



## Website Design Project – A Quick Background



Dear Parents,

In order to introduce students to website design, and continue our studies into what it means to be a responsible digital citizen, we will be introducing an online-based tool called Weebly.

Weebly is an online tool for creating websites and blogs. Through this tool, users can easily create websites, even without programming or coding expertise. It utilizes a drag-and-drop method of approaching each section of the website, making it simple to use and quite intuitive to learn for all age groups. Weebly can be used free of cost, offering hosting as well as website domains for everyone who may want to try designing their own website. Students will understand the basics of designing a website, how to create pages and allocate content.

According to the Freedom of Information and Protection of Privacy Act (FOIPPA), a public body is limited on their collection of personal information, and may not use the information for purposes other than the ones described by the organization; however, Weebly is a company located in the United States, which is governed by a different set of rules. All the information posted on Weebly, including photos and blog posts, is hosted in US soil, and as such, viewable and trackable under the jurisdiction of the US Patriot Act (2011).

BC's Digital Literacy Framework encourages students to learn how to engage and interact with online environments in a safe, educated manner. You can find more information regarding the Digital Literacy Framework from the BC government's site: <http://bit.ly/2i2FHQw>

To ensure the safety of our students, we need to take some precautions to ensure their information is protected and that we are working under the guidelines of these policies. Instead of using the regular Weebly engine, students will be given a login and a space to work which will be under my Weebly Education account. Students will be able to log in through the following website portal:

**[www.education.weebly.com](http://www.education.weebly.com)**

The accounts will be created using only their first name. Each student will be given a unique password. No email or personal information is required in order to log into their account.

Even with this protective layer and steps, when you deal with the internet and learning how to be a responsible digital citizen, mistakes are bound to happen. If a student posts a photograph of themselves, or something that makes it easy for others to track the student in any way, the content will be removed immediately. At the same time, if students make comments on other students' blogs that are questionable, they will be instructed to reword or remove the comment.

This fenced environment is the perfect place for students to make mistakes in order to develop a sense of what is proper behaviour online. In this safety net container, students will be able to develop their websites, comment on blogs, generate dialogue and ask questions of each other, while having their websites' content monitored daily by me. Students have been instructed not to post any pictures of each other or any information that would make it easy to determine their school, home address or any personal information; this includes their friends' personal information.

The students' sites will also be password protected from public viewing; the password for our sites is \_\_\_\_\_. Students must not share this password with anyone other than their classmates and parents; parents are requested not to share this password with others, as this would make all sites openly accessible.

According to Weebly's privacy policy, they do not sell data collected, and use it only to benefit the service provided; however, they do store names, emails and photos, which makes it important for us to take these precautions when it comes to our students' privacy. They also disclose personal data at the request of public authorities. For further details on Weebly's privacy policy, and to understand a little more about the company and what they share with others, please refer to <https://www.weebly.com/ca/privacy>. We will go over some of the points raised in the privacy policy in class with the students.

Taking all this into consideration, it is important to mention that it is impossible to ensure that an experience involving the internet will be 100% risk-free; I will, however, do everything in my power to ensure students are able to learn and develop these important skills in a safe manner.

While this activity will constitute a significant portion of our students' grades this Term, should a student not receive parental permission to use this online tool will be given other opportunities to demonstrate their learning, such as Powerpoint presentations and posters. These alternate options will not affect the student's grade.

If you have any questions regarding this project, or the use of Weebly, please don't hesitate in contacting me.

Sincerely,

Angela Jurgensen

ajurgensen@SD40.bc.ca

# Consent Form for Weebly Use

Starting this month of April 2017 and until the end of the year in June 2017, we will be using an online social media tool called Weebly to develop a research project with our grade 5 students. Through this tool, students will be able to learn the principles of website design in a drag-and-drop environment, as well as continue their exploration of what constitutes proper online behaviour, while protected under an education account. Their online interactions will be restricted to the class, and their final websites will be visible only to the class and to their parents. Our classroom will use one password for viewing all sites; our password is \_\_\_\_\_. Through this project, students will pick a topic that they would like to research, and will prepare five pages with their research on this topic.

I will create students' accounts using only their first name as a login; they will not be required to enter any private information, such as their email or phone number. Weebly's information is stored in US soil, and as such, students are informed not to place anything that could link a viewer back to them; this includes photos of themselves or friends, and any personal information including the city where we are located. I will monitor the website to ensure that no such information is shared.

Some students may want to document the creation of a product, such as healthy chocolate or shaved ice, and may require assistance when recording tutorial videos and taking photos at home. Please assist your child if at all possible in order to complete their vision for the project.

## Specific Activities Students will Participate on:

- Designing website
- Uploading appropriate photos, including providing sources and references
- Sharing their own process of learning (which may include creating a product, doing an interview, or doing research, depending on the topic)
- Blogging and commenting on other people's blogs
- Communicating on other students' websites and providing feedback
- Monitoring each other's websites for proper behaviour online

## Usage, Behaviour and Reporting Guidelines:

1. Do not use your real name, address or email in the content of the website. Anything that can identify you (or anyone else) and where to find you (or them) should be kept private as those who need to know the information (the teacher and peers in your class) will already know it.
2. Everything that is posted online has a 'digital footprint' this means, once something is posted online, it is online for good. Put thought into what you are posting and make sure it is acceptable.
3. At all times treat other people with respect and dignity. We are an inclusive class. If something a classmate posts causes you concern, or if you feel your privacy or identity has been compromised, contact the teacher immediately but **do not post a negative comment back to them.**
4. Photos of yourself or your friends is discouraged; should someone be recognizable in your photo or video, you must have permission to post any videos or pictures that you have taken which contain other people (or yourself). You must obtain the consent of the other person (who is shown in the picture or video) and a parent's consent if the person is 13 years of age or younger.
5. Do not give your password to anyone. If you give out your password, things may be posted on your behalf that you do not approve of.

# Consent Form for Weebly Use

6. If you believe your account has been compromised or hacked, report this immediately to your parent and the teacher.

Taking all this into consideration, it is important to mention that it is impossible to ensure that an experience involving the internet will be 100% risk-free; I will, however, do everything in my power to ensure students are able to learn and develop these important skills in a safe manner.

While this activity will constitute a significant portion of our students' grades this Term, should a student not receive parental permission to use this online tool, he or she will be given other opportunities to demonstrate his or her learning, such as Powerpoint presentations and posters. These alternate options will not affect the student's grade.

Sincerely,

Angela Jurgensen

ajurgensen@sd40.bc.ca

---

[ ] I, \_\_\_\_\_, have read the attached information page entitled "Weebly Design Project" as well as this consent form; I am aware that this activity will involve the use of my daughter's first name, which will be stored external to Canada, but protected by a password. I have read the attached documents detailing the potential risks involved and the steps Mrs. Jurgensen will take to mitigate these risks. By our signatures below, we agree to the use of Weebly Education for the purposes described, and with the safeguards provided. We understand the privacy risks and management strategies as they have been shared with us.

---

Parent Signature

---

Date

---

Student Signature

---

Date

If you do not want your child to participate in this project, but would rather have an alternative assignment that does not require online interaction, please send me an email and I will work with your child in order to decide on an appropriate substitute.