



**CALGARY CATHOLIC
SCHOOL DISTRICT**

VOLUNTEER GUIDELINES AND EXPECTATIONS

Guidelines and Expectations

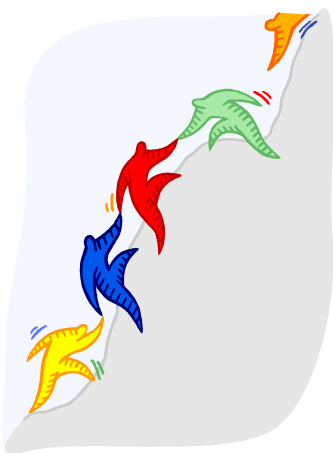
August 2020

VOLUNTEER RESOURCE GUIDE

This volunteer resource guide is intended as a resource that schools may consult as they work with volunteers. The handbook, as a whole, reflects common beliefs, strategies, and procedures that apply to the general topic of school volunteerism. It reflects the unique aspect of Catholicity relevant to volunteers in Calgary Catholic schools.

The staff and students, teachers, administrators, and parents of the district, including volunteers, are expected to support the moral teachings of the Catholic Church in respect to the value of every human person and the enhancement of healthy lifestyle choices.

Background to Volunteering in our Catholic Schools



The concept of service is central to the beliefs it holds as a Catholic School District. There is a long tradition of volunteerism within Catholic institutions and organizations. Volunteer work has ties with Catholic institutions and organizations that run deep. In the document “To Teach as Jesus Did”, the Canadian Catholic Bishops emphasized that one of the interlocking dimensions of the ministry of the Church has been and continues to be service to the Christian community and the entire human community. Historically, the Catholic Church depended upon the generosity and good will of others in volunteering their time and talents to the achievement of its mission.

Jesus often invited his disciples to love one another. He urged them to show their love through what they did as well as by what they said. Gifts and talents not only help individual growth, but they support and enrich the whole community.

In offering to volunteer in our schools, parents and community members truly provide the students with real life models of service. Volunteers have played a major role in Catholic education since the time when parishioners joined their efforts to establish the first Catholic school. The tradition of volunteerism has been strong in our schools and each year grows stronger as more people, parents as well as community members, become involved.

An important aspect of the culture in each district school is the creation and maintenance of a dynamic faith community. It is this aspect that the Calgary Catholic School District strives to ensure permeates the learning environment.

The opportunity to volunteer in district schools is seen as a mutually beneficial relationship where the volunteer's response to others in need is hopefully returned in the form of opportunities to learn, to contribute, and to be an integral part of a vibrant, exciting, learning community. The Calgary Catholic School District is proud to support the theme of service, which is a prominent one in the Christian tradition. Becoming a volunteer within the Calgary Catholic School District involves reaching out and ministering to others. In fact, the word *ministry* means *service*.

At the same time, it is important that district volunteers understand some basic background related to the aspect of Catholicity in the schools. In this way, expectations are clear and misunderstandings are avoided. It is essential that everyone working within the Calgary school community understand that the district is guided by the values of Catholic tradition and Gospel values when working with students.

It is possible that sensitive issues and questions, not always directly related to the assigned task may arise as volunteers work with and get to know our teachers and students. In these cases, volunteers are asked to re-direct the discussion to the classroom teacher or school administration. It is critical that sensitive issues be addressed in the context of our Catholic philosophy. The classroom teacher is in the best position to respond should this situation arise.

Who is considered a volunteer?

A volunteer is any individual who, without compensation, assists in the school or helps students during a school-related activity, including a field trip, either in groups or on a one-on-one basis and includes a volunteer driver who, at the request of the school, transports students. Volunteer coaches are also included as "volunteers".

Who is not considered a volunteer?

For the purpose of the requirement for all volunteers to submit a *Volunteer Registration*, the following are **not** considered volunteers and are, therefore, **not required to submit a *Volunteer Registration* form:**

- Guest speakers
- Guest presenters
- Visitors to the school
- Parents assisting only their own children
- School council members acting solely as school council members
- District students

Guidelines and Expectations

In making the decision to volunteer in Calgary Catholic School District schools, it is critical for volunteers to understand the following guidelines:

1. The principal of the school has the responsibility, in consultation with staff, parents, and the community, to determine who will volunteer in the school and what form each school's volunteer program will take. The principal is guided in all decisions, including those related to volunteers, by the provincial School Act as well as district policies, regulations and practices. **It is expected that all schools will have a volunteer handbook and will ensure all volunteers attend an annual orientation prior to service.** In developing their school specific Volunteer Handbook, Principals will use this guideline and attached documents.
2. Volunteers must clearly understand that all work in the school must be within the context of the beliefs of the Catholic faith. This means that volunteers working with the district students are asked to:
 - Respect the Catholicity embedded in the school environment;
 - Refrain from taking advantage of their access to students to discuss religious questions since this is the responsibility of the school staff. The expectation here is that directions and/or activities related to religious themes occur at the direction of the classroom teacher or school administration;
3. Maintain the strictest confidentiality about the students, staff, parents, and school. This reflects not only the need for volunteers to follow ethical practice, but privacy provisions under *Alberta Freedom of Information and Protection of Privacy Act* (FOIP). In particular, this responsibility is captured in the section of the act quoted below:

1(1)(e) "employee", in relation to a public body, includes a person who performs a service for the public body as an appointee, volunteer, or student or under a contract or agency relationship with the public body...

The consequences of this section are that volunteers now have the same duties and responsibilities as regular employees in relation to privacy issues. This means that the district has a responsibility to better inform volunteers about our expectations relating to the protection of personal information and privacy.

Volunteers have the same duties and responsibilities as regular employees, with regard to sexual, physical, and psychological harassment or abuse.

In addition to the legal mandate above, it is important that volunteers and school staff realize their general responsibilities in the area of ethics and confidentiality. Volunteers receive the trust of the students, parents, teachers and administrators of the schools in which they work. An important part of that trust is related to ethics and confidentiality.

ORIENTATION

A Volunteer orientation will take place annually for **all** Volunteers (new and experienced). Volunteers must be made aware of the guidelines, expectations, and limitations listed in this booklet. In orientation sessions, principals must reinforce these expectations:

1. A Volunteer must not share information about students, staff, or other volunteers with other people. If a volunteer has a concern, bring the matter forward to the appropriate school staff or school administration;
2. If a volunteer has a problem with a student, he/she should redirect the matter to the student's teacher and speak with school administration;
3. If a volunteer has a problem with a teacher, he/she should discuss the matter first with that teacher, and if necessary, speak with school administration;
4. A volunteer cannot use his/her presence in the school as an opportunity to dialogue with teachers concerning his/her own child's situation. Volunteers, who wish to speak to a teacher about his/her own child, should make an appointment for another time;
5. All volunteer work is done under the direction and immediate supervision of a teacher and may need to follow an appropriate work style to meet the expectations of each individual teacher;
6. Within the Calgary Catholic School District, the role of volunteers is viewed as a supportive one. Volunteers are not there to replace paid staff, but to support and supplement work that is already being done within the district schools;
7. Individual teachers shall decide whether they wish to utilize the services of volunteers. Every teacher has the option of deciding not to have volunteers in his or her classroom;
8. School administration must take responsibility to explain to volunteers all school and district rules regarding entrances, exits, emergency procedures, general COVID-19 health screening processes, hygiene expectations, parking, access to staff areas, etc. All volunteers are expected to abide by the rules of the school and district regulations.
9. It is the school personnel's responsibility to ensure that volunteers are properly informed about their tasks and welcomed in the school;
10. It is the responsibility of the volunteer to do his/her assigned tasks to the best of their ability. A volunteer is expected to work co-operatively with all staff members and seek clarification whenever necessary;
11. A volunteer has the right to refuse a task if he/she feels that they are not properly prepared to do what is required. It is the responsibility of school personnel to give volunteers adequate on-the-job training;

12. After an initial orientation, a volunteer should direct her/his questions or concerns to the staff member with whom he/she works. If more information is required, then the volunteer should consult with the school administration;
13. The achievements of students are to valued and their rights preserved. In the course of his/her service in schools, a volunteer may learn personal information about students, and their families. A volunteer must keep all personal information he/she may come across in his/her role as volunteer confidential and must not discuss it with anyone inside, or outside of the school, other than the school administration (see Appendix I). A volunteer is bound by the Volunteer Confidentiality Agreement that he/she signs.
14. Principals are to ensure that all volunteers sign the Volunteer Acceptable Policy for Internet Use form;
15. A volunteer is not, under any circumstances, to be placed in a situation where he/she is responsible for the direct supervision of students (one on one). district volunteers will always be supervised by a teacher or school staff member when carrying out his/her duties;
16. The aim of the school staff is to build a caring Catholic community in which students and teachers can work to ensure that each student feels that he/she is an important and unique human being. With this as our underlying philosophy, volunteers are expected to try their best to build a school climate that will reflect the Catholic commitment of the school.
17. **A *Volunteer Police Security Clearance* is required for all volunteer coaches and those volunteers who accompany students on overnight field trips.**

It is important to remember that clear communication is very helpful in building a sense of comfort for volunteers and members of the school community, based on the knowledge that shared understandings and expectations are in place.

Volunteers need to be appreciated. It is the responsibility of the school to recognize and celebrate the efforts of the volunteers.

APPENDICES

Appendix 1: Forms

- Volunteer Application
- Volunteer Confidentiality Agreement
- Police Information Check: Consent to Search and Disclosure of Personal Information (please contact your local Police Station)
- Volunteer Driver Authorization form
- Volunteer Health and Safety Information Sheet: Acknowledgement Sheet
- Volunteer Acceptable Use Policy for Internet Use form
- COVID-19 Health Screening Questionnaire (AHS document – Appendix C)

Do you have a criminal record for which you have not received an official pardon?

Yes _____ No _____

As a volunteer, we would like to advise you of the following conditions:

1. That school volunteer service is permitted at the discretion of the principal.
2. That confidentiality is of the utmost importance in the school setting in order to ensure that the dignity and worth of students, parents, volunteers and school staff is honoured.
3. That any information collected, used, generated, and stored by the Calgary Catholic School District including student, instructional, financial, or administrative information is strictly confidential and is to be used only in the performance of volunteer duties.
4. That you may not disclose, communicate, publish, take, alter, copy, interfere with, or destroy any information unless you are specifically authorized to do so by the teacher or principal.
5. That the teaching and administration staff are responsible for student learning and discipline.
6. That school administration, teaching, and support staff have specific roles to play and it is important that the staff of a school operate as a team.
7. That you as a volunteer can assist greatly in enhancing student learning by working positively and cooperatively with the school team.
8. That all volunteers are required to participate in the annual School Volunteer Orientation.
9. That all volunteers are aware of and acknowledge the expectation to participate in a COVID-19 health screening questionnaire at each visit, to document during the “sign in” which cohort/school personnel they will interact with, and that all volunteers wear a mask upon entry into the building, no exceptions.
10. That any failure to comply with these conditions or Calgary Catholic School District policies may result in termination of your position as a volunteer.

By signing this volunteer application form, if accepted by the principal, I agree to the conditions outlined.

Signature: _____ Date: _____

Parent/Guardian signature [if volunteer is under 18 years of age]: _____

Signature: _____ Date: _____

The information we collect on this form is personal information. We collect it under section 33(c) of the Alberta *Freedom of Information and Protection of Privacy Act* because it relates directly to and is necessary for our operating programs and activities under the Alberta *Education Act*. If you have questions about this form or our collection, use, or disclosure of personal information, then please visit www.cssd.ab.ca/Parents/FOIP or contact the Calgary Catholic School District FOIP Coordinator at 1000 - 5 Avenue SW, Calgary, Alberta, T2P 4T9, or 403-500-2000, or FOIP@cssd.ab.ca.

VOLUNTEER CONFIDENTIALITY AGREEMENT

TO: THE CALGARY ROMAN CATHOLIC
SEPARATE SCHOOL DISTRICT NO. 1
(The district)

I, _____ agree that I will act at all times to
(Name of the Volunteer)

preserve the confidentiality of all personal information of which I become aware during
the course of fulfilling my duties as a volunteer at _____ School.
(Name of School)

I further agree that in particular I will preserve the confidentiality of any personal
information which I receive with respect to students, parents, staff and administration.

I will hold all such information in the strictest of confidence and I shall not use, copy or
disclose such information to any other individual within or outside of the district, in
whole or in part, in any manner or form, unless I have obtained the permission of the
Principal.

Executed and witnessed this _____ day of _____ 20 _____

(Print Name of Volunteer)

(Signature of Volunteer)

(Signature of Principal)

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For schools within the city limits of Calgary:

1. All volunteers will present themselves to the school principal. At the principal's discretion, the volunteer will be asked to submit a **Police Information Check (see attached)** and the **Calgary Catholic School District Volunteer Registration form (see attached)**.
2. If the potential volunteer refuses to complete the forms **or** there appears to be discrepancies in the information **or** there is concern about the suitability of the applicant, then the Principal will not allow the individual to volunteer in the school.
3. **A letter must be provided to the volunteer, by the principal, indicating:**
 - a. **The VSPN #**
 - b. **Position title and position identifying # for the volunteer role (2 choices only – volunteer supervisor (field trip) # 0002 or volunteer coach # 0006)**
 - c. **Vulnerable Sector Check**
 - d. **Contact information for the school**
4. Complete the **Police Information Check** provided, present it, along with identification and the school volunteer letter at one of the following locations:

District #	Location
1	Ramsay – 1010, 26 Ave. S.E.
2	Rosscarrock – 4506, 17 Ave. S.W.
3	North Haven – 4303, 14 St. N.W.
4	Franklin – 3207, 12 Ave. N.E.
6	Fairview – 8325 Bonaventure Dr. S.E.
CPS	Traffic Section - 6528, 11 St. N.E.
North District	Country Hills – 11955, Country Village Link N.E.
North District	Saddle Ridge – 800, Saddletowne Circle N.E.
North District	Victoria Park Station – 334, 11 Ave. S.E.
8	Midnapore- 450, Midpark Way, S.E.
CPS	Westwinds Campus – 5111 47 St. N.E.

5. The completed Police Information Check Certificate letter will be mailed directly to the applicant. The applicant must present the documentation upon receipt.
6. Only those individuals with a clear police check may volunteer. The principal will contact the Superintendent, Human Resources regarding those Police Security Checks that are not cleared.
7. Persons with a criminal record will not volunteer for the Calgary Catholic School District unless authorized by the Superintendent, Human Resources.
8. It must be emphasized that all persons requesting to volunteer at the school that permission is completely at the discretion of the principal.
9. Volunteers must have a new Police Security Clearance every 3 years.

Please note: Section B of the Police Information Check form refers to AGENCY—the school is the agency.

The Police Information Check form must have original signatures (no FAX copies or photocopies).



Volunteer Health and Safety Information Sheet

Health and Safety on our premises is of the utmost concern. We consider Occupational Health & Safety legislation to be the minimum requirement.

Responsibilities:

** The volunteer must participate in a COVID-19 health screening questionnaire (from AHS document – Appendix C) to ensure personal wellness prior to entering beyond the office area to work with staff and students. If any COVID-like symptoms are reported, the volunteer must leave, and plan to return once the symptoms are no longer present.

**The volunteer must sign in/out at the office and must include which cohort & school personnel they will be interacting with. This is necessary for contact tracing if needed.

**The volunteer is expected to bring and wear a mask upon entry into the building and during their tasks, no exceptions. This is mandated by the City of Calgary Face Coverings Bylaw.

**The volunteer must model appropriate good hygiene by washing and hand sanitizing his/her own hands frequently throughout his/her time in the school, especially entering and exiting the building and entering and exiting work locations.

**The volunteer must adhere to our CCSD Resumption/School Re-entry Plan Handbooks that align with AHS requirements regarding hygiene, cleaning and social distancing as outlined in the Annual Volunteer Orientation.

The volunteer must ensure that they have received the appropriate training in Health & Safety to ensure that they are competent to perform all required work in a safe manner.

The volunteer must immediately report ALL accidents, incidents, and near misses to a district representative.

Rights:

Volunteers have the right to know about hazards/conditions which could cause immediate serious injury to any person.

Volunteers have the right to refuse unsafe work if the worker believes that it will cause an imminent danger to the health or safety of themselves or another worker.

Emergency Response:

Each work site has its own emergency response plan. Be sure to go over this with a school district representative and become familiar with it prior to commencement of work.

Rules:

While on site the following rules apply:

- Sign in/out at main office – including documenting which cohort & school personnel volunteer/visitor interacts with.
- Complete the COVID-19 general health screening (AHS document – Appendix C)
- Wear a mask at all times, no exceptions
- Wear a visible Visitor ID tag at all times.
- Walk, do not run
- No smoking on school district property



VOLUNTEER ACKNOWLEDGMENT SHEET

I have read and received a copy of the “Volunteer Health and Safety Information Sheet” and agree, to comply with the requirements of this document and all requirements of the Occupational Health & Safety Act and Regulations for Calgary Catholic School District Volunteer Projects. I will also take all necessary precautions to ensure the health and safety of our employees, suppliers and sub-volunteers while on the project and ensure that they are provided with and are aware of the preceding requirements.

(Project/Site Name)

Volunteer Name (Please Print)

Volunteer (Signature)

Signed in the City of _____ on _____ 20 _____
(Date)

Witness Name (Please Print)

(Signature)

(Date)

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VOLUNTEER DRIVER AUTHORIZATION

(Must be completed annually)

SCHOOL NAME:

SCHOOL YEAR:

Declaration of Volunteer Driver

I acknowledge that I possess a current and valid Canadian driver's license with no more than six demerit points during the last 3 years. Individuals having 7 or more demerit points are disqualified from being a volunteer driver. Furthermore, I have not had a single conviction that resulted in a loss of 6 demerit points or a suspension of my license in the last 3 years. _____ (initial)

I will inform the Principal of any motor vehicle accidents or ticketed traffic violations which will increase the number of demerit points against my license. In the event that I have more than 6 demerit points incurred after the date of this form, I will cease to operate as a volunteer driver. I also agree to report to the Principal any suspensions of my license. _____ (initial)

I possess a current and valid automobile insurance policy with a minimum of \$1 Million coverage for third party liability when operating as a volunteer driver. I have followed all conditions and/or restrictions stated by my insurance company for transporting individuals and obtained the necessary coverage. _____ (initial)

I understand that in case of an insurance claim (i.e. third party damage &/or personal injury) my personal automobile liability insurance applies before the Calgary Catholic School Division's insurance. _____ (initial)

I understand that the Calgary Catholic School Division can request at any time a certificate of insurance, a recent copy of my driver's abstract and/or police check not older than 90 days at the expense of the volunteer driver. Failure to produce these documents will disqualify myself from being a volunteer driver. _____ (initial)

I possess a mechanically safe vehicle in good working condition and will not transport more passengers than there are seat belts. I will ensure that all passengers wear seat belts while being transported in my vehicle. Vehicle being used for transport has no more than 7 seats for passengers. _____ (initial)

I will obey all applicable laws while I am engaged as a volunteer driver. _____ (initial)

In the event that an incident takes place while transporting students (motor vehicle accident, health issue, behavior issues, etc.), I will inform the school immediately and fill out any necessary documents. _____ (initial)

I will behave in a positive and professional manner while transporting students. I will not consume any alcohol or cannabis before or during the operation of my vehicle as a volunteer driver. I will not use any tobacco or vaping products in my vehicle when operating as a volunteer driver. _____ (initial)

Driver's Name (In Full)		Date of Birth	
Driver's Address			City
Postal Code	Home Phone No.	Business Phone No.	
Driver's License #	Class	Expiry Date	
Volunteer Staff <input type="checkbox"/>		Volunteer Parent <input type="checkbox"/>	
Seating capacity of your vehicle, NOT counting the driver: <input type="checkbox"/>			

Volunteer Driver's Signature

Date

Principal or Designate Signature

Date

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CALGARY CATHOLIC SCHOOL DISTRICT

Annual Non-Employee Acceptable Use Policy for Network (Internet, Intranet, Server) Use

The information we collect on this form is personal information. We collect it under section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act because it relates directly to and is necessary for our operating programs and activities under the Alberta Education Act. If you have questions about this form or our collection, use, or disclosure of personal information, then please visit www.cssd.ab.ca/Parents/FOIP or contact the Calgary Catholic School District FOIP Coordinator at 1000 - 5 Avenue SW, Calgary, Alberta, T2P 4T9; 403-500-2000; or FOIP@cssd.ab.ca.

Name: _____ School Year: _____

A new copy of this form must be completed each school year.

The Calgary Roman Catholic Separate School District No.1 (the district) provides Internet access to all of the district's schools and office locations using the district's Wide Area Network. The purpose of the Internet access is to facilitate communications in support of research and education by providing access to a variety of electronic resources and opportunities for collaborative work.

The Calgary Catholic School District reserves the right to access, audit and monitor use of all supplied Information Technology (IT) resources for non-compliance to this policy, without prior notice to the user. There is no expectation of privacy on behalf of the user with regard to information technology resources.

Conditions and Rules for Use

To remain eligible as a user, the use of one's account must be in support of, and consistent with, the district's policies, regulations, mission statement and pillars.

The transmission of, or obtaining access to, any material in violation of any International or Canadian law, whether Federal, Provincial, Municipal, or of other statutes, is prohibited. In addition, the transmission of, or obtaining access to any material in violation of the laws of any other state, or in violation of the rules or laws of any International agency or organization, is prohibited. The violation of Canadian law will be deemed to occur in relation to transmission of, or obtaining access to, any material in breach of copyright, in relation to threatening or obscene material, in relation to illegal material or material protected by trade secret, or in relation to commercial use of the system provided by the district or use of the system provided by the district for product advertisement or political lobbying. The uses mentioned in this paragraph are not an exclusive list but are examples of unacceptable use that will result in the penalties outlined in this agreement.

The appropriate use of the Internet is a responsibility of all users. Any unacceptable use, including the violation of the terms of this agreement, and any additional rules the district may put in place from time to time regarding the use of the district's system, will result in cancellation of the privilege of use of the district's system for access to the Internet. The district may deny, revoke, suspend or close any user account at any time based upon a determination of unacceptable use by an account holder or authorized user. The determination as to whether an unacceptable use has occurred will be a decision solely within the discretion of the Chief Superintendent or his designate.

Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to:

- Being polite in all of your communications to others.
- Using appropriate language.
- In all activities being compliant with municipal, provincial, federal or international law.
- Maintaining the confidentiality of your personal address and phone numbers and those of students and colleagues.
- Using the network without disrupting the use of the network by others.
- Assuming that all communications and information accessible via the Internet are the private property of those who put it on the Internet.

Warranties

The district makes no warranties of any kind, whether express or implied, for the service it is providing. The district will not be responsible for any damages a user suffers. This includes, without limiting what follows, loss of data resulting from delays, non-deliveries, mis-deliveries, server failure, or service interruptions caused by the district's negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. **All users need to consider the source of any information they obtain and consider how valid and reliable that information may be.**

Network Security

Security on any computer network is a high priority especially when the network involves many users. **A user must never allow others to use his/her password.** Users should also protect their passwords to ensure network security, their own privileges and the ability to continue to use the network. If a user feels they can identify a security problem on the network they must notify a system administrator. One should not demonstrate the problem to other users. Attempts to log on to the network as a network administrator will result in cancellation of user privileges. All users shall be responsible for all Internet activity. Any user identified as a security risk for having a history of problems with other computer networks will be denied access to the Internet by the district.

Vandalism and Harassment

Vandalism and harassment will result in cancellation of user privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user, the Internet or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Harassment is also defined as the persistent annoyance of another user or the interference of another user's work.

Unacceptable Material

Users may encounter material the access to which, or use of which, is unacceptable such as hate literature, pornography, and information related to immoral or illegal activities. It is the user's responsibility not to initiate access to such material and to cease access to such material immediately upon discovery that access has been inadvertently gained to such material and to report the inadvertent access, in writing, to their supervisor. The district shall not be liable for any decision by any service provider, or by the district itself, to restrict access to, or to regulate access to, material on the Internet. It is also understood by the undersigned that the district does not control material on the Internet and the district is therefore, unable to control the content of data that a user may discover or encounter through the use of the Internet.

Penalties for Improper Use

Any user violating these rules, applicable Provincial, Federal, Municipal or International laws or posted classroom, school and district rules is subject to loss of Internet privileges.

Required Signatures

User

I have read, understand and will abide by the provisions and conditions of this agreement.

User Name (please print): _____

Signature: _____ Date: _____

School Administrator

I have explained the purpose of this Acceptable Use Policy to the volunteer named below. In addition, he/she has been informed about his/her responsibility in properly using the Internet for educational purposes and what penalties will result in his/her inappropriate use of the Internet.

Administrator Name (please print): _____

Signature: _____ Date: _____

COVID-19 ALBERTA HEALTH DAILY CHECKLIST

Overview

This tool has been developed to support activity organizers, employers, businesses and facility operators in reducing the risk of transmission of COVID-19 among attendees/staff. The tool is meant to be used to assist with assessing attendees who may be symptomatic, or who may have been exposed to someone who is ill or has confirmed COVID-19.

Attendees should fill out this checklist prior to participating in the activity or program. If an individual answers **YES** to any of the questions, they **must not** be allowed to attend or participate in the activity or program. Children and youth will need a parent to assist them to complete this screening tool.

As the COVID-19 pandemic continues to evolve, this screening tool will be updated as required.

Screening Questions

1.	Does the attendee have any new onset (or worsening) of any of the following symptoms:	CIRCLE ONE	
		YES	NO
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Sore throat	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• Runny Nose / Nasal Congestion	YES	NO
	• Feeling unwell / Fatigued	YES	NO
	• Nausea / Vomiting / Diarrhea	YES	NO
	• Unexplained loss of appetite	YES	NO
	• Loss of sense of taste or smell	YES	NO
	• Muscle/ Joint aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis (commonly known as pink eye)	YES	NO
2.	Has the attendee travelled outside of Canada in the last 14 days?	YES	NO
3.	Has the attendee had close contact* with a confirmed case of COVID-19 in the last 14 days?	YES	NO
4.	Has the attendee had close contact with a symptomatic** close contact of a confirmed case of COVID-19 in the last 14 days?	YES	NO

* Face-to-face contact within 2 metres. A health care worker in a occupational setting wearing the recommended personal protective equipment is not considered to be a close contact.

** 'Ill/symptomatic' means someone with COVID-19 symptoms on the list above.