No. 51 (Boundary) recognizes the value of electronic media and services, including telephones, faxes, electronic mail, voice-mail, LAN, Intranet, World Wide Web, cloud computing and Social Media to facilitate instruction, communication and administrative processes.

The Board recognizes the importance of shielding students and staff from inappropriate content within District facilities.

The Board believes that access to District technology resources is a privilege, not a right; and that consequences will be applied to anyone who does not comply with this policy and attendant regulations and procedures.

Users of School District No. 51 technology are expected to act in a responsible fashion, respecting courtesy, individual privacy and District and School Codes of Conduct

Regulations:

Technology – Employee Acceptable Use Guidelines - 3035R1

Technology – Personally Owned Electronic Devices - 3035R2

Technology – Social Networking - 3035R3

Technology – Student Acceptable Use Guidelines - 3035R4

Technology - Web Page Publishing - 3035R5

## SCHOOL DISTRICT NO. 51 (BOUNDARY)

### REGULATIONS

SECTION	TITLE	NO. 3035 R2
EDUCATIONAL PROGRAMS/ SERVICES	<u>Technology – Personally Owned Electronic Devices</u>	

**DATE ADOPTED:**

**DATE AMENDED:**

The Board of Education recognizes that students, employees and guests may bring personally owned electronic devices to the school or worksite. Personally owned electronic devices will be used in a way that is supportive of the learning environment and consistent with the District and School Codes of Conduct.

Personally owned electronic devices means any electronic device that is not owned by the District. This includes (but is not limited to) computers, cell phones, tablets, digital players and cameras. They are referred to as “personal devices” in policy and regulations.

District technology resources as referenced in this regulation refer to computer and wireless networks, bandwidth, software, communication tools and electronic devices owned by the district including (but not limited to) digital cameras, computers, scanners, printers, Smart Boards, Document Cameras.

### REGULATIONS

1. Each school shall develop guidelines for the acceptable use of personally owned electronic devices by students in the classroom, school, school sponsored or school related activities on or off school property. The school guidelines will reference the District regulations on Acceptable Use and the District and School Codes of Conduct.
2. At no time will the use of any personally owned electronic devices invade or infringe upon the personal privacy or safety of any member of the school district community.
3. District management reserves the right to access all files and content on personally owned electronic devices connected to district networks to check for inappropriate use. This means that by connecting to district networks with personally owned electronic devices, IT staff has permission to access information on the device.
4. The Board accepts no responsibility for theft or damage that may occur to personally owned electronic devices brought to the school or worksite. It is recommended that

personally owned electronic devices used on District property be covered under personal insurance.

5. Students and guests who bring personally owned electronic devices to district premises will be permitted to access the SD51student or SD51public wireless networks only where such service is available and is allowed within the school/site guidelines.
6. SD51student or SD51public wireless networks allow users access to the internet. Protection of personally owned electronic devices from viruses is the responsibility of the owner.
7. Employees, students and guests will make prudent, work-related use of District technology resources.
8. The Board assumes no obligation for the support of the personally owned electronic devices, neither will it accept any liability for modifications made to the equipment as a result of establishing a connection. It is recommended, where applicable, that owners have virus protection software on their devices.
9. Employees should not have student data on personally owned electronic devices.
10. Student violations of these regulations or the school guidelines may result in disciplinary measures including temporary confiscation of personal devices. Violations may be reported to the appropriate law enforcement authorities and may also be subject to criminal investigations and/or criminal charges.
11. Employee violations of these regulations may result in disciplinary measures. Violations may be reported to the appropriate law enforcement authorities and may also be subject to criminal investigations and/or criminal charges.

To Board Nov 8 2011 Approved to Circulate

## SCHOOL DISTRICT NO. 51 (BOUNDARY)

### REGULATIONS

SECTION	TITLE	NO. 3035 R3
EDUCATIONAL PROGRAMS/ SERVICES	<u>Technology – Social Networking</u>	

The Board of Education recognizes that part of learning is adapting to the changing methods of communication. Engaging in these digital environments can promote learning, teaching and collaboration for students, parents and staff. The very nature of social media, introduces potential lack of personal control of content and dissemination of content. Due care and attention is required to safeguard privacy.

### REGULATIONS

Some examples are: Blogs, Wikis, Podcasts, Digital Images and Video and other Social Media Technologies

#### 1. Personal Responsibility

- a) All users are personally responsible for the content/information they publish on-line.
- b) On-line behaviour shall reflect the same standards of honesty, respect and consideration used when meeting face-to-face.
- c) Posted information must identify that the information is representative of your views and opinions and not necessarily the views and opinions of the District.
- d) Photographs relating to alcohol, tobacco or drug use may be deemed inappropriate.
- e) Social media is an extension of the classroom. What is inappropriate in the classroom is also deemed inappropriate on-line.
- f) Employees should ensure that posted content is consistent with the work performed for the District. Employees should act on the assumptions that all postings are in the public domain.
- g) Posting of confidential student information is prohibited.
- h) Employees are responsible for moderating all content published on all social media technologies related to classroom work.
- i) Employees shall refrain from posting any comment that could be deemed unprofessional.

#### 2. Copyright and Fair Use

- a) All users must respect federal copyright and fair use guidelines.
- b) Hyperlink content must be appropriate and be educationally beneficial or adhere to the Corporate, Advertising, and Canvassing Policy.

c) External hyperlinks must be identified. Plagiarism is an academic offence.

### 3. Profiles and Identity

- a) No identifying Information about students should be posted e.g. last names, addresses or phone numbers should not appear on social media sites.
- b) Where social media is managed by teachers, they are responsible for monitoring for content that may identify students.
- c) Pictures and images should be appropriate, for example, use of alcohol, tobacco or drugs are not appropriate.

### 4. Social Bookmarking

- a) Sites that are bookmarked are in the public domain. The content of the bookmarked site should be within the bounds of professional discretion.

To Board Nov 8 2011 for approval to circulate

## SCHOOL DISTRICT NO. 51 (BOUNDARY)

### REGULATIONS

SECTION	TITLE	NO. 3035 R4
EDUCATIONAL PROGRAMS/ SERVICES	<u>Technology – Student Acceptable Use</u>	

**DATE ADOPTED:**

**DATE AMENDED:**

Student use of District technology resources\* must be in accordance with these regulations.

### REGULATIONS

1. Students are responsible for their network accounts and all activity taking place in their allotted storage space and under their password. Passwords must not be shared.
2. Students should not use another person's account.
3. District technology resources must be used responsibly and only for educational purposes.
4. Students must conduct themselves in a manner which respects the rights of others and is consistent with the School and District Codes of Conduct for Students
5. Students using District technology resources are expected to follow the same regulations both during and outside of school hours.
6. Teachers and principals are responsible for taking appropriate disciplinary action when these regulations are contravened.
7. Illegal acts committed on or through District technology resources may be reported to legal authorities. Illegal acts may include, but are not restricted to, hacking into systems or deleting files to which the student does not have access privileges, introducing viruses or downloading or copying copyrighted material.

\* District technology resources as referenced in this regulation refer to computer and wireless networks, bandwidth, software, communication tools and electronic devices owned by the district including (but not limited to) digital cameras, computers, scanners, printers, Smart Boards, Document Cameras.

## SCHOOL DISTRICT NO. 51 (BOUNDARY)

### REGULATIONS

SECTION	TITLE	NO. 3035 R1
EDUCATIONAL PROGRAMS/ SERVICES	<u>Technology – Employee Acceptable Use Guidelines</u>	

In School District No. 51 (Boundary), we have access to a number of electronic media and services, including telephones, faxes, computers, electronic mail, voice-mail, LAN, Intranet and the World Wide Web.

This regulation is to reiterate some of the practices for the older electronic equipment, and to establish clear policies for the use of new or newer electronic communication.

It is important to note that generally all electronic communications carry a signature, in that it can be traced back to the District and often to the individual. Therefore, anything which you do involving any of the electronic tools must bear this fact in mind. Communications should be in the same tone and with the same professionalism that we would expect in face-to-face discussions with any member or colleague.

1. All electronic media and services are School District property to be used primarily to carry out the business of the District and not for any other purpose.
2. Authorized personnel of the District may, at any time, review files on any District owned PC, email, voice mail or the like. On occasion, the District may be obligated to carry out such a review to determine whether there has been a breach of security, violation of District policy, theft, or misuse. However, the District reserves the right to perform such a review at any time without prior notification to an employee for any reason.
3. Computer Software and Other Files
  - The District reserves the right to examine, access, use, and disclose any and all information or data transmitted, received, or stored on any electronic media, device, or service owned or paid for by the District.
  - No software is to be loaded onto any workstation PCs or other District equipment unless authorized by IT personnel. All software installed on the computer network is to be loaded by authorized IT personnel only, unless IT personnel approves the loading of the software and authorizes and instructs employees to install it themselves.

- District approved and installed software on any workstation PC or any other District equipment shall be removed by authorized IT personnel only.
- Software installed on workstation PCs and laptop computers will be regularly audited by IT personnel.
- If an employee requires that a software license for an approved application be installed on a PC, the employee is to contact the IT Dept. for authorization. A representative of the IT department will then schedule installation of the application upon approval of the request.
- Employees are expressly forbidden to take District software licenses home and install them on their home computers, unless authorization is previously obtained from IT management. Employees shall not download any authorized product version updates, service releases, or patches over the Internet and install them onto their workstation PCs or laptop computers unless explicitly authorized to do so. IT personnel will evaluate these items and install or update these products for employees.
- Any employee who requires a piece of unauthorized software to be installed must have authorized IT personnel approve it for installation on the computer network workstation.
- If an employee notices that unauthorized software is loaded on their workstation PC, possibly installed by the individual who previously worked at their workstation, the employee must report the incident to the IT department so that the software can be removed.

#### 4. Computer Hardware

- Employees are not to install any personal or unauthorized software onto the District's computer network components or onto their PCs themselves.
- If an employee notices that unauthorized hardware has been installed on his or her PC, possibly by a previous incumbent, the employee is to report the issue to the IT Department and confirm that the hardware was previously authorized. If it wasn't, IT personnel will review the hardware and remove it if necessary.

#### 5. Internet and Other Electronic Media Usage

- Employees are to use the Internet for District/School-related purposes. Personal use should be kept to a minimum, and should not in any way interfere with carrying out one's job duties. Personal use during work hours must be limited to matters of significant urgency. In all other cases, the use should occur outside of working hours;
- It is strictly prohibited to use any of the District's electronic services at any time for any purpose that does or might reasonably be believed to:
  - i) violate the law

- ii) involve the transmittal\*, receipt, or storage of information or data that is or may reasonably be considered to be harassing, discriminatory, or derogatory to any group or individual. This includes but is not limited to jokes, cartoons and “hate” literature.

(\*transmittal involves the receipt or storage of information or data that is obscene or pornographic, defamatory, or is or may reasonably be perceived to be threatening in nature)

- Email messages must not contain defamatory, unlawful, threatening, pornographic or otherwise inappropriate or offensive material, violate copyright, or represent personal opinions as those of the District or that have content that could create a legal liability or damage the reputation of the District.
- Employees are not to use the District’s internet services to enter and participate in chat rooms.
- Employees are not to download or install any software from Internet sites onto their network PCs, unless they have been given specific permission and instruction about how to download certain software applications they may need, such as Adobe Acrobat Reader or WinZip.
- Employees are not to visit websites known for virus infection, such as file-swapping services or other disreputable websites.

Employees should be aware that their internet usage patterns, along with the sites they visit, may be logged and may be monitored from time to time by the District’s IT staff and management. Employees should not have any expectation of privacy.

## 6. Unauthorized Access

Attempts to “hack” or “crack” or access information for any unauthorized or non-work related purpose are strictly prohibited.

No employee shall attempt to gain access to network resources such as files or folders for which they do not have network permission. Any employee caught attempting to access areas or data within the computer network that they have not been given authority to access will face disciplinary actions. Any employee who has damaged the computer network or information stored therein by accessing or attempting to access areas within the network for which the employee has no authorization will be disciplined.

## 7. Passwords

- All users shall be required to log on to the network with a unique password of at least 8 digits. Passwords shall all be alphanumeric.
- An employee must never sign on to the network and allow a non-employee to access the system.

- Employees are responsible for their passwords, and will be held responsible for any operational misuse that occurs under their passwords.
- It is each employee's responsibility to ensure that passwords remain confidential to him or herself and not to let other persons use their password. Should an employee believe his or her password has been compromised; the employee should immediately notify the IT department to obtain another password.
- It is strictly prohibited to utilize another employee's logon id, except with the express permission of that employee and in the presence of the employee whose logon id is being used.

## 8. E-Mail Usage

To reduce the risks associated with email practices, the following procedures and practices are to be followed and/or observed:

- e-mail systems are to be used for District/School purposes. Personal use should be kept to a minimum, and should in no way interfere with carrying out of one's job duties
- District e-mail should not be used to register for catalogues, contests or other venue where it can be gathered and sold and be a target for spamming
- the contents of all e-mail messages and attachments are the property of the District, and can be reviewed or monitored for proper usage at any time
- message content should be polite and professional at all times since it is associated with the District
- e-mail systems should never be used to forward undesirable or illegal content
- District e-mail systems should not be used to promote or endorse any personal business, business service or product not associated with the District
- exercise caution in opening attachments in incoming e-mail messages and observe all policy statements or regulations concerning virus prevention and safety when using District e-mail systems
- never alter a message received from another employee and then forward it to other employees. This is a serious breach of trust
- do not forward virus warning messages to people because they are often hoaxes and forwarding perpetuates the problem and reflects negatively on the organization
- do not forward chain-letter e-mail messages that ask recipients to forward them to five or ten friends. Usually these hoaxes serve no other purpose than to clog email systems and reduce District Internet bandwidth availability

- all District e-mail accounts will have the following at the end of the following caution in their signature line

*This electronic mail transmission and any accompanying attachments contain confidential information intended only for the use of the individual or entity named above. Any dissemination, distribution, copying or action taken in reliance on the contents of this communication by anyone other than the intended recipient is strictly prohibited. If you have received these communications in error please immediately delete the e-mail and either notify the sender at the above E-mail address or by telephone at 250-442-your work number.*

*Thank you*

- Employees are strictly prohibited from hiding or attempting to hide their identity, falsely representing themselves or attempting to represent themselves as someone else when transmitting, receiving, or storing e-mail or other electronic communications.
  - E-mail messages are not actually deleted, and cannot be considered private. Message may be saved in at least one other location. Any message or data sent or received or stored on District property is the property of the District and may be reviewed.
  - Employees, including management and technical staff, will not use the District's e-mail system for the purpose of accessing files or communications of others except as permitted under this policy. Examining, changing, or using another person's files, output, or user name without explicit authorization is strictly prohibited.
9. Information of a sensitive or confidential nature uploaded, downloaded, or transmitted by an authorized employee must:
- be clearly labeled "confidential" and message settings indicating a confidential sensitivity
  - not be transmitted to unauthorized persons or organizations
  - not be left on an unattended computer screen for others walking by to view

#### 10. Virus Protection

Computer viruses are small applications that cause disruption of computer systems. Their effects can range from minor inconvenience to the complete destruction of data and storage systems. Viruses can spread through infected Internet web pages, through email attachments, and on infected media such as floppy disks, flash memory, DVD's and CD-ROMs. Most viruses require unwitting users' assistance to spread.

To reduce the risk of virus infection, the District has elected to include the following concepts in their end user regulations:

- do not load software or data from home PCs onto District computer systems
- avoid the use of diskettes, USB memory, DVD's or CD-ROMs that are being used for the first time without approval of the IT Department.

- do not visit websites known for virus infection, such as file-swapping services or any other disreputable websites
- do not open any attachments in e-mail messages that are executable files, unless the e-mail message itself makes sense and appears to be something that the sender would issue. If in doubt, contact the IT department before proceeding
- if the e-mail message appears to be highly generic in its subject line contents, body message contents, or it comes from an unknown sender and contains an attachment, or is in any other way suspicious, report it to network operations staff immediately. Do not open or detach the attachment
- do not forward e-mail messages that include attachments and that encourage recipients to send them to a number of their friends and associates
- all PCs will run virus-scanning software weekly to scan the contents of the local hard drives on users' network PCs. This software will be set up and configured to check automatically every night for virus library file updates and to automatically download and install these.

#### 11. Network Information Storage

To reduce risks associated with excess burden on network storage media and to ensure that all necessary data is properly stored, employees should be aware of the following:

- employees are assigned specific storage locations on network hard drives. Their particular folders are individually labelled to match their network login IDs. They should not access or use the storage locations without approval of the IT department
- all data files are to be stored on network hard drives. Each employee requiring data storage has a folder corresponding to their login name
- certain types of information should not be stored on network hard drives. This information includes but is not limited to personal files, games, pictures and graphics that are not District/School-related
- all information stored on network hard drives is considered property of the District and employees should have no expectation of privacy about any of the contents stored on local or network hard drives
- data storage use might be monitored if network capacity is used too quickly
- data that requires permanent storage should be stored on network hard drives, not on employees' workstation PC hard drives. Only data stored on network hard drives is subject to routine backup procedures. Failure of a local hard drive will likely result in the loss of any data the employee had stored on it
- if sharing of data is required, this data should be stored in a shared folder, not one belonging to an individual employee.

## 12. Safeguarding Data on Network Storage Devices

Risks associated with poor data storage and safeguarding procedures include:

- a) loss of data
- b) theft of data
- c) inadvertent sharing of data with unauthorized individuals
- d) unauthorized copying of data

To reduce these risks, the District includes these instructions in their end user regulation:

- Employees are not to store sensitive and confidential information on their workstation PC hard drives. Instead, all such data should be stored on network hard drive space. This will ensure that the data is properly backed up and through logon ID, password, and user authentication and access rights, ensure that only authorized employees have access to the data
- Employees are not to store sensitive or confidential data on writeable media. Media such as this provide a low level of security as they can be easily lost, stolen, or copied

## 13. Computer System Access

### **Computer Workstations**

To prevent unauthorized use of their PCs, employees should undertake the following precautions:

- If not working in a private workspace always log off computers if away from them for more than a few minutes
- log off from computers at the end of the workday and be sure all applications including BCeSIS session are closed down. Computers are to be left running to facilitate the automatic update of the virus scanning software nightly
- network operations staff should manage the relocation of all computer components as well as the installation of all software except as specifically authorized by network operations staff

As a condition of obtaining a password, employees will be required to sign an Electronic Communications Systems in Schools – Employee Acceptable Use Form, acknowledging that they have read, understood and agreed to abide by this policy and that they understand that they are subject to discipline if the regulations are not followed.

**Electronic Communications Systems in Schools  
Employee Acceptable Use Form**

I certify that I have read the Information Technology Policy for Acceptable Use of Internet, Email, Password, and Information Transmittal & Remote Access (End User Regulation) Statement and agree to act in accordance with it. I understand that any breach of the foregoing provisions may be cause for disciplinary actions or dismissal, including reimbursement of any losses to the District attributable to my actions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- Original to be kept in employee's file
- Duplicate to be given to employee

## SCHOOL DISTRICT NO. 51 (BOUNDARY)

### REGULATIONS

SECTION	TITLE	NO. 3035 R5
EDUCATIONAL PROGRAMS/ SERVICES	<u>Technology - Web Page Publishing</u>	

The Boundary School Board encourages the use of the Internet/Intranet servers and the publishing of Web pages to enhance the teaching and learning process and to foster communication within and outside the School District. Subject to the following regulations, schools in the Boundary School District have full control over the posting of Web pages and may update or change School Web pages at any time. The posting of Web pages is a form of electronic publication, and is subject to all laws, including the Copyright Act and the Freedom of Information and Protection of Privacy Act. School Web pages must also be designed to respond to concerns for student safety, privacy and security.

These regulations are intended to protect the privacy, safety and security of students and employees.

1. All web page information from District schools must reside on School Board servers. Departure from this procedure must be sought in writing from the Superintendent or designate prior to posting any School or District web page on third party provider servers.
2. Each Principal or designate must identify a person(s) as the school web administrator who will be responsible for the content of school web pages.
3. Names: full, informed consent from a parent or guardian is required each time a student's name is referenced on the District or a school web page.
4. Student work: Full, informed consent from a parent or guardian is required before student work is posted on District or school web pages. When student work is posted, authorship must be acknowledged.
5. Photographs: To protect the privacy of students, the use of identifiable photographs of students, without full, informed consent from a parent or guardian, is not permissible. Employee photographs may be used when their full, informed written consent has been obtained.
6. Information: To prevent harassment and to protect the privacy of students, no personal information beyond the student name may be disclosed on the school page (e.g., address, phone number, etc.) that would further identify a student. A school

may publish employee names and e-mail addresses when full and informed written consent has been obtained.

7. Sponsorship: Schools wishing to pursue web page sponsorship may do so conditional on the following:
  - The sponsorship must have a relevant educational benefit.
  - No links to a sponsor's website are to be provided through school web pages.
  - Sponsor logos must be presented in a tasteful manner. Up to two sponsor logos may appear on the school main web page.
  - Sponsor's logos on school web pages may not contain scripts or applets such as Java or ActiveX.
8. Obtaining Full and Informed Consent and Written Authorization  
Before using and student or employee materials on school or District web pages, parents, guardians or employees must know and then provide written authorization for its use.
  - For each specific publishing activity where a student name or photograph is used or that activity is a unique event, not covered by the conditions set forth in the annual authorization form.
  - The purpose for the use of appropriate personal information (e.g., name, photograph, etc.)
  - The purpose of gathering the information (e.g., education, sale, publicity, etc.)
  - The audience for whom it is intended.
  - The method of distribution of the information (e.g., web page, email, etc.)
9. Copyright  
All graphic, photographic, video, audio and multimedia content appearing on a school District web page must be original source material. Materials owned through other sources or copyright materials must be accompanied by written authorization from the owner or copyright holder before publication or posting on school or District web servers.
10. Each school main web page must contain an official and recognizable District logo. The District logo may not be altered in any way and must have separate status by being placed in a corner unoccupied by any other graphic or portion of text.
11. All published materials on District servers become the property of the Boundary School District. Boundary School District retains full copyright on all posted web content.
12. The District reserves the right to determine links posted on the District web page. All requests for link postings must be forwarded to the Superintendent of Schools.
13. Permission is required before displaying registered logos on web pages.

**SCHOOL DISTRICT NO. 51 (BOUNDARY)**

**P O L I C Y**

<b>SECTION</b>	<b>TITLE</b>	<b>NO. 4070</b>
<b>HEALTH/SAFETY</b>	<b><u>Head Lice Infestation</u></b>	

**DATE ADOPTED:** January 12, 1999

**DATE AMENDED:**

1. Each school shall have in place procedures that ensure that children who have been identified as having head lice do not return to school until they are shown to be nit free.
2. These procedures shall be developed in consultation with the school's Public Health Nurse and Parents Advisory Council.
3. Up-to-date information shall be provided for parents regarding the use of commercial treatments and the removal of the nits.

To Bd for Deletion NOV 8 2011

#	TITLE	SUBMITTED BY	DESCRIPTION	STATUS
9.4	BCSTA Investment Policy	Finance Committee	That Provincial Council expand BCSTA's Investment Policy to include: <i>Interest-bearing accounts or investment securities that are issued or guaranteed by Canadian Chartered banks, trust companies or credit unions.</i>	Carried
10.1	Amendment of Branch Bylaws: Kootenay Boundary Branch	Kootenay Boundary Branch	That Provincial Council approve the amended Constitution and Bylaws of the Kootenay Boundary Branch.	Carried
10.2	North West Branch Bylaws Revision	North West Branch	That Provincial Council approve the amended North West Branch Bylaws.	Carried
10.3	Technical Review Committee Submission	SD63 (Saanich)	That BCSTA include in its submission to the Technical Review Committee a strong statement on the need to increase the Provincial Budget for public education to adequately meet the needs of students across the province.	Carried
10.4	Reinstatement of GST/PST	SD39 (Vancouver)	That BCSTA request the Province of British Columbia to ensure that school districts are not negatively impacted as a result of the dismantling of the Harmonized Sales Tax (HST) and the reinstatement of the GST and PST system of taxation.	Carried
10.5	Ensuring Choice about Technology Solutions	SD63 (Saanich)	That BCSTA urge the Minister of Education to ensure Boards of Education have the autonomy to determine their technology solutions without government mandating a solution.	Carried
10.6	Return of Pacific Carbon Tax Funds	SD79 (Cowichan Valley)	That BCSTA ask the Ministry of Education to return to all school districts in BC the amount each district has paid to Pacific Carbon Trust to date. Boards would commit to using these funds to upgrade facilities to raise their much needed environmental integrity.	Carried