

C.R. GUMMOW
PUBLIC SCHOOL



STUDENT HANDBOOK

2016-2017

C.R. GUMMOW PUBLIC SCHOOL
STUDENT HANDBOOK

Dear Students:

Welcome to C.R. Gummow Public School. As students at our school you have become part of an educational community which includes students, parents, school staff and community members. Together we will help you to achieve the goals set out in our school mission statement and achieve your own best potential.

You will be successful if you always try your best, ask for help when you need it and treat others and the school environment in a respectful manner.

We want your experience at C.R. Gummow to be full of positive experiences and pleasant memories.

Mary Ellen French
Principal

Greg Sumi
Vice-Principal

C.R. GUMMOW PUBLIC SCHOOL
MISSION STATEMENT

C.R. Gummow Public School will provide a safe, caring, friendly learning environment. Learning opportunities will be presented in both English and French, to enable students to develop academic, social and leisure skills. These opportunities will recognize individual differences and needs and will be offered by a dedicated staff, in co-operation with the community, to prepare students to change, to reach, to grow - pour changer, renouveler, grandir !

MISSION DE L'ÉCOLE

L'École C.R. Gummow School assurera un environnement pédagogique sécuritaire et amical. Les opportunités d'apprentissage seront offertes en français et en anglais afin de permettre aux étudiants de développer leurs habiletés académiques, sociales et artistiques. Ces opportunités répondront aux différences individuelles ainsi qu'aux besoins de chacun et seront assurées par un personnel dévoué en collaboration avec la communauté afin de rendre les élèves aptes à changer, se renouveler et grandir - to change, to reach, to grow!

STAFF

M. French	Principal
G. Sumi	Vice-Principal
M. Pedretti	Teacher Librarian
M. Whitney	Teacher Librarian
L. Toms	Core French
M. Robinson	Music
TBA	Special Education
D. Marcon	Special Education
C. Burchart/M.Cabardos	JK
L. Barnes/M.Harding	JK/SK
J.Chapman/ECE	JK/SK
J. Diminie/ECE	SK FI
J. Pepper/ C.Lumb	SK FI
D. Plaskon	1 FI
A. Wrightly	1 FI
J. Smythe	1/2 FI
K. Hansen	1
J. Brown	2
D. Foster	2 FI
P. Corsi	2 FI
A. Holden	3
A. Emerson	3
J. van Draanen	3 FI
K. Scanlon	2/3 FI
C. van der Meulen	3/4 FI
M. Chaput	4 FI
K. Ross	4/5
C. Cleverdon	4/5 FI
M. MacDonald	5/6 FI

J. Bruce	5/6
S. McDermott	6 FI
D. Renner	6/7
T. Allan-Evans	6/7 FI
A. Reid	8
D. Carrigan	7/8 FI
P. Perkin	7/8
S. Cohen	8 FI
L. Pineau	Jr. Gifted
E. Oxland	Int. Gifted
J. McCrae	Prep Time
H. Cole	Prep Time
S. Haukioja	Prep Time
B. Trites	Prep Time
S. Koene	Prep Time
K. Lebel	Prep Time
K. Linkie/K. Scott/	Secretaries
G. Campbell	
J. Wood	Head Custodian
B. Hepburn	CYW
C. Divenanzo	CYW
E. Immel	EA
M. Knapper	EA
L. Foxhall	EA

FIND THE ANSWERS TO YOUR QUESTIONS

Children who move into a new school area are often quite concerned. Some questions they might worry about are listed on this page. If you would like answers to these questions, read on.

- Agendas and Notebooks
- School Hours
- Being Successful
- Progress Reports
- Absences and Lates
- Visitors and Volunteers
- School Supplies
- Shoes
- Lunch
- Physical Education Dress
- Lost and Found
- To and Fro
- Opening Exercises
- Assemblies
- Phones/PEDs
- Changing Transportation Arrangements
- Medication
- Fire Drills
- Before and After School Care
- Extra-Curricular Activities
- Lockers
- Dress Code
- Bus Safety
- Peer Assistants and Peer Helpers
- Parent Volunteers and Co-op Students

- Newsletters
- Code of Behaviour
- Bullying
- School Council
- Breakfast Program
- Community Organizations
- Music
- One More Word

ABOUT OUR SCHOOL

We are starting our second full year in our new building which opened in March 2015. C.R. Gummow is a school of approximately 700 students and 60 staff, all under one roof. It is a busy place, and we continue to focus this year on being one healthy and positive community.

With the help of School Council, School Board and the community, we will continue to develop our playground and facilities.

We have the services of a teacher librarian, special education resource teachers, teachers of the gifted, music teacher, core French teacher, several educational assistants, child youth workers and 5 Early Childhood Educators. As well, there are board resource teachers and other specialists who are available to the children of our school. Our three custodians are kept busy daily, cleaning the school.

Our three secretaries are always available to help and are valuable members of the staff.

SCHOOL HOURS

C.R. Gummow PS has early school hours and runs on a balanced day . Morning supervision begins at 8:05 am. School begins at 8:20 a.m. and ends at 2:40 p.m. The first nutrition break is from 10:00-

10:40 and the second from 12:20 - 1:00 p.m. For hot lunch the second break is the designated lunch time. Students may be asked to remain after school to complete work or take part in extra-curricular activities.

ABSENCES AND LATES

Student absence is reported to the office each morning and afternoon and phone calls to home are made to verify a student's absence. If you know in advance that your child will be absent or late, *please call the school (905-372-9752)* and speak to the secretary or leave a message on the answering machine, or send a note to our child's teacher. Students who are late need to sign in at the office.

Habitual absence or lateness is brought to the attention of the principal and/or vice-principal.

OPENING EXERCISES

Opening exercises are conducted on the P.A. system each morning. This includes O' Canada, a moment of silence and school announcements.

SCHOOL SUPPLIES

Most supplies are provided by the school. As well, there are supplies which students should supply themselves. For the junior and intermediate students

a list went home in June. Primary students will occasionally be asked to bring in specific supplies by their teachers. The many textbooks and library books that you will be given are loaned to you free of charge as long as you will take good care of them. If you lose or damage a book, **YOU WILL BE ASKED TO PAY FOR IT.** If such a book is damaged by an unavoidable accident, notify your teacher immediately. Lost books are easily returned if your name is written in the appropriate place inside the front cover.

For intermediate students notebooks and duotangs will be used in place of binders. Students are expected to have a notebook or duotang for each subject.

SHOES

A pair of shoes are to be kept at school to be worn inside. A pair of running shoes could double as gym shoes. This helps to keep the school clean and keeps feet safe during fire drills.

BREAKFAST PROGRAM

A nutritious breakfast program will run every day in both the front foyer from 8:05 - 8:20 a.m. for students who wish to participate.

LUNCH

Lunch is eaten in classrooms. Students are supervised by teachers and assisted by peer helpers. For safety reasons students remain at their desks during lunch and must have permission to leave the room. Students regularly eat lunch at school and are expected to remain on school grounds during the entire lunch period. **Students are only allowed to leave at lunch time if accompanied by parent or guardian .** Milk and hot lunch programs are available to be ordered on a monthly basis, which conforms to guidelines around nutrition as laid out in board policy. Order forms are sent home. Pizza is available on Fridays with other selections such as subs, chicken or pasta available on Wednesdays.

LIFE THREATENING ALLERGIES

There are a number of students at our school who suffer from life threatening allergies to peanuts, nuts and nut product. As all our students access all of our school, we ask that **no peanut or nut products** are brought into our school. Please check food product labels to ensure the food is nut free. We also ask all school community members to not wear or spray scents or perfumes to prevent allergic reactions.

SCHOOL SAFETY

Our school participates in the Safe Welcome program with funding from the Ministry of Education. This security system means that the doors of the school are kept locked. There is a camera and intercom connected to the school office. This means that parents and visitors will be “buzzed in” by school staff, who release the door lock from the inside. The outside doors are locked just after morning announcements until our 2:40 pm dismissal.

School administrators will respect the privacy of each person and have the authority to search school property such as lockers, desks etc. without notice or permission of any person as directed by the Education Act. Personal property such as knapsacks, purses, etc. may become subject to search according to Board Policy.

The Kawartha Pine Ridge District School Board is committed to providing safe learning environments for all students, staff, school visitors and community members. When students behave inappropriately, principals may use progressive discipline and restorative practice to help students take responsibility for their actions, change their behaviour, learn from their mistakes and make things right. The Community Threat Assessment

Protocol outlines how a school responds immediately to serious threatening behaviour. In situations where there is a concern for safety due to serious threatening behaviour, the principal may choose to utilize the Community Threat Assessment Protocol to gather information and seek appropriate supports.

PHYS-ED EQUIPMENT

Students in grades 7 and 8 are expected to attend Physical Education class properly dressed, i.e., shorts, t-shirt, track pants, running shoes. Every student will participate unless there is a medical reason to be excused.

DRESS CODE

As part of our code of conduct we ask the students wear clothing that is appropriate for a Junior Kindergarten to Grade 8 elementary school. Students will wear appropriate clothing to school. Specifically, no hats are to be worn in buildings, undergarments must be covered and offensively letter shirts, torn or ripped clothing, and other clothing deemed inappropriate by the administration are considered unsuitable for school. Inappropriate exposure of body parts is unacceptable. School should be thought of for students as a workplace is for adults.

LOCKERS

Lockers are provided for the convenience of grade 7 and 8 students. Lockers should be kept clean, organized and used to store personal items during the day. Access to lockers is permitted before class in the morning, before and after lunch/recess breaks and after school. Students are asked to purchase durable combination locks with unchangeable combination numbers, such as Dudley.

CELL PHONES/ CAMERAS/ IPODS

The use of technology for student learning is a key 21st century skill to enable all of our students to learn and succeed. Under staff direction, Personal Electronic Devices (PEDs) can be used effectively as an educational resource, support or aid for teaching and learning. Furthermore PEDs, when used appropriately, can provide a safety net for students and staff. In our school community, PEDs are to be used respectfully and conscientiously.

In order to ensure a safe and positive climate for all stakeholders, school principals with their teaching staff will monitor and regulate the use of Personal Electronic Devices. Guidelines include:

- The privacy, dignity and safety of others must be maintained through the appropriate use of cell phones and electronic devices both on school property and during off site school events
- The teacher will determine and authorize the usage of a PED during instructional time
- The usage of PEDs is restricted in some areas of school including washrooms & change rooms
- PEDs are not to be used during break times
- When the usage of a PED is inappropriate, the teacher or principal will apply progressive discipline strategies. Depending on the infraction, strategies may include, but are not limited to; speaking with student, parent meeting, detention, confiscating the PED, removal of privilege to have a PED at school or suspension.

As with other personal property items, schools are not responsible for lost, stolen or damaged PEDs.

These guidelines apply to all stakeholders in the school including students, staff, parents, volunteers and visitors.

Therefore, to ensure the privacy and protection of all as well as maintain a positive learning environment, students are to use cell phones during

class time under a teacher's supervision. Cell phones are to be stored away safely during times of non-use.

Digital cameras are only to be used under a teacher's supervision. iPods or MP3 Players may be used to and from school but not during school hours. They need to be kept in a safe place (lockers or backpacks). If used inappropriately these items will be held by the principal. After a number of offenses parents and guardians will be asked to collect the personal electronic device.

TO AND FRO

Coming to school and going home demands safety. Children should use the available crossing guards and crosswalks that are available. Remember, the crossing guard is there to protect you and needs to be obeyed.

If you bring your bicycle to school, it needs to be locked. When you leave it on the rack, you do so at your own risk. A good cyclist, like a good motorist takes no risks. To avoid accidents, walk your bicycle on school grounds and follow traffic laws when you are on the road. Remember, by law you must wear a bicycle helmet.

Skate boards, inline skates, scooters, etc. are not allowed to be used on school property.

When you are at home, your parents are responsible for your safety. When you are at school, your parents expect you will be as safe as possible. We must try to keep our school a safe place in which to work and play. Remember, once you have reached the school grounds during supervision times we assume responsibility for your safety.

HOME TIME ARRANGEMENTS

If there is a change to a student's arrangements to go home from their regular routine there must be a written note (or phone call) from the parent or guardian. Otherwise the school will follow the regular arrangements. It is appreciated if parents could make those arrangements prior to school, with a note so that the classroom is not disturbed with interruptions to program to deliver a message. Please note that due to STSCO safety regulations, students cannot ride on a different bus. If a student wishes to travel to another student's house those arrangements must be made by the parents / guardians.

If a student needs to get off at a bus stop different from their own due to an emergency situation, they must have an Emergency Bus Pass issued by the office and signed by the VP/P.

BUS SAFETY

Students are to follow certain rules while riding the bus.

- sit in your assigned seat and keep hands away from windows
- keep your hands to yourself
- no profane or inappropriate language
- no throwing of material
- no food or drink on the bus
- keep aisles clear
- dangerous articles require the permission of the bus driver, in advance, to be taken on the bus
- remain seated while the bus is in motion
- load and unload the bus quietly, calmly and in single file
- always cross in front of the bus in full view of the bus driver
- look both ways before crossing the road. Be sure traffic is stopped.

If your child should miss the bus they are to report to the office. The secretary will contact you immediately and make arrangements for pickup. Please remember that Kindergarten children must be met at the bus stop or they will be returned to the school.

B

MUSIC PROGRAM

An instrumental music program is offered for students in grades 5 - 8. There will be opportunities for interested students to rent instruments.

BEING SUCCESSFUL

When many people work as closely together as students and teachers, it is not possible for everyone to do exactly as he/she pleases. Such freedom would result in confusion. Like all schools, this one has guidelines, a few of which are outlined in this booklet. Rather than list all of the rules here are a few simple questions you can ask yourself. If you can say "YES" to all of them then your stay at C.R. Gummow will be very successful.

1. Does my work reflect my best effort?
2. Do I try my best to strengthen my weaker areas?
3. Do I respect my teachers both in and out of school?
4. Am I sure that my actions in no way interfere with the learning of other students?
5. Do I do my share of the classroom expectations?

AGENDAS and NOTEBOOKS

All students in grades 2-6 will be provided with student agendas, with options for grade 7 and 8. With the help of teachers and parents this valuable tool can give you a great advantage in the organization of assignments, tests and homework. To work effectively, agendas must be used every day. Agendas are a partnership between the student, parents and teachers. In the primary and junior divisions we will develop agenda skills. In the intermediate division the following are the expectations:

Notebooks and Binders

Note book and binder skills are an important asset to successful students. In the junior division students work on developing these skills. In the intermediate division it is the student's responsibility to follow these guidelines in order to keep an organized notebook. Students may need to spend time at recess to improve notebook organization skills.

If you are absent it is your responsibility to find out what work was missed by asking your teacher and get caught up.

The cover of notebooks and binders must be kept neat and free of any offensive material.

Note: Students are expected to bring their agenda, notebook, textbook, a pencil, pen, ruler, and eraser to each class. **White out** is not allowed at school.

REPORTS

Report cards will be issued twice per year (February and June), with a progress report in November for grades 1 - 8. These reports reflect the Ontario Curriculum. It is important that page 3 of the report card is completed and returned to the school. All parents will be asked to meet with teachers in November/December to review students' progress. Phone calls and letters will also be used to keep parents informed. Junior and Senior Kindergarten students will receive two report cards per year in February/March and June. An interview or visit will be provided for Junior Kindergarten students in December.

INTERMEDIATE LEARNING SKILLS PROGRAM

To support intermediate students, we have a tracking system to inform the student and his/her parents of any late or incomplete assignments. Tracking sheets detailing each student's assignments will be printed regularly. For more information on the Learning Skills tracking system or to obtain another printed copy of the current status, please contact your student's home room teacher. Student behaviour is also tracked. Regularly, a fun, preferred activity is offered to those students who have completed school work, had good attendance and acceptable behaviour. Homework support is available for students. More information is available from the homeroom teacher.

ASSEMBLIES

Assemblies are held throughout the year for a variety of purposes. Students are reminded to be courteous and attentive to those performing or addressing you at an assembly.

NEWSLETTERS AND WEBSITE

Classroom newsletters will be published on a regular basis, or parents/guardians will be invited to visit the teacher's website. As well, a school newsletter will be published to focus on school wide items. The school newsletter will also contain items from school council and its committees.

The school newsletter can be accessed online through the school's web site. The address is <http://crgummow.kprdsb.ca/>

VISITORS AND VOLUNTEERS

Visitors and volunteers are welcome in the school. You must start your visit to the school at the office where you can sign in and pick up your visitor/volunteer badge. This is just one more way of providing a safe school environment for our children. Please remember that all volunteers who work closely with students will require an annual police check, including the Vulnerable Sector Screening. Police checks can be obtained through the Cobourg Police Station for Cobourg residents with a charge. A letter from the school stating the purpose for the police check is available and will result in a reduced charge.

Hamilton/Haldimand/Cramahe and Alnwick residents should come to the school and receive a form to take to the Northumberland OPP. There is no charge but it can take from 4 - 6 weeks. Port

Hope and Hope township residents need to go to the Port Hope Police Station, for which there is a charge. Picture identification needs to be presented to office staff when receiving police check forms. **TIP:** June is a great time to get your record check refreshed, as most parents wait until September! It gives you the whole summer to get the results, and then it's good for the whole school year.

PEER HELPERS AND LEADERSHIP TEAMS

The peer assistants and peer helpers play an important role at C.R. Gummow P.S.. They act as lunch helpers, kindergarten helpers, playground helpers, milk monitors, announcers, and positive role models. They assist in orientation of our new students.

Students from grade 6-8 will perform helpful duties in the primary and junior classes and throughout the school. We are grateful for the dedication of these young people and appreciate their assistance.

This year we are building Grade 8 Leadership Teams. We want to help develop the leadership skills of our most senior student role models. All grade 8 students will be part of a Leadership Team and all will have opportunities to organize and run events, and fulfill roles throughout the school, all year long.

PARENT VOLUNTEERS

Any parents interested in helping out are encouraged to contact the school or fill out the volunteer form in the first newsletter. Areas for volunteering include: helping in classrooms, reading in the hall program, helping with the Breakfast program, working at Fun Fair, administering the labels for Education program, assisting with pizza delivery, doing pediculosis checks, assisting in the library, running the Book Fair, planting and weeding our flower gardens, helping with Graduation, organizing fundraising activities, serving on School Council etc.

SCHOOL COUNCIL

The School Council is a group composed of parents, students, school staff and community members. Positions are elected each year including Chairperson, Vice-chairperson, Secretary and Treasurer, as well as a certain number of voting members. Elections take place at the first meeting of the year in late September. School council meetings are open to everyone. As well, there are a number of committees of council which all members of the school community are invited to serve on. See you there!

C.R. GUMMOW PUBLIC SCHOOL GUIDELINES

C.R. Gummow and its community take pride in providing quality education for our children in an atmosphere which is friendly, inviting and challenging. The achievement of this objective depends on an appropriate level of commitment from our students, their parents/guardians and our school staff.

Our responsibilities are as follows:

The school staff provides a standard of discipline which is fair and consistent for all children. This involves adherence to policy and guidelines which are established by the Kawartha Pine Ridge Board of Education, the Ontario Ministry of Education and the C.R.Gummow School community.

Students are expected to adhere to the rules and guidelines which are established by C.R. Gummow school. These guidelines ensure a quality learning environment for all. Parents are expected to support our students and staff in successfully fulfilling our responsibilities. This requires an atmosphere of mutual trust, respect, co-operation and ongoing communication. With good communication most problems remain small. If we all work together, our goals can be achieved.

C.R. GUMMOW STUDENT GUIDELINES

1. Respect all people in the school community.
2. Talk to others if you have a problem.
3. Be kind and friendly to others.
4. Be positive.
5. Be a good sport.
6. Do your best.
7. Keep hands and feet to yourselves.
8. Have a sense of humour.
9. Take responsibility for your behaviour and actions.
10. Share.
11. Always tell the truth.
12. Use common sense.

The complete code of behaviour will be included with the first newsletter and is included in the student agenda.

C.R. Gummow promotes and teaches the Character attributes of the Kawartha Pine Ridge DSB Character Education program. The character attributes that we teach and reward are: respect, responsibility, honesty, integrity, empathy, fairness, initiative, perseverance, courage and optimism. These traits are taught through “teachable moments”. They are also an integral part of our Code of Conduct. C.R. Gummow P.S. also

works extensively with Restorative Practice. This is a practice of bringing all parties together at times of miscommunication, problems, or conflict, to allow everyone to have a voice and to make things right.

BULLYING

What is it?

It is a conscious, willful, deliberate, hostile behaviour that is **usually repeated over time**, intended to harm others. It can be an isolated incident involving isolation, humiliation or an imbalance of power. It can include: physical violence and attacks, cyber bullying, verbal taunts, name-calling, putdowns and threats, extortion or stealing of possessions and repeated exclusion from a peer group. If not dealt with, it will escalate.

What to look for?

Warning signs: shows an abrupt lack of interest in school, or refuses to go to school; takes an unusual route to and from school, withdraws from activities, is hungry after school, steals money from home, doesn't use school washrooms, has inexplicable stomach or headaches, unable to sleep, prefers to be with adults, has torn or missing clothing, has physical injuries not consistent with explanation.

What to do if it happens to your child?

It needs to be reported to your child's teacher, our CYW or principal or vice-principal. Sometimes students are frightened to tell out of fear of retaliation or because they don't want to be perceived as "tattling". Reporting is getting someone out of trouble, whereas tattling is to get someone into trouble.

How to deal with bullying?

We teach all our students not to be bystanders (the audience whose presence supports the bully when bullying occurs). Students need to walk away from bullying (preferably taking the victim with them), not encourage it by their presence **and report it**.

We provide supervision, especially during unstructured times, keeping an eye out for bullying behaviours. We provide alternative activities for students during recess times. All reported or suspected incidents of bullying are dealt with.

The term zero tolerance has been used a lot in the media, and often parents think it means an automatic consequence. Zero tolerance simply means that we don't tolerate it; all known or suspected situations will be investigated and dealt with as we deem appropriate for the situation and students involved.

We need your help in teaching your child friendship skills, nurturing empathy, monitoring TV, video and computer activities (especially Facebook, Twitter

etc.) and reporting any known incidents to us. We most often suggest that parents contact police when bullying occurs through social media.

DISMISSAL PROCEDURES

Parents and guardians of students are to meet their child(ren) at the designated spot outside on the pavement at the south end of the school.

Parent(s)/guardian(s) are to let the supervising teacher know that they are taking their child.

Parent(s)/guardian(s) are not permitted in the hallways. If you need to see your child during the school day, please report to the office.

This policy is crucial for safety reasons to ensure that students can move safely in the halls without congestion and to ensure that all adults in the school are safe.

LOST AND FOUND

Found items are to be sent to the office. There is a lost and found box in the main hall for clothing and footwear.

Regularly, the lost and found items will be spread out for inspection by students. After that they will be bagged and sent to a local charity.

FIRE DRILLS

Fire drill routes are posted in each classroom. Students can expect to participate in at least 4 fire drills over the course of the year. Some of these drills are conducted by the fire department and can occur at any time. These fire drills simulate conditions we could expect during a real fire or emergency. Therefore, indoor shoes are very important as these drills can occur in any weather condition and there is not time to put shoes on during the drill.

LOCK DOWN DRILLS

Lockdowns are conducted as a method of controlling student movement within a school, when an emergency situation arises. There will be at least two lockdown drills per year. Lockdowns are done to protect children. They are basically a reverse fire drill. Instead of having all the students leave the classroom, a lockdown will keep the students in the classroom, a safe environment. Lockdowns are not only done for the worst-case scenario, but more often they are used in situations where the school staff need to prevent kids from going outside or from being in the hallway.

The police ask that when a lockdown happens in a school it is important that parents **do not** attend the school. If the police or school personnel are dealing

with parents it means they are not available for the students. That could put the students at risk. The police are working with the school boards to set up a way for parents to obtain information, in the event of a school lockdown. If a lockdown was to occur today information would go through the media, if needed.

MEDICATION

If your child needs to take medication at school you must have a form completed by your physician, and signed by yourself. These forms are available at the office. All such medication must be kept at the office from where it is administered.

DOGS

Please do not bring dogs onto school property. Some children are allergic to dogs, while others have a fear of dogs. Dogs are wonderful, but all dogs can be unpredictable, especially around hundreds of unpredictable children.

ONE MORE WORD

By reading this handbook, you will have a glimpse of what life is like at C. R. Gummow Public School. Your teachers and friends are here to help you be the best you can be. Try to do your very best. Ask for assistance from any of the school staff when the

going gets tough. By working together we all build a great school

NETWORK POLICY

Agreement for the Safe and Acceptable Use of C.R.Gummow P.S. network and internet.

Computer oriented learning activities within the schools of the Kawartha Pine Ridge Board of Education use hardware, software application programs, e-mail and the internet in a network environment. As a result students have a unique and exciting opportunity to explore computer technology within the classroom and lab environment.

All students are expected to use the computer resources of C.R. Gummow Public School in a responsible manner that respects the rights of all users in compliance with board policies.

Acceptable Network Use:

The computer network is available for curriculum related work. Therefore students will:

- observe and obey copyright laws
- not use the network for illegal activity
- appropriately cite any material downloaded from the internet and used in a project or assignment, thereby avoiding plagiarism

- use the network for schoolwork only

The computer network and the connected computers are essential for the successful operation of many courses. Consequently students will not:

- degrade or disrupt equipment or network performance
- download or install programs onto any computer's hard drive without teacher permission

Individual students are responsible for all activity within their computer account. They will:

- use only their account
- not use anyone else's account
- not allow another to use their account
- not view or vandalize the files of others
- clean out their files of redundant files

Printer ink and paper are expensive consumables which must be used wisely. As a result students will:

- check with teachers before printing
- not waste printer paper

Due to licensing, technical and security issues, student access to many programs is on an as needed basis. Therefore students will:

- only use those programs for which access has been permitted
- not "hack" access to any programs for which

they do not have rights

Acceptable Electronic Mail Use:

Students with the proper rights can send e-mail throughout the school, board and the world. They must abide by the following parameters. Students will:

- not send large group mailings except those approved by a staff member (whose name must appear in the message)
- not transmit any material in violation of any statutes or regulations
- use appropriate language as outlined in the school's code of conduct
- clearly identify themselves as the sender of messages posted
- not provide personal information to any contact made outside the school
- if they receive an e-mail that makes them feel uncomfortable, leave it on the screen and seek teacher help immediately

Consequences for Poor Netiquette:

Students who abuse their network/internet privileges will be disciplined according to the school's Code of Conduct. In case of serious or frequent violations, parents or guardians will be contacted.

Consequences as a result of an offense may range from loss of privileges to suspension or police involvement.

Service Availability:

Whereas every effort will be made to provide network access as required, Ecole C.R.Gummow School and the K.P.R. Board of Education assume no liability for the loss of service due to technical or other disruptions.

The Kawartha Pine Ridge Internet Waiver

The Kawartha Pine Ridge Board of Education provides access to the internet for the students and staff to support resource-based learning programs and professional development.

The Kawartha Pine Ridge Board of Education shall not be responsible or liable for any loss or damage of any kind or nature, howsoever caused arising directly or indirectly from the use of the internet service.

All students and staff accessing internet sites are expected to be in full compliance with Board policies to ensure a safe and secure learning environment.

Notes: