



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 parent or guardian must sign this form.

Name of school or department: _____ St. Cecilia School

Name: Mr. Mrs. Ms. _____
Surname Given Names

Mailing Address: _____
Postal Code

E-mail Address: _____

Telephone No.: _____
Daytime Evening

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:

Name	Telephone No.
_____	_____
_____	_____

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 School Volunteer Orientation program.
9. 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 on this form is collected under Alberta’s Freedom of Information and Protection of Privacy Act to carry out our responsibilities under the School Act. If you have any questions about this form, please contact the school principal.

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 St. Cecilia 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)

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 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



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.

St. Cecilia School

(Project/Site Name)

Volunteer Name (Please Print)

Volunteer (Signature)

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

Witness Name (Please Print)

(Signature)

(Date)



CALGARY CATHOLIC SCHOOL DISTRICT

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.

VolunteerName: _____ SchoolYear: St. Cecilia School 2019-2020

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: _____