



Registration Form (2011/2012)
This form must be completed on both sides.
Please print or type clearly.



<p>A. Accounts Agreement</p> <p>NBCDES will provide each student with Internet based accounts for the purpose of communications and learning. To that end I understand that information may be stored or accessed from another jurisdiction. Initialing below indicates that you understand and accept this condition.</p> <p>_____ *Initials of parent or guardian if applicant is under 19</p>	<p>B. Registration Checklist</p> <p>Please Include these with your application:</p> <p><input type="checkbox"/> Identification (i.e. Passport, Canadian Birth Certificate, Landed Immigrant Papers, Study Permit, Status Card, Driver's License) ID RECEIVED MUST BE LEGIBLE (lighten to fax)</p> <p><input type="checkbox"/> Student Learning Plan</p> <p><input type="checkbox"/> Grad Planner Sheet or Timetable</p> <p><input type="checkbox"/> Deposit and/or Course Fee</p> <p><input type="checkbox"/> First Assignment</p> <p><input type="checkbox"/> Google Account Agreement Initialed (see section A)</p> <p><input type="checkbox"/> Computer Acceptable Use Policy</p> <p><input type="checkbox"/> Freedom of Information Form</p> <p>BCeSIS # _____ (student number)</p>
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C. Student Information – Items in bold are required

Student's Legal Last Name		Legal First Name	Legal Middle Name(s)
Gender <input type="checkbox"/> M <input type="checkbox"/> F	Usual Last Name (if different than above)	Usual First Name	Usual Middle Name(s)
Previous Surname (if changed)		Home Phone () Cell Phone () Work Phone ()	Birth Date (dd/mm/yyyy)
Home Mailing Address (PO Box, Apt, RR#, Street Address, City, Province, Postal Code)			Have you registered before in distance education? <input type="checkbox"/> Y <input type="checkbox"/> N If So Where? _____
Physical Address (If different than mailing address) (road #, 911 address, etc)			Place of birth: <input type="checkbox"/> Canada: give province _____ <input type="checkbox"/> Other: give country _____
First and Last Name of Parent/Guardian & Relationship to Student:		Address and Telephone (if different from student)	
First and Last Name of Parent/Guardian & Relationship to Student:		Address and Telephone (if different from student)	
E-mail Address:		Distance Education Student Number	P. E. N. Number

D. Program and Course Information

<p>Elementary Program</p> <p><input type="checkbox"/> Kindergarten <input type="checkbox"/> Grade 1 <input type="checkbox"/> Grade 2 <input type="checkbox"/> Grade 3 <input type="checkbox"/> Grade 4 <input type="checkbox"/> Grade 5 <input type="checkbox"/> Grade 6 <input type="checkbox"/> Grade 7</p>				<p>Office Use</p>																																																			
<p>Secondary course(s) required</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; border: none;"></td> <td style="width:12.5%; border: none;">Online</td> <td style="width:12.5%; border: none;">Print</td> <td style="width:12.5%; border: none;">Advisor</td> <td style="width:25%;"></td> </tr> <tr><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td></tr> <tr><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td></tr> <tr><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td></tr> <tr><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td></tr> <tr><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td></tr> <tr><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td></tr> <tr><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td></tr> <tr><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td></tr> <tr><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td></tr> </table>					Online	Print	Advisor																																															<p>NBCDES Registration Status:</p> <p><input type="checkbox"/> Elementary School Age Grade ____ <input type="checkbox"/> Secondary School Age Grade ____ <input type="checkbox"/> School Age Attached Grade ____ <input type="checkbox"/> Adult 11 AN <input type="checkbox"/> Adult 12 AD <input type="checkbox"/> Grad Adult <input type="checkbox"/> In-School Grade ____ <input type="checkbox"/> Home School Grade ____</p>	
	Online	Print	Advisor																																																				
<p>BC Residents:</p> <p><input type="checkbox"/> Fort Nelson (81) <input type="checkbox"/> Peace River South (59) <input type="checkbox"/> Peace River North (60) <input type="checkbox"/> Stikine (87) <input type="checkbox"/> Other</p>				<p>Yukon Residents:</p> <p><input type="checkbox"/> Yukon Home School <input type="checkbox"/> Yukon In-School <input type="checkbox"/> Yukon Adult <input type="checkbox"/> Yukon Grad Adult</p>																																																			

E. To be completed (including during July/August) for students K-9 enrolled in another school

Full School Name and Address (use school stamp please)	Signature: _____
	Position of Signatory: _____
	Verifies the prerequisite marks and authorizes the Distance Education School to bill the School District or Independent School as the case may be for the fees as applicable and the School District or Independent School will pay all of the fees to the Distance Education School.

F. To be completed by students who will be residing outside B.C.

B.C. Shipping Address: _____

G. Previous School History

Name of Last School Attended _____	Last School Grade Completed: _____ Year: _____
Please check here if currently attending <input type="checkbox"/>	

H. First Nations Students

Are You of First Nations Ancestry? (Status Indian, Non-Status Indian, Métis) Y N Band name _____
If yes, please be sure to complete the Aboriginal Education Program Consent form. Band code _____

I. All Applicants

Primary Language Spoken in the Home English Other (specify): _____ If you are of school age (ages 5-19), are your parents or legal guardians residents of B.C.? Y N
 Have you graduated? Y N If yes, please indicate province: _____

J. Special Learning Needs Students

Describe Any Special Learning Needs.	Is there an Individual Education Plan? (I.E.P.) <input type="checkbox"/> Y <input type="checkbox"/> N
	If yes, where? _____
	Has a district assessment been done? <input type="checkbox"/> Y <input type="checkbox"/> N
	If yes, where? _____
	May we request the student's confidential file? <input type="checkbox"/> Y <input type="checkbox"/> N
	*Please complete Confidential Request form

K. Program Agreement

<p>The signing of this form indicates that the information is accurate and complete and that the applicant understands that no materials will be forwarded until fees (where applicable) are paid. Fees paid cannot normally be refunded or transferred; only part of a course is sent out at a time; course papers are forwarded on the understanding work required will be completed and returned as directed; and enrollment remains valid for a maximum of 1 year.</p> <p>By signing this form, the applicant agrees that textbooks (when the student is eligible to receive them on loan) and/or videos and/or computer diskettes and materials will be kept in good condition and returned when the applicant completes or discontinues the course(s). If the materials are not returned in good condition, then the applicant will forthwith pay the replacement cost thereof and/or will forfeit the deposit.</p> <p>I hereby authorize the distance education school to report to schools, school districts or post-secondary institutions, and upon moving to another region, to transfer the file to the appropriate school if necessary.</p> <p>* By signing this form you are also authorizing the release of all student records including the confidential file from the current school to NBCDES*</p>	<p>Students and parents are in agreement that:</p> <ol style="list-style-type: none"> The school board is responsible for the educational program of students. The school board is responsible for ensuring that student learning is directed by a member of the College of Teachers. The school board is required to provide the requirements for an educational program as set out in Ministerial Orders for Required Areas of Study and Graduation Requirements. The School Board is responsible for the assessment and reporting of every student as set out in Ministerial Orders. They have read and discussed the material in points 3 & 4 with the teacher. They will complete a Student Learning Plan in cooperation with the teacher. They are committed to attending meetings, submitting student work samples and materials as required by the teacher for reporting purposes. They accept responsibility for the care and security of the learning resources provided to them. They are committed to remain enrolled for the registration year 2011/12 or through to the completion of the student's course(s).
	<p>Signature of Applicant _____ Date mm/dd/yy _____</p>

L. Payment

<p>Deposit Paid: _____</p> <p>Amount Owing: _____</p> <p>Computer Deposit: _____</p> <p>Total: _____</p>	<p>Please make cheque or money order payable to the Northern BC Distance Education School (NBCDES).</p> <p><input type="checkbox"/> Money Order <input type="checkbox"/> Cheque <input type="checkbox"/> Visa <input type="checkbox"/> Master Card</p> <p>Credit Card#: _____</p> <p>Card expiry date: _____</p> <p>Cardholder name: _____</p>
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Do we have your permission to include your name, work, and picture in publications? Y N ***Be sure to complete the Freedom of Information form.**

Note: Textbooks must be returned upon completion of your program or withdrawal from NBCDES. You will be invoiced for outstanding materials. Textbooks returned 2 or more years after completion/withdrawal will not be refunded for.

For Further Information Check Our Website @ www.des.prn.bc.ca



Freedom of Information and Protection of Privacy

The Freedom of Information and Protection of Privacy legislation is now in effect for schools. To ensure that the Northern BC Distance Education School complies with the legislation and your wishes as parent(s)/guardian(s), you are asked to read the following information carefully.

1. The legislation states that all photos, names, or anything else that identifies an individual or an individual's personal information are protected. From time to time, your child's name and/or photograph may be used in a school newsletter, yearbook or other school publication, or media coverage concerning school events.

___ **I do not wish my child, _____, to be involved in publications and/or media coverage.**

___ **I give permission for my child, _____, to be involved in publications and/or media coverage.**

2. The Northern BC Distance Education School has Parent Advisory Council, which represents the parents of students in the school and acts in an advisory capacity. Although NBCDES does not normally make student names, addresses, parent/guardian names, and phone numbers available to the P.A.C. for contact purposes, there may be time where this is requested by the P.A.C.

___ **I do not wish personal information to be released to the P.A.C.**

___ **I give permission for personal information to be released to the P.A.C.**

Your Name: _____

Student's Name: _____

Date

Parent/Guardian Signature



Northern BC Distance
Education School

10511 99 AVENUE
FORT ST JOHN, BC
CANADA V1J 1V6
(250)261-5660
(800)663-9511
FAX: (250)785-1188

Acceptable Use Agreement For Students Using NBCDES Computers/School Account

Student:

I understand that when using school computers, computer-related technology and software, I must follow the rules outlined in the Student Conduct/Computer/School Accounts Acceptable Use Policy with the Northern BC Distance Education School, School District #60.

I understand that if I do not follow the rules in this policy, I may lose my computer privileges and face additional discipline and/or other appropriate action by the school or school district.

Student Name

Date

Student Signature

School

Parent or Guardian:

I am the parent/guardian of the student listed above. I have read, understand and agree with the terms of the Student Conduct/Computer/School Accounts Acceptable Use Policy for NBCDES Computers/School Accounts. I have discussed this agreement with my child. I am confident that he/she understands the agreement.

I understand that my child is required to comply with the rules in the Student Conduct/Computer/School Accounts Acceptable Use Policy when he/she uses NBCDES computers, computer related technology and software. I understand that he/she is expected to act responsibly when using NBCDES computer resources. I have discussed this expectation with my child.

Parent Name

Date

Parent Signature

Home Telephone

NBCDES Staff Representative:

I have discussed the Student Conduct/Computer/School Accounts Acceptable Use Policy with the student and his/her parent/guardian and am confident that they understand the agreement.

Staff Representative Name

Date

Staff Representative Signature

Position in the School

Please tear out this page as well as all the following pages to keep for your information.



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Work Completion Policy

In an effort to ensure that students have every opportunity to achieve success in their distributed learning program, NBCDES has implemented the following “Work Completion Policy” to assist in monitoring student progress.

NBCDES students are expected to submit work at a minimum of every two weeks to allow for meaningful feedback to guide further study. If a student cannot meet this schedule, it is the student’s responsibility to contact the teacher to set up a different schedule for submission of assignments.

NBCDES teachers will review their students’ progress on a regular basis throughout the year. If a student is not submitting work according to the two-week schedule or the schedule mutually agreed upon, the teacher will attempt to contact the student (and his/her family where applicable) to discuss any problems that have arisen. If necessary, the teacher will develop a more realistic time frame with the student or implement strategies such as mandatory attendance at tutorial sessions to assist the student in successfully completing his/her program.

If no valid reason is given for the student’s lack of progress or if the teacher cannot contact the student after numerous attempts, an Academic Probation letter will be sent to the parents (or the adult student) stating that the student has two weeks from the date of the letter to contact the teacher to make satisfactory arrangements for assignment submission. The student will then have two weeks to submit the assignment(s) that are overdue unless a different arrangement has been made with the teacher through the phone call or office visit. If the work is not submitted within the Academic Probation period, the student will be withdrawn from the course.

Note: a student remains on Academic Probation for the remainder of the term. If the student has met the minimum schedule for assignment completion, the probation is lifted. If the student does not meet that requirement, he or she is withdrawn from the course.

Course materials are to be returned within 4 weeks from the date of withdrawal. Students may decide to re-enroll but will be required to participate in an intake meeting to determine if a Distributed Learning program will best meet his/her learning needs.

Secondary students have 12 continuous months to complete most courses, after which the student is assigned a failing grade if the course remains incomplete. *Please note that some online courses have a completion date of June 15th each school year regardless of the start date of that course.

Elementary students are expected to complete their grade by June 30th of each year unless they are working on an alternate timetable approved by their teacher.



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Northern BC Distance Education School

Student Conduct/Computer/School Accounts Acceptable Use Policy

Guidelines for Acceptable Use of a School Account

The Northern British Columbia Distance Education School will provide a connection to a computer network that provides links to computers throughout the world. Collectively this interconnected network of computers is referred to as "the Internet." You may also have heard of the Internet as "the Information Highway." BC and Yukon students are able to access information from around the world and bring it to their school computer/school account via this electronic highway.

Successful operation of the network requires that students regard this connection as a shared resource. It is, therefore, imperative that members conduct themselves in a responsible, decent, ethical, and polite manner while using the network. Following is a list of guidelines.

Responsibilities of the Computer User

1. Using the computer/school accounts for illegal, inappropriate, or obscene purposes, or in support of such activities is prohibited.
2. Any use of the computer/school accounts for product and/or service advertisement or political lobbying is prohibited.
3. The computer/school accounts shall be used only by the authorized owner of the account. Account owners are responsible for all activity within their account.
4. School accounts are a publicly funded resource, and as such must be used in moderation. Please be aware that there are other users in your district who will also want access to the network.
5. Disk storage space on school accounts is limited. Consequently, users should store information on them in moderation.
6. Copyrighted material must not be placed on any computer system and/or file connected with school accounts without the author's permission.
7. Users may upload and download public domain programs for their own use or redistribute a public domain program if it is for non-commercial use; however, a user assumes all risks regarding the determination of whether a program is in the public domain. NBCDES will not be responsible for any and all computer issues or damage caused by the user downloading public domain software to our / their computer using our accounts.
8. Members are expected to remove old electronic mail / chat messages in a timely fashion and the system administrators may remove such messages if not attended to regularly by the user. Please be aware that all accounts provided by NBCDES are open to scrutiny by the staff at NBCDES at any time. These are not private accounts.

Please Be Aware

Internet Mail is an international electronic message board, on which messages are posted from systems connected to the Internet. The system administrator has no control over the content of messages posted from other systems.

Electronic mail is a private electronic message sent by or to a user in correspondence with another person having Internet mail access. Messages received by the system are retained on the system until deleted by the recipient. A canceled school account will not retain its mail.

All NBCDES student who connect to another network, will be subject to that network's acceptable use policies.

Rights and Responsibilities of the System Administrators

The system administrator may remove locally posted messages that are unacceptable and/or in violation of the acceptable use policy.

In the case of misuse or suspicion of misuse of the network or services, the school management team reserves the right to access any files on the system.

NBCDES will cooperate fully with any participating school district, local, provincial, or federal officials in any investigation concerning or relating to any mail transmitted on through school accounts.

The system administrator, at his/her sole discretion, reserves the right to immediately terminate the account of a user who misuses the real-time conference features (talk/chat/internet relay chat).

The system administrator reserves the right, at his/her sole discretion, to suspend or terminate a users access to and use of all school accounts upon any breach of the Acceptable Use Policy by the user. Prior to a suspension or termination, or as soon after as is practicable, the school management team will inform the user of the suspected breach and give the user an opportunity to present an explanation. The user may request a review hearing with the school management team rather than the system administrator who imposed the suspension or termination within seven (7) days of such suspension or termination if the user feels that such action was unjust. After the review, access may be restored if the school management team upholds the user's appeal.

Vandalism will result in cancellation of computer/school account privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

Inappropriate Uses of NBCDES Computers/School Accounts

Inappropriate use includes, but is not limited to, the following:

1. You may not use NBCDES computing or networking equipment to:
 - transmit any materials in violation of Canadian laws
 - duplicate, store, or transmit pornographic materials
 - transmit or post threatening, abusive, prejudicial, or obscene material
 - duplicate, store, or transmit copyrighted material that violates copyright law
 - participate in pyramid schemes or make money from an internet based program.
2. You may not violate, or attempt to violate, the security of NBCDES computers, data, or network.
 - Any attempts to access unauthorized data on school accounts will result in termination of the account and/or charges as is appropriate.
 - Any attempts to vandalize school accounts or systems will result in termination of the account.

Vandalism is defined as any malicious attempt to harm or destroy data of another user, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

- Use of another individual's school account or password with or without their knowledge is prohibited.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to NBCDES school accounts.

3. When interacting on the Internet, DO NOT:

- use abusive, vulgar, profane, obscene, prejudicial, or other inappropriate language
- criticize the spelling, writing or keyboarding of others
- repost personal e-mail that you receive to public forums (e.g., listservs, newsgroups) without the permission of the author.

4. As an NBCDES account holder, DO NOT:

- share your school account password(s) with others. Remember, school accounts are to be used only by the owner of the account. Account holders are responsible for all activity within their account.
- distribute or use anyone else's school account ID and/or password
- reveal anyone else's personal address or phone number or other personal information.

5. School accounts are a shared resource and you should use them in such a way that it doesn't disrupt the services to others. DO NOT use school accounts for the following activities:

- business purposes
- product and/or service advertisement or political lobbying
- to send chain letters
- to play network intensive games
- to download excessively large files, except in low use hours
- to harass other users with unwanted e-mail messages

Other provisions

The Computer Acceptable Use Policy shall be interpreted, construed and enforced in all respects in accordance with the laws of the Province of British Columbia. Each party irrevocably consents to the jurisdiction of the courts of the Province of British Columbia, in connection with any action to enforce the provisions of the Computer Acceptable Use Policy, to recover damages or other relief for breach or default under the Computer Acceptable Use Policy, or otherwise arising under or by reason of the Computer Acceptable Use Policy.

NBCDES management reserves the right as final authority on the use of the school's network, systems, and services, as well as the issuing of all school accounts.

This acceptable use policy is applicable to all members of the NBCDES community for the 2011 – 2012 academic year (July 1, 2011 – June 30, 2012)

NBCDES ACCOUNT HOLDERS - PLEASE RETAIN A COPY OF THIS DOCUMENT FOR YOUR PERSONAL REFERENCE.

***The following page must be signed and returned to NBCDES with your completed registration form.**

NBCDES Policy on Cyberbullying

What is bullying?

- Bullying is an unhealthy interaction that can take many forms. It can be physical, verbal or social, and it can occur through the use of technology.
- It is typically a form of repeated, persistent and aggressive behaviour directed at an individual or individuals that is intended to cause fear, distress and/or harm to them: either physically or to their feelings, self-esteem or reputation.

Cyberbullying

- Verbal and social bullying can take place on line in a variety of venues, including (but not limited to) e-mail, texting, web sites, social networking, opinion polling, or video sharing — irrespective of the device used in communication.
- Bullying effects learning and mental health. When the behaviour of one student appears to negatively impact another student's ability to learn, or on healthy relationships or on the school climate, the principal will investigate the situation.
- Immediately report any electronic message that seems improper along with any information you can supply. The principal will determine if the action constitutes cyberbullying.
- An individual found guilty of cyberbullying will face a consequence that is proportional to the damage inflicted by his or her actions.
- Consequences might include the suspension or cancellation of some or all internet privileges granted through the school, the return of school equipment, suspension or exclusion from other school activities, or the requirement of working within a restitution framework with all associated parties, including parents of all those involved, if deemed appropriate by the principal.