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Tool, Context, & Activity Ideas

Contributor:	Kris Sward
TOOL Name:	Weebly for education
TOOL URL:	http://education.weebly.com/
Closed/Open:	Closed – Privacy settings allow teacher to control which sites are public or private
General Description:	Weebly is a site that allows users to use templates to build creative personal websites to fit their own needs and style for free. Some key features are the easy drag and drop addition of numerous kinds of multimedia files, the fact that use of the website and hosting services are free of cost to students, the fact that there are no advertisements on the page (which can be a benefit to potentially impressionable young students) and also that it will allow them to quickly and easily blog and comment on each other’s work. Weebly for education is hosted on company servers in the U.S. so there is the added concern of privacy issues that students and parents will need to be made aware of.

Grade Level:	5/6
Class/Course/Subject:	All subjects but with a focus on Math, Science, Socials, Language Arts
Activity Idea 1:	<p>Language Arts – inferencing and making connections</p> <p>-pictures that require students to ‘read between the lines’ and figure out what might be happening or what sort of a celebration it might be based on cues given in the picture. This picture would be posted on the teacher’s main site (perhaps a separate page for ‘inferencing and making connections’ and could be tied to a book you are studying, a subject theme you are working on in class or just general life experiences (ie. Graduation, a wedding, a new baby, etc). The idea is that:</p> <ul style="list-style-type: none"> -students might know what is going on based on previous experiences, or -students may have to go online and make guesses as to what might be happening and find similar pictures to solidify their reasoning <p>Students will visit the teachers site to view the picture (a new one posted each week perhaps) and once they have an idea of what they are looking at they will have to write a blog post in their own website (there is a class main page and then students each have their own website) explaining:</p> <ol style="list-style-type: none"> 1) what is happening in the picture, 2) providing reasoning as to why they think they have made a good inference or connection, and 3) what clues they used, if any, to help them figure out what was going on. <p>An example might be a picture of a team cheering with one player holding on to a soccer ball. Students might infer that the student holding the ball might have just scored the game winning goal because they are cheering each other on, there is a soccer ball and a team in the picture, attention seems focused on one player, etc.</p> <p>This activity could be made harder or easier depending on grade level and would not only provide evidence of students ability to make connections and infer, but also require them to justify their feelings or assumptions. Students could also be drawn in to the project by having the chance to choose a picture or theme on some weeks. Of course, all pictures would have to be ‘school appropriate’ and students would be reminded to make all posts and discussions in an appropriate way.</p>
Activity Idea 2:	<p>Technology / Digital Citizenship</p> <p>An extra website could be made for a mythical student in the class. This ‘newstudent101’ could have examples of postings made to their own ‘personal’ website (controlled by the teacher, obviously). Examples of good and bad things to post (school appropriate, of course) could be placed on their webpage and the class could visit to see what is new on the site. I foresee this as being a valuable tool in the building of the student’s own ePortfolios as this extra site could bring examples from the class (made to protect the persons anonymity) or from the world and provide the opportunity of a jumping off point for discussions where the class could explore what is and what isn’t appropriate to post to the internet and learn by doing as they are becoming responsible for creating their own websites. Though this wouldn’t necessarily show up as a blog post, class discussions and the resulting student websites could be assessed to determine if the message was being transferred into practice.</p>
Activity Idea 3:	<p>Math</p> <p>Students could choose a concept from the math curriculum that they would like to learn, explore and then teach. Students would (after becoming proficient) create a video explaining the main concept and giving examples of questions tied to that topic. They would then post the video to their blog or a page on their website and other students would be invited to view the videos and post questions or comments to the creators. As well as the initial video (which could be assessed for marks), discussion back and forth would give an indication of the depth of understanding of both the ‘teacher’ and ‘student’ for each concept.</p> <p>I have had students create videos of their learning before as an alternative to an end of unit test and students were quite excited to be able to create evidence of their learning in such a way. Using the blogging feature (politely) would provide another way to allow for peer assessment and support.</p> <p>These videos would be accessible only to those who had access to our student sites (our class would be provided with the passwords to be able to view each others sites). That way if students wanted to share their idea with a friend or view other student’s videos, they could, or they could share them with their parents at home. There would be strict guidelines, however, that the videos were only to be shared</p>

	with students in our class and not posted or copied to other sites due to the restrictions of our permission form.
Adapted Activity Idea:	Keeping class based websites for the entire school (grades K-6). This will be an area where student work can be showcased and students can add quotes and things like book reviews or explanations of what they have learned that day/week/month (a communal ePortfolio). Because of privacy concerns, I would be hesitant to post pictures of students, however student work and quotes would allow them to have a hand in creating a lasting showcase from their year. In the younger grades this would be very much teacher led and teachers would be responsible for updating the class website with the help and ideas of their class. Older students might have more of a leadership role in designing their class pages and posting materials once they had the overall approval of their teacher.

For further information, contact the contributor at kristin.sward@gmail.com

Tool & Policy Alignment(s)

Tool Name	Weebly for Education
Resource Policy Alignment:	School District 33 - Chilliwack
Relevant Policy 1:	Chilliwack School District Acceptable Use Agreement
Policy 1 URL:	http://technology.sd33.bc.ca/acceptable-use-agreement
Policy 1 Key Considerations: (What you will need to consider or address)	<p>This policy is used with staff and students. This policy is sent home at the beginning of the year for all students/parents to sign. Teachers will collect for their individual class.</p> <p>“when it respects the rights of other users and considers the impact of their conduct on others”</p> <ul style="list-style-type: none"> - This will be particularly relevant where ‘newstudent’ is creating their website from which we can discuss what is appropriate and not appropriate to post. Tone in comments can also be discussed in relation to blogging about each others math videos in activity 3. <p>Social Networking “Students may only post content within the rules and restrictions put in place by a school or teacher, or by government legislation such as the British Columbia Freedom of Information and Personal Privacy Act (FOIPPA).”</p> <ul style="list-style-type: none"> - This acknowledges FOIPPA but doesn’t quote it. Therefore the onus is on the teacher to know and understand regulations prior to using any networking sites with their class. This applies to all activities as they will be blogging and commenting on each other’s blogs. Prior teaching and guidelines will be necessary <p>“Students may not post or send any personal information that may be damaging, threatening or dangerous to themselves or to others.”</p> <ul style="list-style-type: none"> - In creating sites we will need to be careful not to post pictures or information that could identify students. Pre-teaching of appropriate information to share will be required as well as monitoring to ensure students comply. - This can also refer to the tone in postings and comments that are made on sites, another instance of pre-teaching and ongoing support being needed. <p>“Social networking may only occur within Chilliwack School District provided or approved systems.”</p> <ul style="list-style-type: none"> - Will need to check if Weebly is allowed – I know other schools in the district have used it and are currently using it, but I’m not sure if it is approved – will check that. (Last year we blogged on our virtual classroom where info was stored

	<p>on a district server.)</p> <p>Copyright/Fair Use/Plagiarism “Users must respect all copyright laws that protect intellectual property such as software, artistic work and writing.”</p> <ul style="list-style-type: none"> - Activity 1 has students viewing and commenting on pictures to infer, make connections and justify their thinking. All pictures will have to be cited and students working within their own sites will have to reference where pictures or other media that they use comes from. A lesson on copyright and fair use will be required. <p>Privacy/Safety “Users are prohibited from sharing their passwords with any other user, or permitting others to use their access accounts. Account holders are responsible for all activity within their account.”</p> <ul style="list-style-type: none"> - Students will be reminded of protecting their passwords and not sharing such information in order to maintain privacy and safety and ensure appropriate postings and comments are being made. <p>To me this policy seems a bit sparse and relies upon “other enforced Acceptable Use procedures” and laws for authority. Though it outlines many aspects of Acceptable Use, there are gaps such as cyberbullying, consequences for inappropriate use and things like Rights and Responsibilities as outlined in the SD43 documents. I would like to see more acceptable uses outlined so there is no vagueness or grey area.</p>
<p>Relevant Policy 2:</p>	<p>Student Online Resource Use Parental Notification Form</p>
<p>Policy 2 URL:</p>	<p>Attached</p>
<p>Policy 2 Key Considerations: (What you will need to consider or address)</p>	<p>This permission form would be sent home to students who would be creating their own user profiles on any site (for instance in my class for using Weebly). This permission form is intended to provide as much information as possible to parents as to what sites students will be using and how and identifies that information will be “hosted/served by computers located outside of the Chilliwack School District”. When using this form already this year I included the Privacy Policy of the website as an attachment so that parents were made aware of how student’s information would be stored and used.</p> <p>What I like most about this permission form is the one page outline that starts “Working with students on the internet is somewhat like taking them on a fieldtrip.” Though this page is provided for</p>

	<p>teachers, I copied it for parents as part of my permission package so that they would understand the reasoning behind the permission form they were signing – knowledge is power! – and the benefits and risks involved in using online resources. Prior to teachers using the resource, they must explore the site to be used, review the Privacy Policy and Advertising practices of the site and send home a permission form detailing these reviews for parents. It is fairly thorough and requires time be put in by the teacher researching and preparing the forms.</p> <p>What I don't like about this form is that it is for one site only. If you are planning to use multiple sites that require student profiles/logins, you have to do the research for each one. (onerous!....but necessary and in the end worth it.)</p> <p>Because all of my activities involve student Weebly for Education accounts, this is a necessary process to go through prior to embarking on the projects. Tied to all projects are aspects such as: "No identifiable personal information about a student other than first name should be used or stored within an online resource" and "Students are to be taught not to divulge personal information during the use of online resources; their use must also be monitored to ensure compliance." Both will require pre-teaching activities and the teacher must be diligent in monitoring student postings.</p>
<p>Relevant Policy 3:</p>	<p>Chilliwack School District Mobile Technology Innovation Project Mobile Device Use Contract</p>
<p>Policy 3 URL:</p>	<p>Attached</p>
<p>Policy 3 Key Considerations: (What you will need to consider or address)</p>	<p>NOTE: This was a contract I used with students when I had a six month loan of an iPod kit. Now our school owns our own devices but there is still good information here so I continue to use it. The parts about use of devices or personally owned devices, though relevant in my everyday classroom, are not as relevant to these privacy issues, however this form has some great information and guidelines regarding prohibited content, copyrighted materials, sharing passwords and cyberbullying. For the purposes of my Activity 1 – infer and connect to pictures, and Activity 3 – comment on math videos (and frankly Activity 2 – newstudent example site and Alternate Activity – maintaining class websites) the following are applicable:</p> <p>Responsible Use of All Mobile Devices</p> <ul style="list-style-type: none"> - "Students will be respectful of others using computers, iPods or other audio-visual equipment." - "Any form of cyberbullying will not be tolerated under any circumstances."

- “If a student accidentally accesses inappropriate content, they should move on without drawing unnecessary attention, or inform the teacher quietly if needed.”
- “Students will not access chat-rooms or social networking sites and will not give out any personal details over the Internet.”

Yikes – and here we are accessing social networking in the form of blogs.....but I think the intended purpose of that last one were sites like Facebook or Twitter – to be using them in appropriate ways. Discussion would need to occur about all uses outlined on the form prior to having students use mobile devices and school computers (cross-applicable).

Apologies for the format of the following two ‘Relevant Policy’ information packages – I could not find a URL for these resources so I copied screen shots from the file viewer as I couldn’t import or insert a file into this document. If you would like an emailed copy of either file, please contact me at kristin.sward@gmail.com

Relevant Policy 2 - Student Online Resource Use Parental Notification Form

Chilliwack School District Partners in Learning!

Online Resources Use in School District #33 (Chilliwack)

Working with students on the internet is somewhat like taking them on a fieldtrip. We are required to take due diligence in ensuring their safety, and we need to make sure that parents have given permission. Think of the following procedures in much the same way as you think of fieldtrip proposals and permissions.

During the past five years there has been a significant increase in the availability and capabilities of web-based online resources often called "Web 2.0" or "cloud-based" services for all users of the Internet. There are several different general categories of online resources that can be used by students and educators. These groupings include:

1. District Maintained Online Resources – online resources that are obtained either from open source or commercial sources and are housed and maintained within the school district for use by school district students and educators.
2. Provincially-Recommended Online Resources – online resources such as LearnNowBC / Elluminate Live! that are offered by the provincial government or its direct / indirect subsidiaries (e.g. Virtual School Society).
3. Outside of District Based Online Resources – online resources that are stored or accessed outside of the school district (e.g. Prezi / VoiceThread)

Each of these groups of online resources has the potential to address needs of students and educators in providing tools for developing knowledge and understanding. Further, each group has different implications regarding the duties of educators toward their students. Every situation is different and clear planning prior to the use of any online resources must be developed. When using online resources with students it is important the *following procedures* be closely observed:

1. No identifiable personal information about a student other than first name should be used or stored within an online resource.
2. Parents / guardians must be made aware of the upcoming use of the online resource, of its suitability for use by students, of privacy configurations, and of the option for the student to opt out of using the online resource.
3. Students are to be taught not to divulge personal information during the use of online resources; their use must also be monitored to ensure compliance.
4. After the use of the online resource is complete, all student work and accounts must be removed and deactivated to the best of the teacher's ability.

Complete the attached form. Keep a copy at the school and send a copy to the Director of Instruction.

Have parents complete notification forms.

SMART Ink Document Viewer - online resource permission form.pdf

Chilliwack School District Partners in Learning!

STUDENT ONLINE RESOURCE USE PARENTAL NOTIFICATION FORM

Name of School: _____ Date: _____

Sponsor Teacher: _____

The Board of Education requires completion of this consent form for students participating in any student use of online resources that are (1) hosted / served by computers located outside of the Chilliwack School District and (2) require use of usernames and passwords and / or store student-created content. Online resources that neither require use of usernames and passwords nor store student-created content do not require authorization.

Name of Online Resource: _____

URL Address of Online Resource: _____

Educational Purpose on Online Resource:

SMART Ink Document Viewer - online resource permission form.pdf

How Registration for Online Resource Will Be Managed:

- Teacher registration of student accounts
- Student self-registration of student accounts

How Student Created Content Will Be Managed:

- Student created online content is available to anyone on Internet
- Student created online content is only available to other registered educators and students
- Student created online content is only available to teachers and students within this project group
- Other _____

I give _____ (name of student) permission to participate in the use of this online resource.

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

Address of Parent/Guardian

Relevant Policy 3 – Chilliwack School District Mobile Technology Innovation Project Mobile Device Use Contract

Chilliwack School District Partners in Learning!

Dear Parent of _____,

During a portion of the 2011-2012 school year, 12 Mobile Technology Innovation Project pilot sites will be operating in the Chilliwack School District. The pilot sites will be investigating the use of mobile technology and in particular Apple iPod Touch devices in aiding and supporting classroom learning practices. Each of these pilot sites will be provided with 15 Apple iPod Touch devices for student use and 1 Apple iPad device for teacher and class use.

Before we can begin our pilot project, there are guidelines that parents of our students need to be aware of and agree to in order for your child to participate.

These iPod Touch devices are numbered and students will be assigned a specific iPod Touch for use during classtime. These iPod Touch devices will remain at the school and will be assigned to specific students and used throughout the school day in curricular focus areas. The cost of repair or replacement of school district-owned iPod Touch devices is the responsibility of the student if it is the result of student negligence / lack of care.

Student Use of Personally-Owned Mobile Devices

In addition to using school district provided devices, there may be an opportunity for students who own iPod Touch devices to bring them to school for use in the Mobile Technology Innovation Project. If a student does bring a personally owned iPod Touch to school for use in this pilot project, they will be accessing the Chilliwack School District guest network. This provides Internet access to the mobile device. Technical support, backup, syncing, and application (app) installation on the student-owned device are the responsibility of the student.

We encourage students to use cases when they bring their own iPod Touch devices to school. We do not have funds to supply cases to students for personally owned iPod Touch devices.

There may be times during the day when students need to store the iPod Touch in their desk or locker, for example during PE, lunch, or physical activity. Please remind your child to store personal belongings so that all belongings stay secured during the day as the Chilliwack School District cannot be held responsible for loss or damage of personal property.

We are very excited your students will be participating in this engaging learning experience. Please contact the pilot project teacher if you have other questions.

SMART Ink Document Viewer - mobile devices permission form.pdf

Chilliwack School District Partners in Learning!

Chilliwack School District Mobile Technology Innovation Project Mobile Device Use Contract

General Requirements For All Mobile Devices

- Students MAY NOT add, modify or delete files, applications or system preferences on any school equipment unless directed to do so by a teacher.
- Students will be respectful of all school district property including computers, mobile devices, or other audio-visual equipment.
- Students must store or put away any mobile device if directed by a teacher to do so.
- Students who damage or lose equipment will be responsible for its repair or replacement.
- Headphones may only be used at teacher direction.
- Students may not place a password / passcode on Chilliwack School District-owned mobile technology.

General Requirements for Student-Owned Mobile Devices

- It is the responsibility of each student to ensure that student-loaded files and applications do not consume disk space needed for instructional or educational requirements.

SMART Ink Document Viewer - mobile devices permission form.pdf

- All school apps must be installed by the student at home on the personally-owned iPod Touch device each day and any further apps required by a teacher during the school year must be added as well as needed.
- All required school apps must remain loaded on the student's personally-owned iPod Touch device each day.

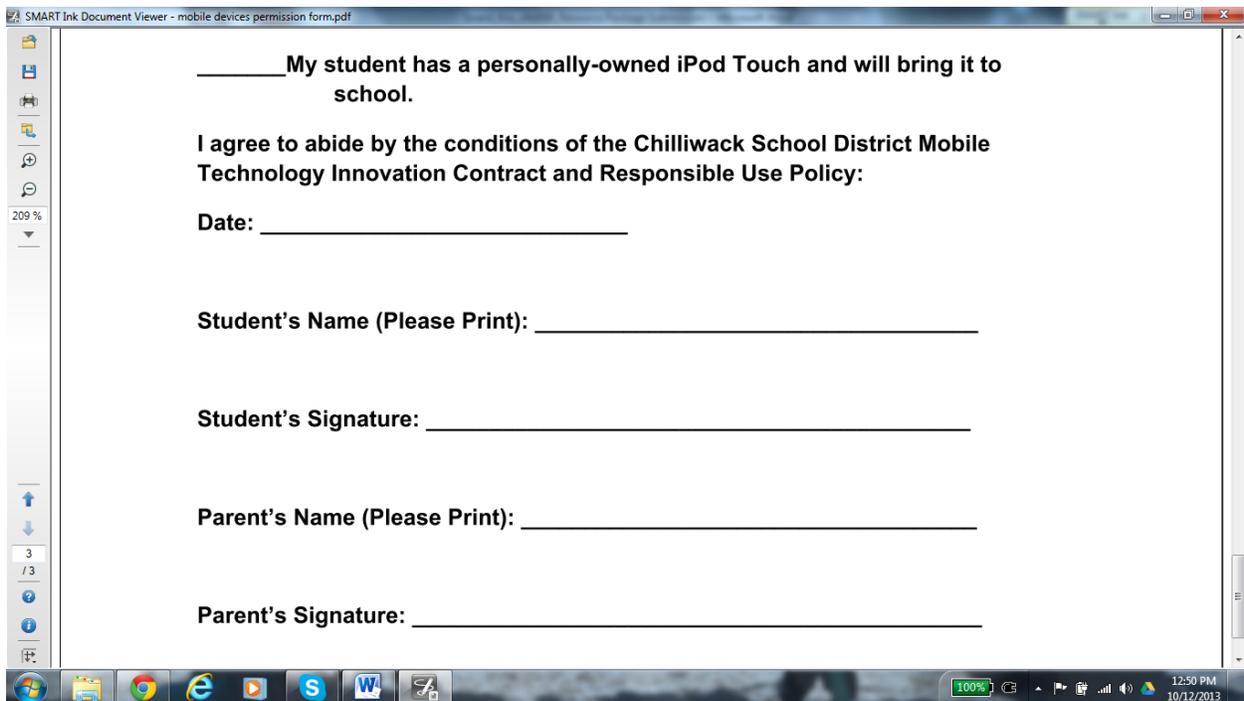
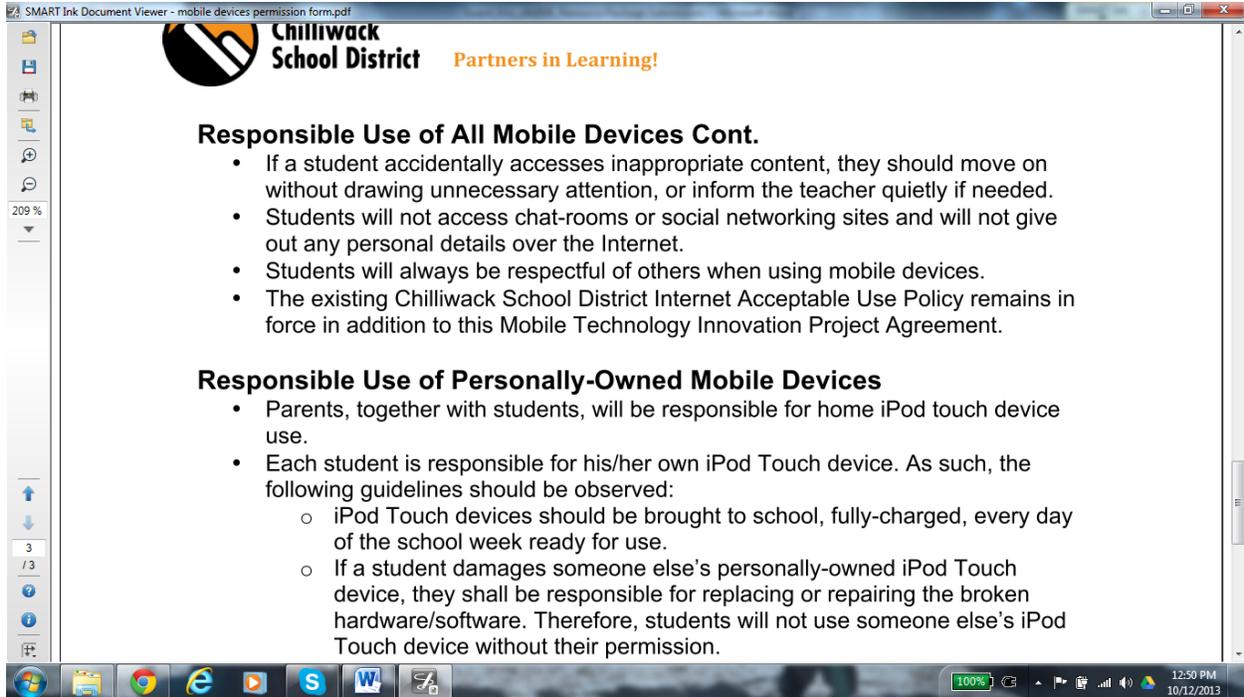
The Following Are Prohibited:

- Pornographic, obscene, or vulgar content
- Downloading, uploading, sending, or importing inappropriate content
- Illegal use or transfer of copyrighted materials to a school owned computer
- Sharing of any passwords for any reason, other than with staff member.

Breach of the above rules may result in removal of access to mobile device privileges.

Responsible Use of All Mobile Devices

- Students will be respectful of others using computers, iPods or other audio-visual equipment.
- Cyber Bullying is bullying which is carried out through an Internet service such as email, chat room, discussion group or instant messaging; or through mobile phone technologies such as short message services (SMS). It may also include inappropriate use or distribution of images, videos or audios of another person.
- Any form of cyberbullying will not be tolerated under any circumstances.



Again, for an emailed copy of either document, please email kristin.sward@gmail.com

Permission Slip

Dear Parents,

Online activities can be exciting and engaging learning opportunities for students. Many students today already have access to technology at home and are eager to incorporate the use of laptops, computers and mobile devices into their learning environment. Because of their familiarity with technology they can quickly 'pick up' how to work within programs or apps to complete assignments and activities. The use of technology in the classroom allows for individualized learning and encourages students to be creative when providing evidence of their learning. This, in turn, results in deeper, more lasting understandings of the world around them.

There is, however, a risk involved in working online, specifically in sharing information and in having online activities tracked (whether for marketing purposes or other, more questionable reasons) and students and parents must be made aware of any risks the student might encounter during their time working online. In addition, students need to learn about privacy issues and copyright concerns in order to safely and ethically participate in a variety of activities online.

The determination of risk vs. benefit for each tool, application or website is reviewed and assessed by the classroom teacher prior to embarking on any learning activity with students, however parents and students should also have a voice in determining suitable and safe activities for use in the classroom. As our class will be using a variety of online tools and resources in our learning this year, it is important that you are aware of the risks involved in using each tool, understand the privacy practices of companies whose tools or websites we will be working with and are then able to make an educated choice as to whether you wish your child to participate in such known activities online or not.

Please review the attached permission form and privacy policy for education.weebly.com (the website that we will be using in our upcoming class activities) and if you agree that the benefits outweigh the risks, please complete and sign the permission form allowing your child to participate. If you do not want your child to have an online 'identity', participate in online activities, or if you would like your child to participate using an alternate name to protect their privacy, all are viable options and you simply need to indicate your wishes in the space provided on the permission form.

Your child's safety in our learning environment, whether virtual or real, is of the utmost concern for us and we want to make every learning experience safe and enjoyable for every student. In order to do so we outline some 'best practices' in working online in class and review proper 'netiquette' on a regular basis. Please see the attached outline of specific privacy and safety rules we follow whenever we use technology in class. These rules outline proper posting practices, problem solving for unknown situations students may find themselves in as well as appropriate and inappropriate information for students to post online.

If you have any questions or concerns about the use of this technology in our class, please feel free to contact me or make time to attend our social media use information night to be held on: ??? Together we can make this an engaging, exciting and safe learning experience for all students.

Thank you
K. Sward

Parental Permission Information for Student Use of Online Resources

Name of School: _____ Date: _____ Sponsor Teacher: K. Sward

Online tool or resource to be used: www.education.weebly.com

The Board of Education requires completion of this consent form for students participating in any student use of online resources that are (1) hosted / served by computers located outside of the [ABC] School District and (2) require the use of usernames and passwords and / or store student-created content (SD33, 2013).

Type of Online Resource: Communication and Collaboration as well as Student Content Creation

Type of Online Resource Registration: Teacher registration of student accounts

Type of Online Resource Student Created Content Storage: Student created online content is only available to teachers and students (as well as their parents) within this project group.

Online Resource Review by Teacher:

Online Resource Privacy Policy Review (included with this form)

Online Resource Advertising Review

Online Resource Information and Authorization Form for Parent/Guardian created (SD33, 2013).

Personal Information Collected by Weebly:

For the purposes of this project, students will be given a generic login that will identify them using their first name only. Information such as age, gender, grade, school information, home address or telephone number or other contact information WILL NOT be required nor shared. Students have also been advised to not post pictures of themselves or other students in our class or school and not to include email addresses or usernames for other sites or apps on their personal webpages.

Purpose of use:

www.education.weebly.com will be used in our classroom this year for a variety of purposes. Students will build and maintain personal websites that will act as both a storage place for exemplars of their work (ePortfolio) as well as a place for them to journal or 'blog' about their learning experiences. They will also have the opportunity to comment on other students blogs as part of our peer review process. These educational sites are able to be viewed only by those who have the class password and are not available for public viewing online unless you have a password (our password is: xxxxx). We will be able to use Weebly free of charge and the easy drag and drop feature to import data and multimedia files

make it a user-friendly and easy to learn tool. In addition, students should not have to worry about advertisements on the page on which they are working that could be inappropriate or cause distraction.

Outline of Risks:

Information added to a site using Weebly for Education is stored and hosted on company servers which are located in the U.S. This means that any information added to student sites is potentially viewable and trackable under the jurisdiction of the US Patriot Act (2011). This adds privacy concerns to our work and students will be learning about appropriate and inappropriate content for their websites.

Student sites will be password protected and in order to maintain the privacy of our classroom websites it is imperative that students do not share the password with anyone other than their parent, and that parents not share the password with others, thus making the sites openly accessible.

Specific activities that we will be using our Weebly sites for include:

- Blogging
- Commenting on classmates blog posts
- Attaching work samples and using our sites as ePortfolios
- Sharing information students have researched and commenting on prepared presentations of that information using a variety of multimedia applications
- Communicating with other students in the class and providing peer reviews of each other's work.
- Examining proper use of student websites and content and building understandings of what should not be shared or posted online

Alternate activities will be provided for students who do not receive parental consent for use of online resources. These activities will complement work being completed by other students online and will be marked using the same guidelines for content and creativity.

In the event that there is a breach in privacy controls or any information becomes accessible to any user of the website, or in the event that inappropriate content is posted on student websites access to the sites will be locked immediately, the principal and parents will be advised of the issue accordingly and the inappropriate content or use will be contained and removed. Additional class discussions will be held in order to help students understand the issue, the concern and the proper way to rectify the situation without providing specific details or identifying information.

Signature of participating teacher

Signature of Principal

Please sign and return the following permission slip. Note: by signing you agree that you have read the accompanying information package and agree to the terms outlined within.

Parental Consent for Student Use of Online Resources

Name of School: _____ Date: _____ Sponsor Teacher: K. Sward

Online tool or resource to be used: www.education.weebly.com

The Board of Education requires completion of this consent form for students participating in any student use of online resources that are (1) hosted / served by computers located outside of the [ABC] School District and (2) require the use of usernames and passwords and / or store student-created content (SD33, 2013).

I, _____, give permission for my child, _____, to participate in using education.weebly.com in the classroom to blog, comment on classmates blogs and post videos or other multimedia files in order for them to provide evidence on their learning.

Or:

I, _____, give permission for my child, _____, to participate in using education.weebly.com in the classroom to blog, comment on classmates blogs and post videos or other multimedia files in order for them to provide evidence on their learning. I request that _____ be able to participate in these activities under a pseudonym or avatar that will not reveal their identity online.

Or:

I, _____, DO NOT want my child, _____, to use social media on the internet during class time and would prefer an alternate activity be provided for them to complete.

Signature of Parent

Date

Privacy Policy

What This Privacy Policy Covers

This policy covers how Weebly, Inc., a Delaware corporation ("Weebly," "we," "us," or "our") treats personal information that it collects and receives on www.weebly.com. We are not in the business of selling information about you: we use information shared with us for the sole purpose of running and improving our services. This notice tells you what information we collect, steps we take to protect and secure it, how we use and share information, and finally, how you can contact us with questions or concerns.

Information We Gather

- Weebly collects personal information when you register with us, use Weebly products or services or post content on a Weebly web site or blog. This information is limited to your email address, username, and any information you post on your site. Your password is stored securely using a salted, variable work factor, one-way hash function.
- Weebly may also collect personal information if you enter into promotions or sweepstakes.
- Weebly automatically receives and records information on our server logs from your browser, including your IP address, cookies, and the pages you request. We also collect other use information as part of our analytics services, in order to improve the service. However, we do not link such information to any personally identifiable information you submit while on our site.
- Weebly may collect billing information if you sign up for a paid service, which may include your name, address, telephone number, credit card details, and other information that is necessary in order to process the transaction. Under no circumstance do we store any of your sensitive billing details.
- When signing up for the affiliate program, Weebly may collect additional details in order to process payments and comply with tax law, which may include your social security number or EIN, your address, and other information as appropriate.
- Weebly uses information for the following general purposes: products and services provision, identification and authentication, services improvement, support, contact, research, and anonymous reporting.

Google Analytics

This website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses "cookies", which are text files placed on your computer, to help the website analyze how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google

on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

Our third party partners employ clear gifs (a.k.a. Web Beacons), images, and scripts that help them better manage content on our site. We do not tie the information gathered to our Users' personally identifiable information.

Third Parties, with whom we partner to provide certain features on our site or to display advertising based upon your Web browsing activity, also use Flash cookies to collect and store information. Flash cookies are different from browser cookies because of the amount of, type of, and how data is stored. Cookie management tools provided by your browser may not remove Flash cookies. To learn how to manage privacy and storage settings for Flash cookies click here:http://www.macromedia.com/support/documentation/en/flashplayer/help/settings_manager.html#117118

Billing information

- Should you sign up for a Weebly pro account or register a domain through us, we require your billing information in order to process the transaction.
- We will retain the last 4 digits of your credit card number and credit card type, so that you may identify that card used in the future. We do not store any other billing information, as this information is discarded after your transaction has been processed.
- If your subscription is auto-renewing, a recurring subscription will be created at our payment gateway, Authorize.net. Authorize.net will store your billing information on their secure payment gateway for as long as necessary to carry out the terms of your subscription.
- Should you cancel your subscription, your billing information will be immediately removed by Authorize.net
- All transactions are processed over an industry standard SSL/TLS connection, with a minimum of 128-bit encryption.

IP Address

Date: October 2013

- Weebly occasionally obtains IP addresses from users depending upon how you access our web sites. IP addresses, browser and session information may be used for various purposes, including to:
 - Diagnose and prevent service or technology problems reported by our users or engineers that are associated with the IP addresses controlled by a specific web company or ISP.
 - Estimate the total number of users visiting Weebly's web sites from specific geographical regions.
 - Help determine which users have access privileges to certain content, services or resources that we offer.
 - Monitor and prevent fraud and abuse.

Cookies

- A cookie is a small amount of data, which often includes an anonymous unique identifier that is sent to your browser from a web site's computers and stored on your computer's hard drive.
- If you reject all cookies, you may not be able to use Weebly services or products that require you to "sign in" and you may not be able to take full advantage of all offerings.
- You can configure your browser to accept all cookies, reject all cookies or notify you when a cookie is set.
- Weebly uses its own cookies for a number of purposes, including to:
 - Require you to re-enter your password after a certain period of time has elapsed to protect you against others accidentally accessing your account contents.
 - Keep track of preferences you specify while you are using the Weebly Sites, Products and Services.
 - Estimate and report our total audience size and traffic.
 - Conduct research to improve the content and services provided on the Weebly Sites, Products and Services.
 - We also use cookies to improve the performance of our advertising on other websites. Although you may not opt out of receiving online advertisements generally, you may control the collection of data on our site used for targeted weebly.com advertising during your visits to other websites. To opt-out of weebly.com data collection for targeted advertising on other sites, click here: [Opt Out Now](#).

Information Relating to Children

- Individuals under the age of 13 are prohibited from creating or using accounts through Weebly.com. Students under the age of 13 may, however, use Weebly through special student accounts created by their teachers through [education.weebly.com](#), provided the teacher has obtained signed parental consent from the student's parents.

Information Use, Sharing and Disclosure

- Weebly does not share personal information we learn about you from your use of the Weebly web sites, products and services with others except as described in this policy.
- We do not share, sell, rent or trade personally identifiable information with third parties for their promotional purposes.
- Weebly may use or share your personal information where it is necessary to complete a transaction, to operate or improve the Weebly products and services, or to do something that you have asked us to do. We use other third parties such as a credit card processing company to bill you for goods and services. These third parties are prohibited from using your personally identifiable information for promotional purposes.
- From time to time, Weebly or a partner may sponsor a promotion, sweepstake or contest on Weebly. You may be asked to provide personal information including name, email address or home address or to answer questions in order to participate. This information will be used strictly for the purpose of notifying and arranging delivery of promotional items to the person selected.
- You may opt out of emails you receive from Weebly or any of our partners for promotions, sweepstakes, contests or newsletters by visiting <http://www.weebly.com/weebly/unsubscribe.php>.
- When you register for Weebly, we collect user-submitted account information such as username and email address to identify users and send notifications related to the use of the service.
- When you post content on a Weebly web site or blog, you have the ability to post content which may include personally identifiable information about yourself.
- If you post personal information online that is accessible to the public, you may receive unsolicited messages from other parties in return. You should be aware that any information you provide in these areas may be read, collected, and used by others who access them. To request removal of your personal information from our blog or community forum, contact us at support@weebly.com. In some cases, we may not be able to remove your personal information, in which case we will let you know if we are unable to do so and why.
- If you choose to use our referral service to tell a friend about our site, we will ask you for your friend's name and email address. We will automatically send your friend a one-time email inviting him or her to visit the site. Weebly stores this information for the sole purpose of sending this one-time email and tracking the success of our referral program. Your friend may contact us at <http://www.weebly.com/weebly/unsubscribe.php> to request that we remove this information from our database.
- Weebly may share personally identifiable information about you under the following circumstances:

- We may share your personal information to respond to subpoenas, court orders, or legal process, to establish or exercise our legal rights or, defend against legal claims and if in our judgment in such circumstances disclosure is required or appropriate.
- We may share your personal information if we believe it is necessary in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of our various terms of use, or as otherwise required by law.
- As we continue to develop our business, we may also buy or sell all or part of our business. In such transactions, personally identifiable information you have shared with us is generally one of the business assets that will be transferred. The transferred personally identifiable information will remain subject to the promises made in this privacy policy or subsequent policies to which you have consented.

Changes to this Privacy Policy

Weebly may revise, modify or update this policy. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address specified in your particular Weebly account or by placing a prominent notice on our site prior to the change becoming effective.

Widgets

Widgets may support functions that require that you disclose certain personally identifiable information given the user's choice of participation. This information is collected in many different ways such as: forms, surveys, contests, forums, subscribing or unsubscribing to mailings and correcting or updating personally identifiable information and are only used for the purpose in which they were collected. Forms which require sensitive information such as financial information (credit card) to process purchases for products or services are SSL encrypted to protect your sensitive information.

Links to 3rd Party Sites

Our Site includes links to other Web sites whose privacy practices may differ from those of Weebly, Inc. If you submit personal information to any of those sites, your information is governed by their privacy policies. We encourage you to carefully read the privacy policy of any Web site you visit.

Facebook Connect

You can log in to our site using sign-in services such as Facebook Connect or an Open ID provider. These services will authenticate your identity and provide you the option to share certain personal information with us such as your name and email address to pre-populate our

sign up form. Services like Facebook Connect give you the option to post information about your activities on this Web site to your profile page to share with others within your network.

Social Media Widgets

Our Web site includes Social Media Features, such as the Facebook Like button [and Widgets, such as the Share this button or interactive mini-programs that run on our site]. These Features may collect your IP address, which page you are visiting on our site, and may set a cookie to enable the Feature to function properly. Social Media Features and Widgets are either hosted by a third party or hosted directly on our Site. Your interactions with these Features are governed by the privacy policy of the company providing it.

Confidentiality and Security

No data transmissions over the Internet can be guaranteed to be 100% secure. Consequently, we cannot ensure or warrant the security of any information you transmit to us and you do so at your own risk. Once we receive your transmission, we make efforts to ensure security on our systems.

- We use physical, electronic, and procedural safeguards to protect personal information about you.
- Your account information is password-protected. Additionally, your account's password is stored using a salted, variable work factor, one-way hash algorithm.
- In certain areas, Weebly uses industry-standard SSL-encryption to protect data transmissions. However, please note that this is not a guarantee that such information may not be accessed, disclosed, altered or destroyed by breach of such firewalls and secure server software.

If Weebly learns of a security systems breach we may attempt to notify you electronically so that you can take appropriate protective steps.

By using Weebly or providing personal information to us you agree that we can communicate with you electronically regarding security, privacy and administrative issues relating to your use of those sites, products and services. We may post a notice on our applicable web sites if a security breach occurs. If this happens, you will need a web browser enabling you to view the applicable web sites. We may also send an email to you at the email address you have provided to us in these circumstances. Depending on where you live, you may have a legal right to receive notice of a security breach in writing. To receive free written notice of a security breach (or to withdraw your consent from receiving electronic notice) you should notify us at support@weebly.com.

Changing your Preferences and Personal Information

- You can edit your account information with Weebly at any time.
- You can delete your applicable account by visiting the applicable account deletion page; we will retain your information for as long as your account is active or as needed to provide you services,

however, please note that some personal information, primarily your contact information, may remain in our records to the extent necessary to protect our legal interests or document compliance with regulatory requirements.

- If your personally identifiable information changes, or if you no longer desire our service, you may correct, update, or delete such information by making the change on our user home page, or by emailing our Customer Support at support@weebly.com.

Contacting Weebly

If you have a privacy concern regarding Weebly, or this policy, and if you cannot satisfactorily resolve it through the use of those sites, products or services, you should complete a support request at www.weebly.com/support/ or you can write to us by email at support@weebly.com or by mail at:

Weebly, Inc.

564 Pacific Ave

San Francisco, CA 94133

TRUSTe

Weebly, Inc. has been awarded TRUSTe's Privacy Seal signifying that this privacy policy and practices have been reviewed by TRUSTe for compliance with [TRUSTe's program](#) requirements including transparency, accountability and choice regarding the collection and use of your personal information. The TRUSTe program covers only information that is collected through this Web site, <http://www.weebly.com>.

TRUSTe's mission, as an independent third party, is to accelerate online trust among consumers and organizations globally through its leading privacy Trustmark and innovative trust solutions. If you have questions or complaints regarding our privacy policy or practices, please contact us at support@weebly.com. If you are not satisfied with our response you can contact [TRUSTe here](#).

Last updated on October 3rd 2013.

Privacy and Safety Rules we recognize as 'Best Practices'

- Students will be respectful of others using computer, iPods or other audio-visual equipment.
- Cyber Bullying is bullying which is carried out through an Internet service such as email, chat room, discussion group or instant messaging; or through mobile phone technologies such as short message services (SMS). It may also include inappropriate use or distribution of images, videos or audios of another person.
 - Any form of cyberbullying will not be tolerated under any circumstances.
- If a student accidentally accesses inappropriate content, they should move on without drawing unnecessary attention, or inform the teacher quietly if needed.
- Students will not access chat-rooms or social networking sites and will not give out any personal details over the Internet.
- Students will always be respectful of others (SD33, 2011)
- The following is prohibited:
 - Pornographic, obscene, or vulgar content
 - Downloading, uploading, sending, or importing inappropriate content
 - Illegal use or transfer of copyrighted materials to a school owned computer
 - Sharing of any passwords for any reason, other than with staff member. (SD33, 2011)
- Students may only post content within the rules and restrictions put in place by a school or teacher, or by government legislation such as the British Columbia Freedom of Information and Personal Privacy Act (FOIPPA).
- Students may not post or send any personal information that may be damaging, threatening or dangerous to themselves or to others.
- Social networking may only occur within [ABC SD] provided or approved systems.
- Users are prohibited from sharing their passwords with any other user, or permitting others to use their access accounts. Account holders are responsible for all activity within their account.
- Users must be aware of and actively protect their own personal safety while using the [ABC SD] information technology. (SD33, 2013)
- [students] will, at all times, use the technology in a privacy-sensitive manner, refraining from including [their] or any other identifiable individuals' personal information in posts, instant messages and email exchanges. Specifically,
 - [students] will not post or share [their] or anyone else's full name, home address, personal email address, telephone number, gender, birthdate/age or other potentially identifying information.
 - [students] will not make statements or express opinions about [their] or any other identifiable individual's personal life or character.
 - [students] will not post or share information, images, audio or video belonging to or identifying other individuals without first seeking their permission and obtaining their consent.
- [students] will immediately report any potential, foreseeable or actual privacy invasions to the instructor so that the problem, breach or error can be addressed and rectified. (VIU, 2011)

Date: October 2013

- Students will remember that blog posts must be readable and deemed appropriate by their teacher for all students in our school.
- Students will not accept unsolicited comments or requests from people they do not know or users who are not members of our class
- Students will not post links to sites that could pose a risk or be deemed inappropriate for viewing by other children in our school

References

Hengstler, J. (2013). A K-12 Primer for British Columbia Teachers Posting Students' Work Online. <http://jhengstler.wordpress.com/2013/05/17/a-k-12-primer-for-british-columbia-teachers-posting-students-work-online/>

Microsoft. (n.d.). Fostering Digital Citizenship. <http://go.microsoft.com/?linkid=9781980> (as cited in Hengstler, J. (2013). Safety Boundaries OLTD506. <https://d2l.viu.ca/d2l/le/content/37848/viewContent/444509/View>

School District 33 (Chilliwack). (2013) Acceptable Use Agreement. <http://technology.sd33.bc.ca/acceptable-use-agreement>

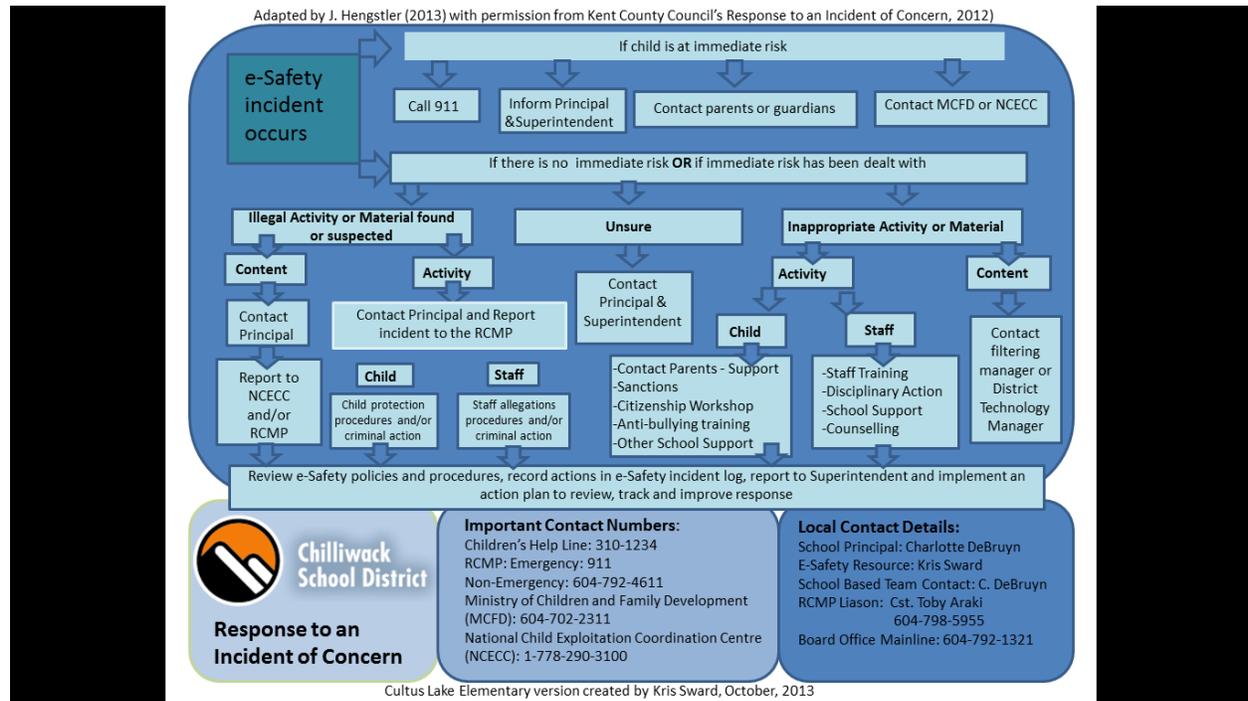
School District 33 (Chilliwack). (2011) Mobile Device Use Contract. (no URL available)

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Vancouver Island University. (2011). Privacy Guide for Faculty Using 3rd Party Web Technology (Social Media) in Public Post-Secondary Courses. <https://d2l.viu.ca/d2l/le/content/37848/viewContent/467250/View?ou=37848>

Weebly Privacy Policy. (2013, October 3). *Weebly for education*. Retrieved from www.education.weebly.com/privacy

Elective Addition: response to incident flowchart AND incident log



E-Safety Incident Report

Date of Incident: _____

Report filled out by: _____

Description of what happened:

Description of information inappropriately accessed, collected, used or disclosed or received:

Potential risks to the individual caused by this incident:

Potential risks to others caused by this incident:

Steps taken to control or reduce the harm of the incident (list all):

Future steps to prevent reoccurrence (list all):

Steps taken by parents to support resolution (list all):

Contact person at the school: _____

Contact information: _____

Privacy Commissioner contact information shared with: ____ teacher ____ parent

Superintendent advised? _____ yes _____ no because

Information adapted from:

Hengstler, J. (2013). A K-12 Primer for British Columbia Teachers Posting Students' Work Online. <http://jhengstler.wordpress.com/2013/05/17/a-k-12-primer-for-british-columbia-teachers-posting-students-work-online/>