



COLEGIO REX
Canadian School

PARENT HANDBOOK

PRESCHOOL, ELEMENTARY AND MIDDLE SCHOOL

Av. del Delfín #6221
Frac. Marina Mazatlán
C.P. 82103
Mazatlán, Sinaloa, México.
Telephone: 669-913-5030
Website: www.colegiorex.mx

School Year
2024-2025

TABLE OF CONTENTS

STAFF LIST	3
COLEGIO REX CANADIAN SCHOOL HANDBOOK	7
GENERAL INFORMATION	9
Registration Criteria	9
Statements	11
Coexistence Rules	11
Student Code of Conduct	12
Student rights	13
Student Responsibilities	13
Lunch & Nutrition	14
School Council	14
STUDENT PROGRAMMING	14
Homework	14
Communications	15
Field Trips	15
Birthday Celebrations	16
SCHOOL PROGRAM PLANNING	15
Extracurricular Activities	16
Progress reports	17
CIS SCHOOL CALENDAR 2024-2025	20
Annual Student Acceptable Use Policy for Internet Use	22
Standards for the Use of Personal Mobile Devices and Social Media in Schools	26

“Two Cultures. One Campus. One Dream!”

CIS STAFF LIST

ADMINISTRATION

Mr. Artemio Pérez Páez	CEO/Board
Ms. Rocío González Hernández	CEO/Board
Mr. Joel Gallegos	CEO/Board
Mr. Tony Verna	Head of School & Alberta Principal
Ms. Bonnie Robertson	Vice Principal
Ms. Anallely Pérez	Preschool SEP Principal
Ms. Maricarmen Álvarez	Elementary SEP Principal
Ms. Liliana Gárate	Secondary SEP Principal
Ms. Beatriz Huitrado	Academic Director

TEACHING STAFF

Preschool

Ms. Daniela Pérez	Maternal/Teacher
Ms. Arantxa Valdéz	Maternal English Teacher & K1
Ms. Adriana Hernández	Maternal Assistant
Ms. Larissa Melin	Kindergarten 1 Teacher
Ms. Adriana Juárez	Kindergarten 2 Teacher
Mr. Alexia Chavarín	Kindergarten 3 Teacher
Ms. Lori Van Gorp	Kindergarten 3 AB Teacher
Ms. Barbara Brooks Day	Kindergarten 2 AB Teacher
Ms. Adriana Hernández	Maternal Assistant
Ms. Jazmín Flores	Kinder Assistant

Elementary

Ms. Ana Karen Meza	Grade 1 Teacher
Ms. Mackenzie Mackay	Grade 1 & 3 AB Teacher
Ms. Jessie Wold	Grade 1 AB Teacher
Ms. Livier Jiménez	Grade 2 Teacher
Ms. Lori Van Gorp	Grade 2 AB Teacher
Ms. Dania Beltrán	Grade 3 Teacher
Ms. Perla Blanco	Grade 4 Teacher
Ms. Kit Voth	Grade 3 & 4 AB Teacher
Mr. Cheryl Argento	Grade 4 AB Teacher

Ms. Isairis Zazueta	Grade 5 Teacher
Ms. Nikki Anderson	Grade 5 AB Teacher
Ms. Grace Peters	Grade 5 AB Teacher
Ms. Lina Pérez	Grade 6 & 9 AB Teacher
Ms. Karen Muñoz	Grade 6 Teacher
Ms. Diana Herrera	Primary Assistant
Ms. Marlen Guzmán	PE Teacher
Mr. Dennis Loaiza	PE Teacher
Mr. Fernando Rentería	PE Teacher

Secondary

Ms. Karen Patterson	Grades 7/8 AB Teacher
Ms. Bonnie Robertson	Grade 7/8 AB Teacher
Ms. Jill Carlyle	Grade 6 & 9 AB Teacher
Ms. Lina Pérez	Grade 9 AB Teacher
Mr. Juan Carlos Acosta	Grades 7/8/9 SEP Teacher
Mr. Abel Ibarra	Student Life Coordinator

Psychology Department

Ms. Dafne Neve	Psychologist
Ms. Bricia Barboza	Psychologist

Administration

Ms. Mara Flores	Service Manager
Ms. Alegría Carrillo	Head of Administration
Ms. Gabriela Rojas	Learning Commons & Alberta Education
Ms. Daniella Diaz	Assistant & Student files and Records
Ms. Tere Flores	Administration
Ms. Fernanda Sánchez	Front Desk
Ms. Vanessa Arámburo	Front Desk Cashier
Mr. Sergio Galván	Technical Support
Ms. Catalina Osuna	Nurse
Mr. Rodolfo Vega	Bus Driver
Mr. César Flores	Bus Driver
Ms. Alma Herrera	Custodial
Ms. Yvonne Herrera	Custodial
Ms. Verónica Vega	Custodial
Ms. Gladdis Ramírez	Custodial

CANADIAN NATIONAL ANTHEM

O CANADA!

English Version

Oh, Canada
Our home and native land
True patriot love in all of us command
With glowing hearts we see thee rise
The True North strong and free
From far and wide, O Canada
We stand on guard for thee
God keep our land glorious and free
O Canada, we stand on guard for thee
O Canada, we stand on guard for thee

French Version

Ô Canada!
Terre de nos aïeux,
Ton front est ceint de fleurons glorieux!
Car ton bras sait porter l'épée,
Il sait porter la croix!
Ton histoire est une épopée
Des plus brillants exploits.
Et ta valeur, de foi trempée,
Protégera nos foyers et nos droits. Protégera nos foyers et nos droits

Mexican National Anthem (partial)

Estribillo

Mexicanos, al grito de guerra

El acero aprestad y el bridón;

Y retiemble en sus centros la tierra

Al sonoro rugir del cañón.

I

Ciña ¡Oh Patria! tus sienes de oliva

De la paz el arcángel divino,

Que en el cielo tu eterno destino

Por el dedo de Dios se escribió.

Mas si osare un extraño enemigo

Profanar con su planta tu suelo,

Piensa ¡Oh Patria querida! que el cielo

Un soldado en cada hijo te dio.

CHORUS

Mexicanos, al grito de guerra

El acero aprestad y el bridón;

Y retiemble en sus centros la tierra

Al sonoro rugir del cañón.



COLEGIO REX CANADIAN SCHOOL HANDBOOK

Welcome!

Dear Parents,

Welcome to Colegio Rex, an Alberta, Canada Accredited International School. Alberta, Canada's education system has a reputation as being one of the best in the world. International education plays an important role in helping students to think globally and build relationships with people from around the world.

At Colegio Rex, students can start their education from two years old in our Early Childhood Program. Once children are ready for K2 they can enter into our Canadian program, which enables the students to become more proficient in English.

When children enter K3, they will receive an Alberta Education student number and will be registered in the Alberta, Canada education system.

Currently, all of our classes from K 3 - Grade 9 have certified teachers from Alberta Canada. Each year, Colegio Rex will increase a grade until grade 12. All students graduating from Colegio Rex will receive a diploma from SEP and a diploma from Alberta, Canada.

Not only will students have access to universities around the world, but they will also be fully bilingual in two of the most spoken languages in the world; English and Spanish.

Each class has two teachers; one to teach the SEP program and the other to teach the Alberta, Canada program. All teachers are highly trained teachers and not only are knowledgeable about curriculum but also about child development.

At Colegio Rex, we feel it is important to teach the whole child. We emphasize a strong focus on academics but equally important are social and emotional skills.

Our teachers and staff support different learning styles to ensure that every student is capable of achieving their personal best.

Colegio Rex has created an environment where children feel loved and safe. Students, teachers, and administrators work together to create a school where our learners feel confident and free to appreciate each other and make good decisions.

I am honored to be the Head of School at Colegio Rex and I invite you to visit our school to learn about our outstanding programs and meet our staff.

**TONY VERNA
HEAD OF SCHOOL
COLEGIO REX CANADIAN SCHOOL**

Av. Delfín 6221 Fracc. Marina Mazatlán C.P. 82103

Ph: 669-913-5030

Email: tony.verna@colegiorex.mx

GENERAL INFORMATION

Office Hours:

The school office is open from 7:30 am to 3:30 pm Monday to Friday and 9:00 am to 1:00 pm on Saturdays.

School Hours:

LEVEL	ENTRY	EXIT
MATERNAL	9:00 a.m.	1:00 p.m.
K1 & K2	8:30 a.m.	2:00 p.m.
K3	8:30 a.m.	2:30 p.m.
GR 1 - GR 3	7:40 a.m.	2:45 p.m.
GR 4 - GR 6	7:40 a.m.	2:50 p.m.
SECONDARY	7:30 a.m.	3:00 p.m.

Registration Criteria

All parents must make an application to Colegio Rex Canadian International School.

Parents requesting enrollment of their children to CRCS must:

1. Complete an entrance assessment (an age-appropriate language proficiency assessment and a grade level benchmark assessment) and an interview with the Head of School. The results of the assessment will be summarized and recorded on the student's cumulative file. If there is strong supporting diagnostic evidence that the assessment results are at a level where CRCS is unable to provide the appropriate support resources or intervention programs for success, the students will be declined acceptance to CRCS. On the determination of the Head of School, the overall assessment protocol to decline an applicant might include insufficient resources to support a student's needs or class size.

2. Submit a birth certificate, educational history, and supporting identification documents.
3. Upon acceptance, the parents must pay the annual tuition, materials, lunch, and bus (optional) fees.
4. The Head of School reserves the right to limit enrolment.

Colegio Rex Canadian School Statements

1. Vision Statement

Colegio Rex believes students will excel intellectually, emotionally, physically and socially when our classrooms:

- Are safe and caring learning environments that encourage risk-taking and utilize effective teaching strategies and curricula at appropriate development levels.
- Encourage students to construct knowledge through successfully solving problems both individually and cooperatively using hands-on activities.
- Demonstrate positive student behaviors including appropriate social skills, peaceful conflict resolution, consistent on-task behaviors, cooperative behavior, self-evaluation, self-correction, self-awareness and respect for and value of others, the school and the community.
- Develop leadership potential in every student and demonstrate the understanding that good leaders build more leaders.
- Embody students who take ownership of their learning thereby developing increased responsibility that will produce competent, independent and self-reliant citizens
- Employ effective classroom management strategies that allow students to focus on learning and maximize learning time.
- Model continual learning by teachers, students and administrators.
- Honor and embrace learning differences.
- Have strong connections to our communities and use community resources and expertise to enrich the classroom.

2. School Uniform

- Students are required to wear a full CRCS uniform each day. When students have PE, they should wear their PE uniforms and they are required to wear their dress uniform on the other days.
- Students should wear shoes that allow them to run and play comfortably. Flip-flops are not suitable footwear.
- Be sure to label all your child's uniform pieces. Names should be visible on the outside of their backpacks.
- Should you need extra uniform pieces, please contact the school to purchase some.
- Every Friday is a free dress Friday. We expect our students to dress appropriately on these days.
- Once a month we have a spirit day where students dress according to the theme.

3. Colegio Rex Student Code of Conduct

As a Colegio Rex student, I will:

- Be diligent in pursuing my studies.
- Demonstrate consistently the values of cooperation, responsibility and consideration as outlined in our Core Achieve Bravely Value Statement.
- Attend school regularly and punctually.
- Cooperate fully with everyone authorized by the school to provide education programs and other services.
- Comply with the rules of the school.
- Account to my teachers for my conduct.
- Respect the rights of others.

Student Rights:

- Students shall be treated with dignity, respect and fairness by other students and staff.
- Students shall be provided with a learning environment that is free from discrimination, harassment and abuse of any kind.
- Students and parents/guardians shall be informed of the school's expectations for student behavior.
- In the event of student misbehavior, students and parents/guardians shall have the right to offer an explanation, and to be informed about the consequences of misbehavior.
- Students shall be provided with opportunities for consultation and involvement in student-related matters.

Students Responsibilities:

Colegio Rex students are expected to:

- Attend school regularly and punctually.
- Contribute to a climate of mutual safety, trust and respect.
- Use their abilities and talents to gain maximum learning benefits from their school experiences.
- Behave in a manner that is conducive to learning.
- Access and use networked information resources (technology) appropriately.
- Behave appropriately when traveling directly to and from school.
- Assist in keeping the school clean and in good repair by putting all things in the proper place and never defacing any part of the school.

Students shall show respect for:

- Themselves and others.
- Others and their property.
- Ethnic, racial, religious and gender differences.
- School attendance and punctuality.
- Work habits, assignments and homework.
- Learning resources and equipment.

***Please see the Appendix for Student Code of Conduct Breaches and Consequences of those**

breaches.

4. Lunch and Nutrition

We encourage students to bring a healthy snack and lunch to school each day. It is extremely important that we keep these growing brains healthy! Please avoid sending candy, unhealthy snacks, sugary drinks, or soda to school with your child.

There is a school cafeteria where children can purchase food. A monthly menu is sent home.

5. School Council

Colegio Rex School has an active school council. The role of the School Council is to support the students and the school through a variety of fundraising efforts and social activities. If you are interested in helping out, please contact the school office.

Your school council has decided that each classroom should have one parent representative on the council. This member will be responsible for communicating information from the council to the other parents in the classroom. If you would like to be a room representative, please talk to your child's teacher.

6. Colegio Rex Volunteering Opportunities

We encourage and appreciate your support. If you can help in the library, support your child's classroom, or are willing to be available when needed, please contact the school office to participate.

7. Homework

Homework and personal study are important aspects of student learning. The student agenda is one important way of encouraging and following up on home study. Work that is not completed in class may become homework.

School is one part of a child's life, and life must have balance. The amount of time a child spends doing homework must take into account expectations parents hold with respect to extra lessons, practices, and family time. If an assignment or project of any type is sent home, teachers expect the child to complete it as well as possible in a time reasonable to the child's working limits. Parents are encouraged to assist and support their child wherever necessary but we ask that parents not do the project or work for the students.

Reading is an integral part of life. All children should be encouraged to read at home daily. Homework can include learning by experiencing real-life examples of mathematics, language, science, art or any subject that develops building blocks for real-life education. Encouraging children to create, design, construct and play in different environments is valued as being both educationally sound and pleasurable.

8. Communications

Colegio Rex Family Email We have set up family emails to keep parents informed about important notices and school events. This is our main form of communication in the school.

Change of Address/Telephone Number/Email Address

It is very important that the school files be kept up-to-date regarding changes of address, phone number, and email address in order that you may be contacted in the event of an accident or emergency. Please notify the school of any changes to this information as they occur.

9. School Calendar

The Colegio Rex website <http://www.colegiorex.mx> records all important celebrations, school holidays and days off, Progress Report dates and parent meeting dates. Please check the calendar frequently to keep informed.

10. Field Trips

Our classes will participate in a variety of field trips during the year. Trips will be curriculum-based and enhance classroom learning. Parents will receive a field trip form requiring signed permission for their child to participate. Students who do not return a signed permission slip will remain at the school.

Parents will be notified of all field trips requiring public transportation prior to their occurrence. A completed returned permission slip is required for each child before he/she can attend. Permission forms will be sent home with each child.

It is a requirement for written consent to be provided on the appropriate permission form. Permission will be denied if the proper consent is not in place.

Students not returning permission slips will be accommodated in other regular classes.

11. Birthday Celebrations

12. Adverse Weather Policy

On occasions when the weather is too severe for students to go outside, an inside recess will occur.

The SEP department informs the school if classes should be canceled due to inclement weather.

13. Leaving School During School Hours

Students are not permitted to leave the school grounds during class time or recess breaks. A student who has a note giving them permission to leave the school will first show the note to the teacher and then present it to the school office for permission to leave. The school is responsible for the students, it is essential that we know where they are at all times.

If a parent plans to remove a child from the school during the day, the parent must report to reception in the front lobby. The receptionist will then notify the classroom teacher. The child will be escorted or sent down to the front lobby.

14. Attendance

Academic success requires regular attendance and punctuality at school;

Absences

- If a student is ill and unable to attend school, parents will please call the office at:
- If a student becomes ill during the day, the student must report to the school nurse and parents will be contacted.
- When a child's absence at school is unexplained, parents will receive a telephone call.

Lates

- Students arriving late to school are to first check in at the office, receive a late slip, and then proceed to their classroom. If a student is consistently late this means considerable disruption to others and the principal may contact the parents.

Illness

- All children are expected to participate in outdoor recess or outside activities. Normally, children who are too ill if they cannot go outside for recess are too ill to be at school. This is particularly true in the case of severe colds; children coming to school with severe colds are unable to function well, provide a source of infection for other

children, and would probably recuperate faster at home. Parents are asked to notify the office regarding the illness of students.

15. Progress Reports

Written Progress Reports are sent home 3 times, November, March and June followed by parent-teacher conferences and or student-celebration of learning.

Marks (Measuring and Communicating Student Growth in Relation to the Curriculum)

1. Course marks are given in grade levels;
2. Teachers gather information in a variety of methods to assess student achievement and growth, including
 - a. Class participation
 - b. Individual work; and
 - c. Group work
3. Teachers use various methods to determine student growth in relation to the Alberta curriculum:
 - a. Teacher observation.
 - b. Oral and written tests.
 - c. Performance assessment.
 - d. Teacher-developed quizzes or tests; and,
 - e. Externally developed standardized tests.

Extracurricular Activities

We offer a variety of extracurricular activities after school, including dance, flamenco dance, ballet, piano, Tae Kwon Do, basketball, math, Spanish, and English. The complete list including dates, times, and fees can be found through this link.

<http://www.colegiorex.mx/wp-content/uploads/2019/08/CIRCULAR-Centro-Artistico-y-Deportivo-Rex.pdf>

Appendix Code of Student Conduct

Role of Parents/Guardians

Parents/guardians play an essential role in working with the school to develop appropriate student behavior and conduct. The school expects that parents/guardians will:

- Be aware of school policy and regulations together with the school's expectations for student conduct.
- Be aware of and agree to implement at home the Positive Behavior Support program;
- Cooperate with the school in the implementation of policies, regulations and codes of conduct.
- Review this Code of Student Conduct and the school's code of student conduct with their child(ren).
- Work with the school to resolve student conduct issues that affect their child(ren), when they arise.

Item 1. Code of Conduct Breaches:

- Violation or contravention of the code of conduct as set out in the School Conduct Policy.
- Willful disobedience and/or open opposition to authority.
- Willful damage to school or other property.
- Interference with the orderly conduct of class(es) or the school.
- Use or display of improper or profane language.
- Conduct that threatens the safety of students and/or staff, including assault, discrimination, extortion, and harassment.
- Disruptive behavior, willful disobedience, or defiance of authority.
- Possession and/or use of a weapon.
- Theft.
- Possession, trafficking, or use of illegal drugs, alcohol, or inhalants.

Consequences

Failure of a student to meet the expectations for student conduct may result in one or more of the following consequences, such as:

- Participating in deciding on an appropriate consequence.
- Meeting with a school counselor.
- Accounting to parents/guardians.
- Making appropriate apologies, and where possible, making restitution.
- Making restitution for property damage to an individual or the school.
- Losing privileges for a time.
- Rendering service.
- Being temporarily excluded from class.
- Serving an in-school suspension.
- Serving an out-of-school suspension.
- Agreeing to a contract to improve personal conduct.
- Expulsion from the school.

Would you like to learn more about our school?

We'd be happy to answer any questions that you may have!

Give us a call at:

→ - 669 913 5030 (Spanish)

→ - 669 668 3323 (English)

→ - 669 130 9224 (WhatsApp)

Or check out our website: <http://www.colegiorex.mx/>

For details on our admissions guidelines, please click on the following link:

<http://www.colegiorex.mx/admissions/primary-admission/>

If you have any further questions please feel free to contact us at: contacto@colegiorex.mx

COLEGIO REX CANADIAN SCHOOL | 2024-2025 CALENDAR

AUGUST '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19- First day of the Alberta program

19-23 Intensive Continuing Education Workshop for Teachers (SEP)

26- First day of SEP classes

10 Instructional days

FEBRUARY '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

3 - No classes (5th)
5 - Constitution Day

28 - PD day- no classes

18 Instructional days

SEPTEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

16- Independence Day - no classes

27- PD day- no classes

19 Instructional days

MARCH '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

17 - No classes (21st)
21- Benito Juarez's Birthday Memorial

19 Instructional days

OCTOBER '24						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

25- PD day- no classes

22 Instructional days

APRIL '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

14-25 Spring Break -no classes

28 - First day back

12 Instructional days

NOVEMBER '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

2 - All Souls Day

18 - No classes (20th)

20 - Revolution Memorial Day

29 - PD Day- no classes

19 Instructional days

MAY '25						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1- Labor Day- no classes

5 - Battle of Puebla - no classes

15 - Teacher's Day - no classes

30- PD day- no classes

18 Instructional days

DECEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec 19 - Jan 3
Christmas break

13 Instructional days

JUNE '25						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

27- PD day- no classes

30 - Last day for the Alberta program

20 Instructional days

JANUARY '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Dec 19 - Jan 3
Christmas break

6-8 Intensive Continuing Education Workshop for Principals and Teachers (No school for students)

9- First day back

31- PD day - no classes

16 Instructional days

JULY '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

16 - Last day for the SEP program (estimated)

17-18 Intensive Continuing Education Workshop for Teachers (SEP)

	School Holiday		Closed/ Professional Development
	School Days		Planning First and Last Day of School SEP

186 days of instruction - 315 minutes per day x 186 = **58590** (966 hrs. of instruction) for Gr 1- 9)

186 days of instruction - 160 minutes per day x 186 = **29760** (490 hrs. of instruction)

Note: The SEP program has three weeks of PD throughout the year; **19-23 August** Intensive Continuing Education Workshop for Teachers (SEP), **6-8 January** Intensive Continuing Education Workshop for Principals and Teachers, and **17-18 July** Intensive Continuing Education Workshop for Teachers (SEP).



COLEGIO REX
Canadian School

Colegio Rex Annual Student Acceptable Use Policy for Internet 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 used to establish that students, parents and teachers 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.

Student Name: _____ School Year: : _____

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

Terms and conditions for use

Students in Colegio Rex are provided access to the Internet using the Wide Area Network. The Internet allows our students to interact with hundreds of thousands of networks and computers. Within our schools and libraries, the Internet and e-mail may be used by our students for educational purposes. There is no intent that students use Internet access from computers for personal use. The Internet is similar to other student learning resources such as books, magazines, videos, CD-ROMS and encyclopedias.

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.

Unacceptable Material

Because access to the Internet provides connections to the other computer systems located all over the world, students (and parents) must understand that neither Colegio Rex nor any Colegio Rex staff member controls the content of the information available on these other systems. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-12 setting, such as hate literature, pornography, and information related to immoral or illegal activities. Colegio Rex does not condone the use of such materials and does not permit usage of such materials in the school environment. Colegio Rex uses Internet filtering software in addition to teacher supervision to reduce the likelihood of students accessing inappropriate Internet sites. In the event a student inadvertently accesses an inappropriate Internet site, he/she must advise the supervising teacher of the inadvertent access.

Penalties for Improper Use

Violation of Colegio Rex's Acceptable Use Policy may result in:

Restricted network access

Loss of network access

Disciplinary action

Legal action

Required Signatures

Teacher

I have explained the purpose of this Acceptable Use Policy to the student named below. In addition, he/she has been informed of his/her responsibility for the proper use of the Internet for educational purposes and of the penalties that will result from his/her inappropriate use of the Internet.

Teacher's name (please print): _____

Signature: _____

Student

I understand that when I am using the Internet I must adhere to all rules of courtesy, etiquette and laws regarding accessing and copying information as prescribed by International, Federal, Provincial, or Municipal Law and Rex College policies and regulations.

My signature below signifies that I agree to follow the Student Acceptable Use Policy guidelines for Internet access.

Student's name (please print): _____

Signature: _____ Date: _____

Parent or Guardian

Students under the age of 18 must also have the signature of a parent or guardian who has read this agreement.

As the parent or guardian of this student, I have read the Student Acceptable Use Policy and understand that access to the Internet is designed for educational purposes. I understand that it is impossible for Rex College to restrict access to all unacceptable materials and I will not hold Rex College responsible for materials acquired on the Internet. I have reviewed with my child all items in the Terms and Rules of Use, Network Etiquette, and Vandalism and Harassment. I hereby give my permission for my child to access the Internet.

Parent/Guardian Name (please print): _____

Signature: _____ Date: _____



ALBERTA

EDUCATION
Office of the Minister

GOVERNMENT OF ALBERTA

DEPARTMENT OF EDUCATION

MINISTERIAL ORDER (#014/2024)

Standards for the Use of Personal Mobile Devices and Social Media in Schools

WHEREAS the use of personal mobile devices in schools can be a source of distraction that can negatively impact children's and students' mental health, engagement, and learning;

WHEREAS students are entitled to welcoming, caring, respectful and safe learning environments that respect diversity and nurture a sense of belonging and a positive sense of self, and the use of personal mobile devices can be used to harm, bully, and otherwise compromise this environment;

WHEREAS the Government of Alberta wishes to improve learning outcomes by supporting a distraction-free learning environment that promotes children's and students' wellbeing and limits opportunities for bullying;

THEREFORE I, Demetrios Nicolaides, the Minister of Education, pursuant to s. 18(2)(b) of the *Education Act*, hereby make the Order in the attached Appendix, being the Standards for the Use of Personal Mobile Devices and Social Media in Schools.

This Order comes into effect on September 1, 2024.

DATED at Calgary, Alberta June 20, 2024.

Demetrios Nicolaides, MINISTER OF EDUCATION

APPENDIX

EDUCATION ACT

MINISTERIAL ORDER (#014/2024)

Standards for the Use of Personal Mobile Devices and Social Media in Schools

Definitions

1. In these Standards,

a. "personal mobile device" means any personal electronic device that can be used to communicate with or access the internet, such as a cellphone, tablet, laptop, or smartwatch;

b. "school authority" means any Alberta public or separate school board, Francophone regional authority, charter board, operator of private school, or private early childhood services operator;

General Restrictions

2. A school authority is required to, at a minimum, limit the use of personal mobile devices and restrict access to social media as follows:

a. Children and students may not use personal mobile devices during instructional time. If children and students have personal mobile devices with them during instructional time, they are required to keep these devices on silent or powered off, and stored out of view; and

b. Children and students may not access social media on school networks or on school devices.

A school authority may further limit the use of personal mobile devices and social media, so long as it otherwise complies with these Standards, including the Limited Use Exceptions in section 3, below.

Limited Use Exceptions

3. A school authority is required to allow for the following limited use exceptions:

a. Limited use of personal mobile devices must be permitted, as determined by a principal or equivalent, for health or medical reasons or to support special learning needs;

b. Limited use of personal mobile devices may be permitted for educational or other purposes, as determined by a principal or equivalent; and

c. Limited access to social media may be permitted, as determined by a principal or equivalent.

APPENDIX

MINISTERIAL ORDER (#014/2024)

School Authority Policies and/or Procedures

4. A school authority is required to have policies and/or procedures relating to the use of personal mobile devices and social media in schools that comply with these Standards no later than January 1, 2025. A school authority may achieve this by developing new policies or procedures, or by incorporating these Standards into existing policies and/or procedures.
5. A school authority's policies and/or procedures are required to:
 - a. Set out the General Restrictions and Limited Use Exceptions in sections 2 and 3, above.
 - b. Address the location(s) and/or manner(s) in which personal mobile devices are to be stored out of view for the purposes of these Standards;
 - c. Address what constitutes "social media" for this purpose of these Standards;
 - d. Incorporate a progressive discipline approach to address violations. The progressive discipline approach is required to include notification to the parent of a child or student who is found to have violated the school authority's policies and/or procedure; and
 - e. Set out the roles and responsibilities of staff, children and students, parents, and other members of the school community in ensuring compliance with the policies and/or procedures.
6. A school authority is required to clearly communicate the policies and/or procedures to staff, children and students, parents, and other members of the school community annually and is required to ensure that the policies and/or procedures are readily accessible to the school community and/or public.