

# Blair Ridge Public School

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

Teacher: \_\_\_\_\_

Our school website contains information on school-wide events, team schedules, class trips, and more. Please refer to our website if you're looking for forms & schedule information for school events.

**[www.blairridge.ca](http://www.blairridge.ca)**

**Follow us on Twitter @BlairRidgePS**

100 Blackfriar Avenue  
Whitby, ON L1M 0E8  
Phone: 905-620-1221

## Attendance

Toll Free Number: 1-844-350-2646

Website: [go.schoolmessenger.ca](http://go.schoolmessenger.ca)

# Student Agenda/Handbook



### Agendas serve the following purposes:

- Teachers communicate their expectations to students
- Students learn to organize their school and personal lives
- Communication between home and school is enhanced
- Parents may communicate in writing with the teacher as the need arises
- Communicates important Health, Code of Conduct, Safety, and Computer Use Policies and Procedures



**@BlairRidgePS**

## Section 1: Health

### Life-Threatening Allergies

Several Blair Ridge students have severe allergies to nuts, peanuts, eggs, and more. Exposure to these products can have serious consequences—including death. To protect these students at school, the following measures are in place:

- Foods containing nuts, peanuts, or peanut butter are NOT permitted
- All students are expected to eat only the lunches and snacks they bring from home (no sharing)
- Students with allergies are known to all staff and their emergency medication is readily accessible by staff
- “Wow Butter” is not permitted
- We ask students **NOT** to bring treats to share for classroom celebrations (i.e. cupcakes for birthdays). Our teachers are very creative and can help students celebrate a special occasion without the need for cupcakes or other food treats. If students feel the need to bring in items to share, please consider things like pencils and stickers.



May contain tree nuts!



### Dogs on School Property

We have several students that are extremely allergic and/or afraid of dogs. We ask that you leave your pets at home and refrain from bringing them on school property.

### Medication

School personnel may supervise or administer medication to students only if a “Request for Administration of Oral Medication” and/or “Administration of Medication by Injection” form is provided with the medication and signed by the student’s prescribing doctor. These forms may be found under the Health & Safety section of our school website. Please note that all forms expire on June 30 each year. At the end of the school year, all medication and new forms will be sent home with the student so that the prescribing physician can complete the new forms over the summer. All medication must come in the original container affixed with the prescription label. Before sending in medication, please check the expiry date. Medication (with the exception of the classroom Epipen/ Allerject) is kept in the office. Unless your child is wearing an approved Epipen carrier, please send 2 Epipens (1 for the office and 1 for the classroom). The implementation of Ryan’s Law in April 2015 allows students, with written permission from a parent, to carry their inhaler.



## Section 2: A School is a Community

### Lunch Supervision

Supervision of students during the lunch-hour is provided by adult members of the community. These are paid positions and are subject to annual review. If you are interested in working as a part time lunch supervisor, please contact our Vice Principal.

### Safe Arrival

The Durham District School Board has a Safe Arrival Program. Parents are asked NOT to contact the school or teacher to report an absence, please report absences in one of the ways:

- Toll Free Number: **1-844-350-2646**
- Website: **go.schoolmessenger.ca**
- Through the **SchoolMessenger** app on your Apple or Android phone

Reporting an absence for the same-day is cut off with our entry bell at 8:25 a.m. We ask all parents to support this system to help us **know immediately if a child does not arrive at school safely!** The reporting system is available 24 hours a day, 7 days a week.

### School Community Council (SCC)

The School Community Council provides a forum for parents to work with school staff in establishing goals and undertaking initiatives for the benefit of students. All parents are welcome to participate in the SCC's meetings. Information on the SCC and meeting dates is available from our school website at [www.blairridge.ca](http://www.blairridge.ca)



### Special Education Resource Teachers (SERT's)

At Blair Ridge, we have two staff members responsible for the SERT role. These teachers provide support to the classroom teachers in three general areas: programming, assessment, and communication. At the request of the classroom teacher, formal and informal assessment of student achievement occurs. Based on the assessment results, meaningful programmes are developed and implemented. Throughout the process parents are kept informed.

### Volunteers - Police Vulnerable Sector Check

Parent support is essential to the success of our school. The Blair Ridge community is fortunate to have parents who volunteer to work with our students, assist in school events, and help in many other areas. If your schedule allows you to volunteer in any capacity, please contact the classroom teacher. Your efforts will not go unnoticed! All volunteers require a Police Vulnerable Sector Check (criminal background check) before working with our students. Please see the school office to pick up a letter before applying for your police check. Same-day checks may be obtained through Durham Regional Police Services, Regional Headquarters, 605 Rossland Road East (3rd Floor), Whitby.



## Section 3: Religious Accommodation

The Durham District School Board and Blair Ridge Public School follow the Guidelines and *Procedures for the Accommodation of Religious Requirements Practices and Observances*. This document has been produced in compliance with requirements of Ontario's Equity and Inclusive Education Strategy within the contexts of the *Canadian Charter of Rights and Freedoms* and the *Ontario Human Rights Code*. This document assists us in creating and maintaining equitable and inclusive environments within our schools and facilities, and guides the process of providing religious accommodations as the need arises. The document is available for viewing at <http://ddsb.ca>.

If you anticipate that you or your family might require religious accommodations at any point during the school year, we ask that you inform the administration at our school as early as possible; preferably at the start of the school year.

Areas that you might consider include, but are not limited to, the following:

- Observation of major religious holy days and celebrations
- Accommodation in, or exemption from, specific areas of the curriculum or other school activities
- Religious attire
- Modesty requirements in physical education
- School opening and closing exercise
- Prayer
- Dietary requirements

You are also welcome to speak to your school administration about unanticipated religious accommodation needs as they arise.

## Section 4: Safety at School Rules

### Bikes/Scooters/Skateboard Rules

I am permitted to ride my bike/scooter/skateboard to school if I follow these rules:

- wear a helmet (it's the law!)
- dismount and walk my bike, scooter, or skateboard as soon as I reach school property and adjacent sidewalks
- NEVER ride through the parking lot or kiss and ride
- bring my own lock and secure my item **outside** at a locking station
- stay away from the locking station except when arriving at, or leaving, school



### Crossing Guards

The Town of Whitby crossing guards will assist students across the intersections at Cachet/Blackfriar and Blackfriar/Wilshire. Students are asked to follow the sidewalks either east or west to the school and not walk through the parking lot or Kiss & Ride. Students should watch for cars entering and exiting the parking lots when using the sidewalks.

## Section 4: Safety at School Rules (cont'd)

### Drop Off and Parking (Kiss & Ride)

When dropping off or picking up your child, please use the Kiss & Ride loop at the front of the school. Do not park in, or in front of, the school driveways. When exiting the Kiss & Ride, please turn right heading west onto Blackfriar Avenue. We encourage families to arrive at school on foot as we have very limited parking available. Please observe all bus zone, one-way traffic, and parking signs. The “disabled” parking spots are reserved for authorized vehicles only!

### Entry and Exit

Student must use designated entry and exit doors only.

#### ENTERING THE BUILDING, I WILL:

- line up with my class when the bell rings
- remove my hat before entering the building
- enter in a quiet and orderly manner
- remove boots/outdoor shoes before entering classroom
- walk appropriately up and down the stairs



### Hallway and Playground Expectations

#### IN THE HALLS, I WILL

- stay to the right
- walk in an orderly fashion
- speak quietly

#### ON THE PLAYGROUND, I WILL

- stay in my designated area
- leave sticks, stones, snow, etc. on the ground
- stay on the paved areas, when the fields are wet or muddy

### Hours

8:25 a.m. Entry Bell

10:30 - 10:45 Morning Recess

11:15 - 12:15 p.m. Lunch

11:15—11:45: Younger students outside for play / Older students inside to eat

11:45—12:15: Older students outside for play / Younger students inside to eat

1:50 - 2:00 p.m. Afternoon Recess

3:00 p.m. Dismissal Bell



### Lunch

#### If I stay at school for lunch, I will:

- remain in my classroom
- stay in my seat until my class is dismissed
- use washrooms before going outside
- remain on school property unless I have a note from my parent
- ask a supervisor for permission if I need to go inside the building
- follow the instructions of all supervisors
- return to school on time after lunch if I leave school property with permission



## Section 4: Safety at School Rules (cont'd)

### School Bus

#### While riding on a school bus, I will:

- remain seated
- speak at a normal volume—not yell
- behave as I would at school
- not eat or drink
- follow the school's code of conduct

#### While waiting for the school bus, I will:

- stay in the waiting area of the school
- not enter the parking lot
- wait in line for permission to board



Riding a school bus is a **privilege** and **NOT a right**. If I do not exhibit appropriate behaviour while waiting for, or riding, a school bus I will be disciplined and may lose my bus riding privileges. See Bus Cancellations below for additional information.

### School Cash Online (SCO)



In order to reduce the amount of cash students bring to school, the Durham District School Board uses an online payment system called **School Cash Online (SCO)**. This system is used by parents to pay for school trips, pizza lunches, school clothing, and more. Once registered for SCO, you will receive an automated e-mail each time items are available for payment or purchase.

### School Closures and Bus Cancellations

On very rare occasions, extreme inclement weather or emergency situations require the school to be closed and/or buses to be cancelled. Blair Ridge is part of **Zone 4**. The DDSB communicates this type of information in several ways.

- the DDSB website at [www.ddsb.ca](http://www.ddsb.ca)
- our school website at [www.blairridge.ca](http://www.blairridge.ca)
- school Twitter account [@BlairRidgePS](https://twitter.com/BlairRidgePS) and the DDSB Twitter account [@DDSB](https://twitter.com/DDSB)
- the radio stations listed below:

CKDO-AM 1350

KX96-FM 95.9

CHUM FM 104.5

CFRB-AM 1010

CBC/CBL 740

MAGIC FM 94.9

CHFI-FM 98.1

CISS-FM 92.5

### Telephone

The office telephone is available to students for **emergencies only**. Students must plan ahead for rides when participating in team and club events. Students need permission from a staff member to use the phone. Each classroom has a telephone that, with permission, can be used. If this is the case, office staff must be informed in the event that a return call is expected — otherwise messages cannot be passed along. If a student does not feel well, that phone call must be initiated through the school office.



### Drop Off Cart

There is a drop off cart available just outside the main doors. When your child forgets something you can leave it on this cart, with their name and teacher's name. This helps us to avoid interruptions to the classroom and office.

## Section 5: Code of Conduct

As a student of Blair Ridge Public School, I am committing to the behaviour expectations outlined in the following Code of Conduct. I am aware of the reasons for these expectations and the possible consequences of not following the Code.

Expectations	Rationale/Reason	Consequences
<p><b><u>1. Preparation for Class</u></b> I will be prepared for class. That means I will come to class with all of my books, workbooks, completed assignments, agenda, and any other material I need for school.</p>	<p>It's important for me to learn to be prepared. Everything I do is important!</p>	<p>If I consistently forget my things:</p> <ul style="list-style-type: none"> <li>• I will be reminded by my teachers of the importance of being prepared.</li> <li>• I may be given an opportunity, given the circumstances, to complete my work.</li> <li>• My parents may be involved in helping me to improve.</li> </ul>
<p><b><u>2. Punctuality</u></b> I will be on time for school each day and on time for each of my classes.</p>	<p>I need to develop a sense of responsibility. I need to show courtesy towards my peers and my teachers by being on time. I need to be sure I am not wasting or disrupting my own, or others', instructional time. I need to learn that punctuality is a good habit to develop. I will be expected to be on time when I have a job in the future.</p>	<p>There are times when I have a good reason to be late and these times will be excused. If I am frequently late, a letter or a phone call may be made to my parents. My parents will be asked to help me be on time for school.</p>
<p><b><u>3. Regular Attendance</u></b> I will attend school regularly. If I am ill at school, my parents will be notified and arrangements will be made to pick me up. The school is unable to give me medication without a completed and signed medication form from my doctor. If I am absent/late, my parents must call the Attendance Line at 1-844-350-2646 or report my late arrival or absence online at SchoolMessenger.ca</p>	<p>I need to be in attendance at school regularly so I can be successful. My parents are interested in my attendance as well as in my success at school. It is important for me to come to school regularly so I can learn to be responsible.</p>	<p>If I am frequently absent, a letter or a phone call may be made to my parents, who will be asked to help me attend school regularly. If I continue to be absent, I will be referred to an attendance counsellor who will visit my home and try to help me solve the problem. If I skip school, my parents will be notified, and if necessary the attendance counsellor or the police may also be notified. Further consequences may be given by Administration.</p>

<b>Expectations</b>	<b>Rationale/Reason</b>	<b>Consequences</b>
<p><b><u>4. Behaviour in the School Yard and in the School</u></b></p> <p>I will help to make the school yard a safe place for everyone.</p> <p>I will avoid dangerous activities such as play fighting and throwing unsafe objects such as hard balls, snow, sticks, rocks, etc.</p> <p>I will obey the “hands off” rule at ALL times.</p> <p>I will be courteous and considerate when I deal with others.</p> <p>I will not bully, harass, or threaten others, with my words or my actions.</p> <p>I realize that dangerous objects, such as fire crackers, knives, needles, etc. are not permitted on school property.</p> <p>Rollerblades/skateboards/scooters may be brought to school but not used on school property. These items must be locked outside at the designated areas.</p> <p>I will stay on school property at all times during school hours.</p> <p>I will stay off of our neighbours’ property and not throw objects into our neighbours’ yards.</p>	<p>Everyone has the right to be safe and happy at school. By playing safely, I will make it easier for the supervisors to ensure everyone is safe.</p> <p>It is important to respect myself and others and to be a good neighbour in the community. Sometimes, people frighten, bully, or threaten others with their words or actions. Most people find this behaviour mean and deplorable—this behaviour will not be tolerated. People who bully others are often people who do not have a lot of confidence in themselves.</p> <p>I cannot respect myself if I do not respect the rights and feeling of others first.</p>	<p>I will be given consequences by a supervisor, teachers, or by the school Administration.</p> <p>The consequences will align with the Durham District School Board and Blair Ridge philosophy of Progressive Discipline.</p>
<p><b><u>5. Respect for Self and Others</u></b></p> <p>I will treat everyone the way I want to be treated, with dignity and respect.</p> <p>I will treat everyone fairly and with respect no matter what race, religion, gender, sexual orientation, age or disability.</p> <p>I will demonstrate consideration, co-operation, and courtesy in all activities and relationships while in the classrooms, hallways, yard, field trips, competitions etc. where I am representing my school.</p>	<p>By practising the 5A’s, I develop positive feelings about myself and others.</p> <p>I feel accepted, respected, trusted, and encouraged to do my best.</p> <p>I want to be the best I can be!</p>	<p>Our Progressive Discipline Policy will be used. Some consequences I may be involved in are:</p> <ul style="list-style-type: none"> <li>● conference with me or others</li> <li>● removal from yard/classroom</li> <li>● communication with parents</li> <li>● office “time-out”</li> <li>● repayment or task-oriented service to compensate for loss or damage (natural consequences)</li> </ul>



Expectations	Rationale/Reason	Consequences
<p><b>6. <u>Respect for Peers</u></b>  I will be considerate, courteous, cooperative, and use common sense in all my activities and relationships.  I will not bully, intimidate or harass my friends/peers with my words or my actions at any time.  All school members will respect the need of others to work in an environment of learning and teaching.</p>	<p>This will ensure everyone’s physical and mental well-being. Everyone in the school has the right to be treated with dignity and respect.  Every child has the right to an education and a safe environment for learning. The Durham District School Board and Blair Ridge Public School support the provincial standards of behaviour which include respect, civility, responsible citizenship, and physical safety.</p>	<p>Any student or member of the community who is disrespectful to peers will be counselled or warned about their behaviour.  If I harass, intimidate, or bully other students my consequences will be applied according to our Progressive Discipline Model.</p>
<p><b>7. <u>Dress Code</u></b>  I will dress appropriately for the season, in clothes that are clean and neat.  I will remove my hat when I enter the school.  Appropriate Dress is a type of Dress Code that defines standards of dress that meet the school community’s expectations of modesty and decency and promotes a safe and respectful learning environment.  My clothing will be appropriate for the day’s activities but not in a manner that would be offensive to others. Clothing should not display inappropriate slogans or symbols that provoke or offend others.  My top will meet my pants or skirt at all times, even when my arms are up. I realize that halter tops, tank tops or muscle shirts that are low cut and revealing are unacceptable at school. Tops which expose the midriff are not to be worn to school. “Spaghetti straps” must be a minimum of two, adult fingers in width. Shorts and skirts must be a respectable length.  All parts of my undergarments will be covered at all times, both top and bottom.</p>	<p>By dressing appropriately and practising good personal hygiene at school, I show that I respect myself and others.  I will need to follow a dress code when I hold a job in the future.</p>	<p>Teachers and Administrators will exercise discretion in ensuring all students are dressed appropriately.  If I dress inappropriately, I will be asked to change my clothing.  If I need to be sent home to change, my parents will be notified.  If my t-shirt is inappropriate, I may be asked to turn it inside out or be provided with a clean alternative shirt until I can change my top.</p>

Expectations	Rationale/Reason	Consequences
<p><b><u>8. Smoking</u></b> Bringing cigarettes, matches, or lighters on school property, on field trips and on buses at any time, by students and adults is prohibited.</p>	<p>It is illegal for people under the age of 18 to smoke cigarettes.</p>	<p>If I bring cigarettes, lighters, or matches to school, my parents will be contacted and appropriate action will be taken in accordance with the Progressive Discipline Model.</p>
<p><b><u>9. Alcohol or Drug Use</u></b> I will not use or abuse alcohol, illegal drugs and/or intoxicants.</p>	<p>This behaviour keeps me from learning and is <b>ILLEGAL!</b></p>	<p>Blair Ridge P.S. does not tolerate the use or abuse of alcohol, illegal drugs, and/or intoxicants and will respond accordingly as per Board Policy and Regulation.</p>
<p><b><u>10. Laser Pointers</u></b> I will not bring laser pointers onto school property at any time.</p>	<p>Laser pointers can permanently damage someone's eyes.</p>	<p>The DDSB has banned the use of laser pointers in its schools. If this item is confiscated, it will not be returned to a student—a parent will need to come to the school to collect it. According to the Code of Conduct, students who possess and/or use a laser pointer will be <b>suspended</b> from school.</p>
<p><b><u>11. Respect for Authority</u></b> I will follow the rules of the school and the expectations of my teachers in the classrooms, the hallways, the lunchroom, the yard, the school bus, and on the walk to and from school. I will also follow the rules and expectations in all situations outside school such as school trips and sports events where I am representing the school. I will use appropriate language, gestures, and behaviour at all times.</p>	<p>The Education Act gives teachers the right to impose certain requirements on me to be successful academically and socially. The teaching staff, secretaries, custodians and lunchroom supervisors all work hard to make my year happy and successful. They all deserve my courtesy and respect for what they do for me.</p>	<p>In accordance with our Progressive Discipline Model:</p> <ul style="list-style-type: none"> <li>• I will be given a reminder.</li> <li>• My teacher will counsel me and/or contact my parents informing them of concerns.</li> <li>• The Administration will discuss the problems and concerns with me. If the problem continues, my parents will be contacted and I may be suspended.</li> <li>• If I continue to oppose authority, I may be expelled.</li> </ul>

Expectations	Rationale/Reason	Consequences
<p><b><u>12. Respect for Property</u></b>            I will treat the school grounds, the building and everything in the school with the same respect I have for my own personal property.            I will use the garbage and recycling containers placed throughout the school and in the vicinity outside the school.            I will keep my locker and/or desk neat and tidy, free from graffiti and inappropriate photos or signs.            I will maintain a lock on my locker at all time to secure my items.            I will use the computer appropriately, following the DDSB Computer Use Agreement and my Digital License Agreement (pages 14 and 15).</p>	<p>The school is the property of the community.            Custodians maintain the school building, keep it in good repair and keep it tidy but are not responsible for cleaning up messes that I make deliberately.            Textbooks are the property of the school and are loaned to me to use during the school year.            Textbooks are very expensive and the cost keeps rising, so I need to be careful with them so they can be used by other students in the future.</p>	<p>I will be expected to clean up after myself if I litter.            If I damage, destroy, or lose school property, repayment could take the form of cost replacement or task-oriented service for recovery of lost items or damaged property.            If I misuse or abuse school property or services, including computers, I may be suspended.            If I do not maintain a lock on my locker, teachers reserve the right to remove locker privileges.</p>
<p><b><u>13. Appropriate Use of Technology</u></b>            The use of iPods, electronic devices, cell phones, and other electronic items are permitted only when instructed or approved by the teacher</p>	<p>Personal electronic devices that are used inappropriately during the school day are disruptive to the teacher and learning environment.            In keeping with the Freedom of Information and Privacy Act, unauthorized video or audio recording, the taking of photos, filming, or recording while at school or on school grounds for any purpose is not permitted unless approved by the school.            Posting any school-related photos, videos, or audio recordings in any social media sites at any time is also not permitted.</p>	<p>Students who do not abide by their Digital Citizenship agreement will experience the following progressive consequences:            Step 1: Loss of device for the day            Step 2: Loss of device until a parent can arrange to pick it up in person</p>
<p><b><u>14. Photos, Video and Audio Recording</u></b>            The taking of photos, filming or recording while at school or at a school-related activity, is prohibited unless approved by DDSB staff for educational purposes. In particular, filming and/or recording is strictly prohibited in washrooms and change rooms. This is not intended to prohibit sanctioned recording of activities at events open to the general public.</p>	<p>In keeping with the Education Act and the Protection of Privacy Act, unauthorized video or audio recording on school grounds for any purpose is prohibited.</p>	<p>As deemed appropriate by the Durham District School Board.</p>

## Section 5: Code of Conduct

All students must read the Code of Conduct with a parent/guardian and sign the Acknowledgement at the bottom of page 13 in this agenda.

### Suspension:

Suspension means that I am not allowed to attend school, or school events, for a period of time. As long as there is a direct link to the school, I can be suspended for any of the following whether I am on or off of school property .

***Suspension and a call to the police may occur if I:***

- A. Threaten to inflict serious bodily harm to someone
- B. Am in possession of illegal drugs
- C. Commit an act of vandalism causing extensive damage to school property on school premises

***I may also receive an immediate suspension if I:***

- D. Swear at a teacher or other person in authority
- E. Am in possession of alcohol
- F. Am under the influence of alcohol

### Expulsion:

An expulsion means that I am no longer allowed to return to my school.

***I may receive an expulsion and the police may be called if I:***

- A. Bring a weapon to school, including a gun or a knife
- B. Use a weapon to threaten or hurt another person
- C. Hit another person causing them to require treatment by a doctor, nurse, paramedic, or dentist
- D. Assault someone sexually
- E. Sell weapons or drugs at school
- F. Commit robbery
- G. Give alcohol to someone under the age of 19 years of age

***I may also be expelled from school for:***

- H. Threatening someone with either my words or my actions
- I. Using an object as a weapon
- J. Consistently behaving in a way that leads my Administration to believe that I am a physical or emotional danger to others in the school; or that my behaviour is harming the reputation of the school.

## Section 5: Code of Conduct Agreement

The Blair Ridge Code of Conduct was created to help our students ensure that our school is a safe and productive place to learn for everyone. It reflects the high expectations of an exemplary school, and its Mission Statement. The ideals and principles outlined reflect a safe school ideology and daily practice. Logical consequences and restitution are inherent features of its design and implementation.

### As a student at Blair Ridge Public School, I will:

- Review the Code of Conduct with my family so that we all understand the school expectations and procedures.
- Understand that school is a place that teaches me to be responsible, to be respectful, to be a good citizen and to excel academically. I have the right to be safe and to feel safe in my school community. However, I also need to be a law-abiding citizen and accept responsibility for my actions that put myself or others in danger.
- Understand that the Ontario Schools' Code of Conduct gives clear standards of behaviour for everyone involved in schools in Ontario including students, staff, parents, volunteers, and visitors. The standards apply on school property, on school buses, and at other school events or activities.
- Know that I am expected to practise the Character Attributes every day at Blair Ridge. Our Character Education Attributes categories allow students to show positive growth in the areas of:

<b>Teamwork</b>	<b>Responsibility</b>	<b>Respect</b>	<b>Perseverance</b>	<b>Optimism</b>
<b>Kindness</b>	<b>Integrity</b>	<b>Honesty</b>	<b>Empathy</b>	<b>Courage</b>

Pages 2 through 15 of this agenda outline the expected procedures and behaviours for students at Blair Ridge. It also outlines the reasons for the expected behaviours as well as the consequences if students do not meet the expectations. At Blair Ridge we are committed to the Durham District School Board's Progressive Discipline Model .

A progressive discipline approach provides a framework for accountability and for consistent progressive discipline. The progressive discipline approach also insists in communicating concerns, strategies, and consequences with parents.

It is important that parents are informed and involved at the different progressive stages. Parents are partners in dealing with your behaviour. As a student, you must understand the consequences in order to take responsibility and be accountable for your behaviour.

## Acknowledgement

***I have reviewed the contents of this agenda (pages 2-16) with my parent/guardian and understand that if I choose not to follow the Code of Conduct and other expectations outlined in these pages, there may be progressive consequences for my actions.***

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

## Section 6: Computer Use

*Excerpts from the Durham District School Board Procedure #3101*

### **Acceptable and Safe Use Procedure for Computer and Information Technology Facilities and Resources**

The Durham District School Board is pleased to provide you with access to a variety of computing technology. Computing technology in Durham is provided for educational purposes, not for public access.

I will review this procedure with my parent/guardian. Procedures and rules regarding the use of computing technology in Durham must be followed.

#### **Acceptable Use**

- I will use the computing technology as instructed by my teachers.
- I may use the Internet when a teacher is present or I have special permission to do so.
- I will only use computing technology facilities for recreational purposes when I have permission from my teacher.
- I will never use schools computing technology for Cyber-bullying, visiting unacceptable sites, and/or illegal activity.
- I may quote another person's work if I acknowledge it in a reference note.
- I will not download and sell materials which are owned by someone else.
- I will follow the school rules when using and downloading any files and software.
- I will keep my password secret and not misrepresent my identity.

#### **Safe Use**

I will never give out personal information about myself or others on the Internet without my teacher's instruction. This includes my last name, age, sex, home addresses, telephone numbers, pictures, videos, routes taken to school, parents' hours of work, etc.

- I will only use my first name if I am working with a project where I communicate with other people.
- I will inform my teacher immediately if I find materials and sites I should not see.
- I will inform my teacher immediately if I am ever uncomfortable or frightened on the Internet (because another user is not using acceptable behaviour).
- I will seek help from principals, teachers and parents when someone tries to Cyber-bully me.
- I will report Cyber-bullying to principals, teachers and parents.

#### **Appropriate Use**

- I will be polite. I will only use language that is acceptable in my school.
- I will send messages that contain words or information I would write on a classroom whiteboard.
- I will not use the computing technology in any way that will harm the system or another person's work.
- I will respect the privacy of others. I will not go into another person's private mail or files or post information about others on the internet without their consent.
- I will not access inappropriate websites while on school property. This includes games or websites which involve weapons, swearing, or are of a violent nature.

#### **Reliability**

- I understand that the teachers and technicians try to ensure that the computer and technology facilities work. However, I understand that the computer and technology facilities may be unavailable sometimes.
- I understand that information found on the Internet may be false, and I must learn to think critically and evaluate on-line information and their source(s).

#### **Abuse/Misuse of the System**

I understand that I must follow the rules and procedures in Appendix A and those given by my teacher. If I do not follow these rules, I may have my computer privileges taken away and have to visit the principal to review my actions. My actions are bound by my school's Student Code of Conduct.

## Section 7: Digital Citizenship

In an ever-changing digital age, we find ourselves preparing our students for a world that we ourselves are unable to imagine in terms of technological advances or the capacity for communication.

Blair Ridge uses a wide variety of technological advances including data projectors in all classrooms, a wireless network (WI-Fi) throughout the school, and teacher laptops for classroom instruction. All of these tools will help to make our students productive digital citizens. Our intermediate and grade six students will be embarking on a learning opportunity which will look at digital citizenship, on-line responsibility, legal issues that arise with technology, and a clear outline of the policies and expectations that we have for our students at Blair Ridge and at the Durham District School Board.

As student ownership of personal devices grows more common, an opportunity exists to use these devices to engage and educate. These powerful tools are potential “classrooms in a pocket” that students can use to access information, display creativity and demonstrate understanding. With the Ignite-BYOD wireless connection, these devices can be incorporated into the school day.

**Following the completion of our Digital Citizenship lessons, grade 6-8 students will be permitted to bring these devices to school when invited to by their teacher.**

### Ignite-BYOD Access

The Ignite-BYOD wireless access allows users to access the Internet with their laptop or other portable device. The Internet content passes through the Board filtering service which blocks inappropriate and social networking websites. The guest wireless does not allow access to school printers or network drives.

### Privacy

Respecting the privacy of others is a critical component of digital citizenship. Taking a picture of a class note or homework assignment may be permitted however, taking pictures or recording video of others without their permission is prohibited. **The use of recording devices in change rooms or washrooms is strictly prohibited at all times.**

### Expectations for Students

Students are invited to use their personal devices ***as directed by their teacher*** for educational purposes only. For example, use of the web browser on a cell phone to look up information for a class topic would be encouraged; but browsing unrelated websites for personal amusement would not. Students are expected to remain on-task while using their personal devices.

### Responsibility

The DDSB is not responsible for lost or stolen devices. Users should clearly identify their devices with labels, engraving, and in-device settings. Valuables should never be left in change rooms. Users are responsible for maintaining adequate virus protection on their devices.

**IMPORTANT:** Bringing personal devices to school is optional for students. Parents are not obligated to purchase a device for their child. Resources will be provided when required for learning tasks planned by the teachers.



## Section 8: Important Information About My Classroom

Allergies	Gym Days
Along with no peanuts or tree nuts, we cannot have the following products in our classroom:	
Library Days	Schedules
Other:	