

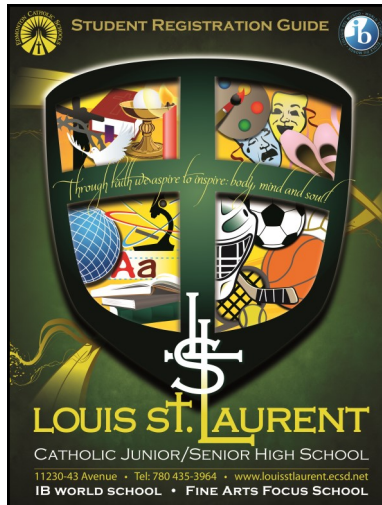
**NAME:** \_\_\_\_\_

**Registering for Grade:** \_\_\_\_\_

**Coming From:** \_\_\_\_\_

# LOUIS ST. LAURENT SCHOOL

## 2019 - 2020



*Please attach a copy of:*

*Citizenship Docs ex: Birth Certificate, PR Confirmation, etc.*

*Latest Report Card*

*Baptismal Certificate (if Catholic)*

*Proof of Address*

*Accepted* \_\_\_\_\_ *Notified* \_\_\_\_\_

**Through faith....We aspire to inspire: body, mind and soul**

*[www.louisstlaurent.ecsd.net](http://www.louisstlaurent.ecsd.net)*



# Student Registration

## 2019-2020 School Year

School: <input style="width:90%;" type="text"/>	Registering for Grade: <input style="width:80%;" type="text"/>	Date of Registration: <table border="1" style="display:inline-table; border-collapse: collapse;"> <tr> <td style="width:30%; text-align:center;">Month</td> <td style="width:30%; text-align:center;">Day</td> <td style="width:40%; text-align:center;">Year</td> </tr> <tr> <td><input style="width:95%;" type="text"/></td> <td><input style="width:95%;" type="text"/></td> <td><input style="width:95%;" type="text"/></td> </tr> </table>	Month	Day	Year	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>												
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**Edmonton Catholic Schools Student Registration:** Please read this information before completing the registration form: This registration form is a legal document. Before a student can be registered by a school, this form must be completed in its entirety and signed by the parent or legal guardian, or by a student in the case of an Independent Student.

### Notice to Parent or Guardian of Religious Permeation

The *Alberta Human Rights Act* requires Edmonton Catholic Schools to give notice to a parent or guardian when courses of study, educational programs, institutional materials, instruction or exercises include subject matter that deals primarily and explicitly with religion.

The essential purpose of our schools is to fully permeate Catholic theology, philosophy, practices and beliefs, the principles of the Gospel and teachings of the Catholic Church, in all aspects of school life, including in the curriculum of every subject taught, both in and outside of formal religion classes, celebrations and exercises. Every course of study and education program, all institutional materials, instruction and exercises will at all times include subject matter that deals primarily and explicitly with religion.

**Information for Sacramental Preparation:** Is your child a baptized Catholic?  Yes  No Has your child been confirmed?  Yes  No  
 Has your child received First Communion?  Yes  No To assist our Catholic parishes with sacramental preparation, do you consent to the District sharing your child's sacramental preparation information with the school's local Catholic parish?  Yes  No

**If Religion is other than the Catholic faith, please sign the following acknowledgement:**  
 I hereby acknowledge and accept the values and philosophy of a Catholic school and that my child will participate in the prayer life, church and church related activities, religious courses, instruction and exercises in which Catholic ethical and moral standards are taught. Additionally, I am aware that my child is being admitted to this school as a non-resident student, and because of this, the District accepts the responsibility for my child's education until they voluntarily withdraw, or is expelled from the District. If my child is being registered in kindergarten, I also acknowledge that registration to grade one will be subject to availability of space and resources.

**Parent/Guardian/Independent Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Legal Verification** – a student must be registered with a copy of a legal document that provides proof of the student's legal name, age, citizenship or immigration status. Any of the following documents are acceptable to copy: birth certificate, adoption papers, change of name certificates, permanent resident card or document, student study permit, parent work permit, parent study permit, or other Immigration Refugee Citizenship Canada document.  
 Write the student's legal surname (last name) and given names below. These are the names on the student's birth certificate, adoption papers or other legal documents listed above. If the student uses a different first or last name, there is space at the end of this section (preferred names).

### Staff require proof of address before registration can proceed.

Student Legal Last Name: _____	Student Legal First Name: _____	Student Legal Middle Name(s): _____
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified	Birth Date: _____ <small>Month / Day / Year</small>	Student Birth Country: _____
Home Address: _____	Mailing Address: _____	
City: _____	Province: _____	Postal Code: _____
Home Phone: _____	Unlisted <input type="checkbox"/>	Student Cell Phone: _____
Student Email (Optional): _____		
Also known as (Preferred) last name: _____		Also known as (Preferred) first name: _____
Religion: <input type="checkbox"/> Catholic <input type="checkbox"/> Other	Parish: _____	

### School History

Please indicate if the student has ever been registered in Edmonton Catholic Schools:

Yes - Name of the last Edmonton Catholic School attended: \_\_\_\_\_

No - Name, address, city, and country of the last school attended: \_\_\_\_\_

**Citizenship or Immigration Status** (Please provide the school with supporting documentation as required)

Office Use Only

Supporting documents are  
in student file 

Student Citizenship Documentation: <input checked="" type="checkbox"/>	Expiry Date
(1) Canadian Citizen (if passport provided, please enter an expiry date)	Month   Day   Year
(2) Permanent Resident	Month   Day   Year
(5) Temporary Resident - International Fee-Paying Student	Month   Day   Year
(6) Child of a Canadian Citizen	n/a
(7) Child of a Resident	Month   Day   Year
(9) Step-Child of a Canadian	n/a
(9) Step-Child of a Temporary Foreign Worker	Month   Day   Year

**English as a Second Language (ESL) information** (ESL students can be Canadian-born or Foreign-born)My child is:  Canadian Born |  Foreign Born - Birth Country: \_\_\_\_\_ Date of arrival in Canada: Month | Day | Year

Student's first language: \_\_\_\_\_

Student's primary home language: \_\_\_\_\_

**Medical Information** (Optional)

You do not have to provide information about medical concerns, but the information could be crucial to the well-being of the student. Are there any serious medical conditions you would like the school to be aware of that affect the student? Please indicate below:

 Diabetes  Epilepsy  Allergies  Hemophilia  Heart Condition  Asthma  Other (please specify)

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

**Parent or Guardian Information**The *School Act* defines a parent as a legal guardian of the child. Please identify the legal guardians of the child being enrolled. If there are questions as to whether an individual is a parent or guardian pursuant to the legal definitions, please contact the school principal for assistance.

With respect to each parent/guardian, please indicate whether the parent/guardian is Catholic. Residency of a student in the District is, in certain circumstances, based upon the faith of the parent/guardian.

**Parent 1 Information**  Mother  Guardian  Child resides with this person  Parent is responsible for student  
 Relationship to Student:  Father  Other (Please specify): \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Contact information of this Parent or Guardian (if different from student):

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Religious Declaration:  Catholic  Other
**Parent 2 Information**  Mother  Guardian  Child resides with this person  Parent is responsible for student  
 Relationship to Student:  Father  Other (Please specify): \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Contact information of this Parent or Guardian (if different from student):

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Religious Declaration:  Catholic  Other**Transportation**Bus Type:  YBS  ETS  NO

Bus Payment: \_\_\_\_\_

Coding: \_\_\_\_\_ Kindergarten Preference  AM  PM

Office Use Only

## Guardianship, Custody or Access Rights

Guardian(s) of the student must be identified to ensure each party's rights are respected. If an order exists affecting guardianship rights or custody or access rights, a copy of the order will be required to be placed in the student record. In rare instances a child may be designated as 'protected' if a court issues a restraining order.

Please indicate if any such document(s) exists  No  Yes → A copy is in the student file and is of the following type of legal documentation:  
 Access and/or Custody  Parenting  Guardianship  Protection

## Emergency Contact

An "emergency contact person" is someone other than the student's parent(s) or guardian(s).

Name of Emergency Contact #1: \_\_\_\_\_ Relationship: \_\_\_\_\_

Day Telephone: \_\_\_\_\_ Address: \_\_\_\_\_

Name of Emergency Contact #2: \_\_\_\_\_ Relationship: \_\_\_\_\_

Day Telephone: \_\_\_\_\_ Address: \_\_\_\_\_

## Sibling Information (Optional)

Note: The provision of sibling information is optional and is collected for communication and planning purposes.

Do you have other children currently attending or who will be attending this District?  Yes (please list)  No

Name:	Age:	Name:	Age:
Name:	Age:	Name:	Age:

## Independent Student Status

The *School Act* defines an independent student as someone who is: **(i)** 18 years of age or older, **or (ii)** 16 years of age or older, **and (a)** who is living independently, or, **(b)** who is a party to an agreement under 57.2 of the *Child, Youth and Family Enhancement Act*.

Are you claiming status as an "Independent Student" under the definition of the *School Act*?  Yes  No

## Francophone Education Eligibility Declaration

Pursuant to Section 23 of the *Canadian Charter of Rights and Freedoms* - Citizens of Canada:

- whose first language learned and still understood is French; or
- who have received their primary school instruction in Canada in French have the right to have their children receive primary and secondary instruction in French; or
- of whom any child has received or is receiving primary or secondary school instruction in French in Canada, have the right to have all their children receive primary and secondary school instruction in the same language.

In Alberta, parents can only exercise this right by enrolling their child in a French first language (Francophone) program offered by a Francophone regional school authority.

A. According to the criteria above, are you eligible to have your child receive a French first language (Francophone) education?

Yes  No  Do not know

B. If yes, do you wish to exercise your right to have your child receive a French first language (Francophone) education?

Yes  No

If you claim an entitlement to a Francophone education under these terms, Edmonton Catholic Schools may be required to release personal information provided on this form to the local Francophone regional school authority education board upon written request of that jurisdiction.

## If you wish to declare the student is Aboriginal, please select one:

First Nation (status)  First Nation (non-status)  Métis  Inuit

For further information, please refer to: [www.education.alberta.ca/system-supports/results-reporting](http://www.education.alberta.ca/system-supports/results-reporting) or contact Alberta Education at (780) 427-8501.

If you have questions regarding the collection of student information by the school board, please contact the School Board Superintendent at (780) 441-6000.

## Student Responsible Use Agreement

As a condition of using the Edmonton Catholic Schools network resources, I understand that access to District information resources including access to the internet is a privilege and agree to abide by the policies and regulations identified in the [Student Responsible Use Agreement](#). Please provide your signed form to the school along with this Registration form.

## Collecting, Using and Disclosing Personal Information

In accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act*, and as outlined in the District's Administrative Procedures, Edmonton Catholic Schools is authorized and required under the provisions of the *School Act* and its regulations to collect, use, and disclose personal information when that information relates directly to and is necessary for providing educational programming and ensuring student and staff safety. **Please note that consent is not required for these purposes.**

When Edmonton Catholic Schools uses, and/or discloses personal information for reasons not directly related to delivering educational programming or ensuring student and staff safety, written consent is required. For more information on how Edmonton Catholic Schools handles your or your child's personal information, please refer to [Administrative Procedures 180](#) and/or speak with your school principal.

## Consent for Use of Student Information

Edmonton Catholic Schools is requesting your permission for the following uses of your child's personal information. Please note that consent is not a requirement. You may choose whether or not to grant your consent. Once given, consent can be given or revoked prior to any such use or disclosure by notifying the school principal in writing.

Please respond **Yes** or **No** to each (response to each section required).

### FOR USE BY THE DISTRICT

I hereby give Edmonton Catholic Schools permission to use, post, publish or copyright the written work, creative work and/or personal information (e.g. first name, last name, grade, photograph, audio-visual recordings) of my child to any public websites, social media accounts, or publications **owned or operated by the District** for the purposes of highlighting individual achievements and promoting District activities. Yes  No

### FOR USE BY OUTSIDE ORGANIZATIONS

I hereby give Edmonton Catholic Schools permission to permit the media and other outside organizations to photograph, make audio-visual recordings and/or interview my child while under the supervision of Edmonton Catholic Schools. I acknowledge that Edmonton Catholic Schools cannot control the further distribution of these photographs, recordings or interviews once they have occurred. Yes  No

## Consent to Communicate Through Electronic Means

Edmonton Catholic Schools requires your consent to use email as an option for communicating school or general District information. We will keep you informed and up-to-date on the latest school and District information, events and announcements through electronic communications such as emails and newsletters from your child's school and/or the Edmonton Catholic School District. However, some of these communications may include information about offers, advertisements or promotions related to school activities such as yearbooks, fieldtrips, lunch programs, photos, or similar related school activities. Consent is required to receive these types of communications.

If you choose not to consent, you will only receive attendance messages and emergency messages.

I consent to receive all electronic communication from the Edmonton Catholic School District. Yes  No

## Collection and Use of Personal Information Notification

The personal information collected on this form is part of the District registration process and is authorized under the provisions of the *School Act* and its regulations and under Section 33(c) of the *FOIP Act*. Unless otherwise stated, personal information collected during the registration process and during the course of the school year will be used to provide an educational program and ensure a safe and secure school environment. Questions regarding this collection should be directed to the school principal.

## Declaration by Parent, Legal Guardian, or Independent Student

The information provided in this document is true, correct and complete. I have identified **all parents and legal guardians** for this student. The individuals identified in the "parent or guardian" sections have the right to view student information and make educational decisions for this child, unless otherwise indicated here and supported with legal documentation.

Further, I recognize that it is my responsibility to notify my child's school should the above information change.

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

A copy of any child/student/parent/guardian identification documentation must be placed in the Student Record. Documents below will be accepted in the event of an enrolment audit. If a child's/student's document does not prove right of access to education in Alberta, a parent document is required as well.

### LEGAL STUDENT IDENTIFICATION DOCUMENT [Select applicable documents]

Student Documents	Expiry Date
<b>Canadian Citizenship Documents</b>	
Canadian Birth Certificate	n/a
Canadian Citizenship Document	n/a
Alberta Adoption Document	n/a
Canadian Passport	Month   Day   Year
Treaty Card	Month   Day   Year
<b>Permanent Resident Documents</b>	
Birth Certificate	n/a
Permanent Resident Card	Month   Day   Year
Confirmation of Permanent Residence	n/a
<b>Temporary Resident Documents</b>	
Study Permit	Month   Day   Year
Refugee Protection Claimant Document	Month   Day   Year
<b>Religious Declaration</b>	
Baptismal Certificate	n/a
<b>Guardianship, Custody or Access Rights</b>	
Guardianship/Custody/Access/Parenting/Protection - Court Order	Month   Day   Year

Parent/Guardian Documents - A parent document is ONLY required if the child document does not prove right of access to education in Alberta.	Expiry Date
<b>Canadian Citizenship Documents</b>	
Canadian Birth Certificate	n/a
Canadian Citizenship Document	n/a
Canadian Passport	Month   Day   Year
<b>Permanent Resident Documents</b>	
Permanent Resident Card	Month   Day   Year
Confirmation of Permanent Residence	n/a
<b>Temporary Resident Documents</b>	
Study Permit	Month   Day   Year
Work Permit	Month   Day   Year
Refugee Protection Claimant Document	Month   Day   Year
<b>Religious Declaration</b>	
Baptismal Certificate	n/a

### Office Use Only

#### Address Verification

More than one document may be required.

Select applicable documents:

(Address verification documents are NOT part of the student record.) Do not retain at the school.

<input type="checkbox"/>	Operator's License
<input type="checkbox"/>	Utility Bill
<input type="checkbox"/>	Lease Agreement
<input type="checkbox"/>	Property Tax Bill
<input type="checkbox"/>	Other:



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

## Edmonton Catholic School District INFORMATION RESOURCES RESPONSIBLE USE AGREEMENT

All students granted access to Edmonton Catholic School District Information Resources must follow the acceptable use rules below:

<b>General</b>	<ul style="list-style-type: none"> <li>Edmonton Catholic School District information resources are provided for the express purpose of supporting student learning in a 21<sup>st</sup> century Catholic learning environment.</li> <li>Students are provided with District approved accounts to access Office 365 and a subset of Google G-Suite services in support of their instructional needs.</li> <li>Edmonton Catholic School District information resources must not be used to engage in acts that are contrary to the mission and purposes of the District, to intimidate or harass, degrade performance, deprive access to a district resource, obtain extra resources beyond those allocated, or to circumvent computer security measures.</li> <li>Obscene or inappropriate materials must not be intentionally accessed, created, stored or transmitted.</li> <li>Access to questionable material for the purpose of academic research requires the written approval of a teacher or principal.</li> <li>Misuse of technology may result in student access being suspended at any time at the discretion of the principal or the Department of Information and Infrastructure Technology Services.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>Any data stored on servers outside of Edmonton Catholic Schools, such as Google Suite for Education, should <b>not</b> be considered as private or confidential as it could be accessed by others according to the laws of the host country (where the files are stored). For example, if the files are stored on a server in the United States, they may be legally subject to government review upon request; therefore, confidential or private information should <b>not</b> be stored on these web-based services.</li> </ul>
<b>Virus Protection</b>	<ul style="list-style-type: none"> <li>All personally owned digital devices connecting to the Edmonton Catholic School District network must run current virus protection software. Computers found to be infected with a virus or other malicious code will be disconnected from the Edmonton Catholic School District network until deemed safe by the Information and Infrastructure Technology Services Department.</li> </ul>
<b>Electronic Mail</b>	<ul style="list-style-type: none"> <li>Delivery of electronic mail is not guaranteed.</li> <li>Electronic mail is <b>neither</b> private nor confidential.</li> </ul>
<b>Confidential or Protected Information</b>	<ul style="list-style-type: none"> <li>All <b>confidential or private</b> student information transmitted over external networks shall be encrypted. This information shall not be sent or forwarded through non-district email accounts provided by other Internet Service Providers and shall not be knowingly transmitted via wireless networks to or from a portable computing device unless approved wireless transmission protocols and security techniques are utilized.</li> <li>Edmonton Catholic Schools does <b>not</b> guarantee the privacy of email or of any other data that is stored on external servers such as Office365</li> <li>Edmonton Catholic Schools does not necessarily provide backups of student files especially if their files are stored on a local drive or with an external storage provider. Students should take responsibility to make backup copies of their important files to their own storage devices.</li> </ul>
<b>Incidental Use of Information Resources</b>	<ul style="list-style-type: none"> <li>Incidental personal use of electronic mail and Internet access is permitted but it must not interfere with normal performance of a student's duties, must not result in direct costs to Edmonton Catholic School District, and must not expose the District to unnecessary risks.</li> <li>Non-school related information should not be stored on District network file servers.</li> <li>Any files, messages or documents residing on Edmonton Catholic School District computers may be subject to public information requests and may be accessed by the District. Therefore, a District email account should not be used for personal email correspondence that is confidential in nature.</li> </ul>
<b>Internet Use</b>	<ul style="list-style-type: none"> <li>Software for browsing the Internet is provided to authorized users for educational and research purposes.</li> <li>Due to network maintenance and performance monitoring and to ensure compliance with applicable laws and policies, all user activity may be subject to logging and review.</li> <li>Email or postings by students to news groups, social media, "chat rooms" or "listservs" must not give the impression that they are representing, giving opinions, or making statements on behalf of Edmonton Catholic School District, unless authorized. Students should use a disclaimer stating that the opinions expressed are their own and not necessarily those of Edmonton Catholic School District.</li> </ul>



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

<b>Personally Owned Digital Devices</b>	<ul style="list-style-type: none"> <li>• All computers and personally owned devices using Edmonton Catholic School District Information Resources shall be password protected to protect against unauthorized access to District Information Resources.</li> <li>• If it is determined that required security related software is not installed on a personal computer or that the computer has a virus or in some way endangers the security of the Edmonton Catholic School District Information Resources, the account and/or network connection will be disabled. Access will be re-established once the student can demonstrate to Information and Infrastructure Technology Services that the computer or device is safe.</li> <li>• Special care shall be taken to protect information stored on laptops or any personally owned devices and in protecting such devices from theft.</li> <li>• Student owned devices in class may only be used with teacher permission in accordance with the school's conduct policy.</li> <li>• Students are responsible to service their own devices as required. Edmonton Catholic Schools will only support the connection to the network and its related services.</li> <li>• The District is not responsible for the loss, theft or damage of a student owned device.</li> <li>• District personnel may access student personal digital devices if there is reasonable grounds to believe that there has been a breach of school rules or policies and that a search of the device would reveal evidence of that breach. This may include but is not limited to audio and video recordings, photographs taken on school property that violated the privacy of others or is related to bullying.</li> </ul>
<b>Passwords</b>	<ul style="list-style-type: none"> <li>• Every student account password, any personal identification numbers (PIN), security token or any other similar information or device used for identification and authorization purposes must not be shared. Each student is responsible for all activities conducted using his or her account(s).</li> <li>• Users should not circumvent password entry through use of auto logon, application "remember password" features, embedded scripts or hard-coded passwords in client software.</li> </ul>
<b>Cloud Services</b>	<ul style="list-style-type: none"> <li>• Edmonton Catholic Schools uses cloud services such as Office 365 to enhance student learning opportunities and support classroom activities.</li> <li>• Edmonton Catholic Schools uses cloud services to enable students to communicate and collaborate.</li> </ul>
<b>Security</b>	<ul style="list-style-type: none"> <li>• Security programs or utilities that reveal or exploit weaknesses in the security of a system or that reveal data by circumventing established authorization procedures and systems must not be downloaded and/or used. For example, the use of password cracking programs, packet sniffers, or port scanners on district networks is <b><u>not</u></b> permitted.</li> <li>• Users must report any identified weaknesses in Edmonton Catholic School District computer security and any incidents of possible misuse or violation of this agreement to a teacher or Principal.</li> <li>• Where technically feasible, all laptops or other personal digital devices should be secured with a password-protected screensaver for personal protection.</li> </ul>

### User Acknowledgment

I acknowledge that I have received and read the Edmonton Catholic School District Information Resources Responsible Use Agreement. I understand that I must comply with the agreement when accessing and using information resources and my failure to comply with the agreement may result in appropriate disciplinary action and/or action by law enforcement authorities.

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

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

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

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

(required for students below the age of majority)