



**PRINCE OF SCHOOL
2018-19
VOLUNTEER APPLICATION FORM**

The Calgary Catholic School District (CCSD) appreciates the services of all of its volunteers. In order to ensure the safety of students, all volunteers in our schools need to apply and be accepted by the principal of that school.

A volunteer is someone who assists school and/or students either in curricular or extra-curricular activities and includes volunteer drivers but does not include guest speakers, presenters, visitors to the school, or school council members in their position as school council members. We expect that you will complete this form to enable the school in which you volunteer to exercise control over who should be involved with the children. The information collected on this form will be held in strict confidence.

If you are under 18 years of age your parents or guardian must sign this form.

Name of school or department: Prince of Peace School (K-9)

Name: Mr. Mrs. Ms. _____

Mailing Address: _____

Telephone No.:

_____ Daytime

_____ Evening

Email address: _____

Do you have children or grandchildren registered in this school? Yes ___ No ___

If yes, please list by name and grade:

Name

Grade

If not, would you please list at least two references with whom the school may check.

Name

Telephone No.

Do you have a criminal record for which you have not received an official pardon? No ___ Yes ___

Annual Volunteer Acceptable Use Policy for Network (Internet, Intranet, Server) Use

The information requested on this form is collected pursuant to the *School Act*, Section 34 and in accordance with the *Freedom of Information and Protection of Privacy Act (FOIP)*. The information will be used to establish that volunteers have an understanding of the policy for Acceptable Internet Use and consented to the rules and precautions in place for such usage. If you have questions concerning the collection or use of this information, please contact your school administrator.

Volunteer Name: _____

School Year: **2018 - 19**

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.
- Not using the network in such a way that you disrupt 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 network.

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.**



Prince of Peace School Volunteer Commitment

As a volunteer within the school setting, there are certain expectations that must be upheld. We ask that all volunteers attend a Volunteer Orientation and that a commitment is made to follow the criteria outlined during this Orientation presentation.

- ✓ It is an expectation that volunteers respect the confidentiality of each child and the professional role and judgment of staff members.
- ✓ It is an expectation that volunteers will refrain from discussing students outside the school situation. Any concerns should be addressed by the teacher or administration.
- ✓ It is an expectation that volunteers will refrain from discussing concerns regarding a specific staff member or other volunteers until the person in question has been consulted or informed through the school administration.
- ✓ It is an expectation that volunteers will be dependable and will follow through on tasks by attending at the times and dates arranged.
- ✓ It is an expectation that volunteers will not discipline students while volunteering. Any issues regarding student behavior should be brought to the attention of the teacher or administration, who will deal with the issue in an appropriate manner.

I have read the above expectations and am willing to follow them while volunteering at Prince of Peace School.

Name: (please print): _____

Signature: _____

Date: _____



CALGARY CATHOLIC
SCHOOL DISTRICT

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 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
- Wear a visible Visitor ID tag at all times
- Walk, do not run
- No smoking on school district property