



## School District 83 Permission Forms Information

In an effort to “be green” and to save you time, the following forms have been posted on **Parent Connect** for you to review and authorize. All forms should be reviewed and responded to by your child’s parent/guardian by **September 17**.

To access Parent Connect, go to the Hillcrest website ([www.hil.sd83.bc.ca](http://www.hil.sd83.bc.ca)) and choose “Parent Connect” under the “Parents” tab. For those needing additional assistance an instruction document is also located on the sign in site.

*Notes:*

- You must have up to date browser in order for Parent Connect to function properly.
- If you cannot remember your password for Parent Connect click on the “Forgot my Password” link and a new password will be emailed to you.
- If you are having trouble logging in it may be because email address is out of date. If that is the case, please contact the office for assistance.

**INSTRUCTIONS:**

1. Log into Parent Connect
2. In the “FORMS” section on the right side of the page, read each form and select the appropriate response. (use the “PREVIOUS” “NEXT” links to see all forms)
3. CLICK SAVE (located below the “FORMS” box)

COMPLETE

**Personal Information Consent Form**

In accordance with the *BC Freedom of Information and Protection of Privacy Act*, the Board of Education of School District No. 83 is seeking your consent to collect, retain, use and disclose photographs, videos, images and/or names of students and groups of students in a variety of publications and on the School District’s website(s) for educational purposes (i.e. yearbooks, newsletters, class blogs etc.). This permission is required annually.

**Outside Media In Schools**

Media (including radio, television, newspapers, and other print and online media) are sometimes permitted or invited to come to the school or to school activities and allowed to take photos/video or conduct interviews with students, for the purposes of promoting public understanding of school programs, building public support for public education, and encouraging student achievement. This permission is required annually.

**myBluePrint Internet Consent**

As we move towards full integration of the Ministry of Education’s New Curriculum, we are looking for tools to better support student learning. The myBluePrint platform has a version called All About Me designed for K-6 students and version for grade 7-12 students called Education Planner. Both versions have planning tools and an e-portfolio in a digital environment. The servers are located in Canada; however, we are still collecting permission from parents to use the program. Alternate activities will be supported if permission is not granted. This permission is required once per school.

**Parent Network Consent (WiFi Access for Personal Devices)**

Schools are now equipped with wireless networks to facilitate more flexible access to learning resources. Students must agree to the terms and conditions of the “Digital Citizenship” regulation #3000 before being granted permission at the school level. This permission is required annually.

**Walking Field Trips Permission**

During the school year, teachers may take students for excursions in and around our neighborhood. The teacher will provide supervision on these neighborhood trips, with the assistance of parent volunteers, as required. When longer trips involving travel outside our local area are planned, you will be informed in writing and will be asked to sign a separate permission slip for each trip. This permission is required once per school.

**District Cloud Services Consent (Office 365/G Suite)**

School District No. 83 is always looking for ways to support learning in the classroom. As we move through the information age Internet-based tools are being developed and used to create and share learning and to build a lifelong digital portfolio. The District has identified two tools (Office365 and Gsuite) that will require a personal account to be created for your child using their first name, last name, birth year and the school that they are attending. Your consent to your child's use of Office365 and Gsuite is required by British Columbia's Freedom of Information and Protection of Privacy Act (FOIPPA). This permission is required once per school.

**IN ADDITION TO THE ABOVE, PLEASE ALSO REVIEW AND VERIFY YOUR DEMOGRAPHIC INFORMATION ON PARENT CONNECT BY FOLLOWING THE INSTRUCTIONS BELOW.**

**Complete the Verification of Demographic Information**

It is important that you take a moment to review your demographic information on Parent Connect. Update, as necessary, your cell phone number(s), email address(es) and emergency contacts. If you have a change to your home address and/or home(main) phone number, please call the school, or send a note to the office.

- a) Once you have logged in, click on the "Reports" tab and select "Info Form (ELEM)".
- b) Open the report (.pdf) and carefully review it to determine any information that needs to be updated.
- c) Click on the "Profile" tab and select "Basic Demographics" to update information about any of the guardians listed.
- d) Click the "Edit" button to the left of a guardian to update their information. Click on the "Save" button when done.
- e) When you are finished updating all of the demographic information on the "Basic" page, click on the "Forms" tab to return to the Bulletin Board.
- f) To indicate that you have completed the Verification of Demographic Information process, select your response to the right of the web form called "Verification Form".

**Complete Canadian Anti-Spam Form (CASL)**

As a result, Canada's Anti-Spam Legislation (CASL), our school must now obtain your specific consent to be able to send you newsletters, announcements, and other electronic messages which may contain advertising or promotions including requests for field trips, fundraising, yearbooks, student pictures, dance tickets, or other similar events and offers. Follow the instructions below if you wish to receive this type of communication. This permission is required once per school.

- a) Click on the "Profile Tab" tab and Select "Basic Demographics".
- b) Click the "Edit" button for the guardian email address you would like to approve for School District 83 email messages. The detailed demographic info will appear on the right of the guardian list.
- c) Select "Yes" in the "Consent to Commercial Email" checkbox and click "Save".