PROCEDURE   **STUDENT DIGITAL PUBLISHING GUIDELINES**

SECTION C – GENERAL SCHOOL ADMINISTRATION

Cross Reference: **Date:** April 2012
Policy CNAA – Protection of Student Information
Policy CNB – Freedom of Information and Protection of Privacy
Policy IFCL - Digital Citizenship

PURPOSE

To describe the steps required of teachers before engaging students in online publishing activities.

PROCEDURE

1. **Rocky View Schools' Responsible Use Agreement**
   Annually, have all students complete Rocky View Schools' Responsible User Agreement (RUA) signed and on file.
   http://www.rockyview.ab.ca/forms_and_templates/formstemplates/technology_services/TS04_responsibleuseagreement_student-staff.pdf
   Ensure consent forms are kept on file at the school.

2. **Engage Students in a Digital Citizenship Training Module**
   Ensure students are digitally literate by having them complete (RVS' recommended):

   Elementary/Middle
   Passport to the Internet http://www.rockyview.ab.ca/parents/websafety
   My World modules http://www.rockyview.ab.ca/parents/websafety

   High School
   Digital Citizenship http://www.digitalcitizenship.net/Nine_Elements.html

3. **Adherence to Freedom of Information and Protection of Privacy Act**
   Ensure students are aware that they are to protect their identity, making use of non-identifying usernames and making no school or geographic location references. Further recommend they use an "avatar" for profile picture.

4. **Parental Consent for Publishing Student Image/Work to Internet**
   Gain parental consent to publish student images/work on the Internet through Form FP 012 Annual Consent for Use of Student Images on the Internet.

5. **Parental Consent for Use of Emerging Technologies**
   Gain parental consent to publish student images/work on the Internet using technologies not supported by RVS using Form FP014 Consent For Use of Emerging Technologies.

6. **Copyright and Fair Use**
   Ensure students understand that their work must comply with "Copyright and Fair Use" laws, which state:
   - if your work contains other's work, permission must be granted, a copy of permission must be kept on file and work must be properly cited. Information on citing works - http://www.collectionscanada.gc.ca/education/008-1020-e.html#f

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~"other's work" refers to written documents, multimedia work, music, or videos that is not entirely created by you. (remixed, mashed up work does require permission from original artist/author)

- Complete information on proper citation can be found at: http://www.accesscopyright.ca/educators/copying-guidelines-for-elementary-and-secondary-schools/