Teacher Documents

Overview of Tool

Ignitia is a Web-based learning environment featuring a media-rich, online curriculum for grades 3 through 12.

Privacy Points for Teachers

(Adapted from the Privacy Policy and Terms of Use / Service) *Please refer to your schools individualized terms of use on your login page.

- The Service contains (or may send you through or to) links to other websites ("Third Party Sites") as well as articles, photographs, text, graphics, pictures, designs, music, sound, video, information, applications, software, and other content or items belonging to or originating from third parties ("Third Party Content"). AOP does not check such Third Party Sites and Third Party Content for accuracy, appropriateness, or completeness and AOP is not responsible for any Third Party Sites accessed through use of the Service.

- You represent, warrant, and agree that no materials of any kind submitted through your account or otherwise created, used, posted, transmitted, or shared by you or others through you, on or through the Service will violate or infringe upon the rights of any third party, including copyright, trademark, privacy, publicity, or other personal or proprietary rights; or contain libelous, defamatory, or otherwise unlawful material.

- You are solely responsible for the profiles (including any name, image, or likeness), messages, notes, text, information, listings, and other content that you upload, publish, or display on or through the Service ("User Content"). You understand and agree that AOP may, but is not obligated to, review and may delete or remove (without notice) any User Content in its sole discretion, for any reason or no reason, including User Content that in AOP's sole judgment violates this Agreement or which might be offensive, illegal, or that might violate the rights, harm, or threaten the safety of users or others.

- You shall not use the Teacher Authoring Tool to create any materials which infringe any proprietary rights of any party or defames, slanders, or libels any party, or any content that AOP deems in its sole discretion to be harmful, threatening, unlawful, defamatory, infringing, abusive, inflammatory, harassing, vulgar, obscene, fraudulent, invasive of privacy or publicity rights, hateful, or racially, ethnically, or otherwise objectionable, or otherwise violates any law of the United States or the jurisdiction in which you reside. AOP shall retain all right, title, and interest in and to all materials originally provided as part of the Service. You shall not own any right, title, or interest in or to any material created through the use of the Teacher Authoring Tool nor may you rent, lease, sell, assign, transfer, re-license, sub-license, convey, gift, or otherwise dispose of any material created through the use of the Teacher Authoring Tool.

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- AOP institutes the terms of this privacy policy ("Privacy Policy") to ensure that Users' personally identifiable information ("PII") is maintained in a safe, secure, and responsible manner. This policy does not apply to information that AOP may collect outside the use of the Service, such as over the phone, by fax, or through conventional mail. All children's educational records are protected as required by the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), and other applicable federal and state laws.
- AOP may collect PII for purposes of administering educational programs, to improve the content of the Service and AOP services, or for other commercial purposes. The only PII collected from you has been voluntarily submitted and provided to AOP through your use of the Service, in response to surveys, or in response to other requests for information.
- The types of information that AOP may collect include but are not limited to: name, address, email address, services requested, student registration and enrollment information, and background information.
- AOP maintains all student data, student educational information, and student files as confidential in order to protect the privacy of students and schools. Strict security procedures ensure that student and school files and information are not disclosed to unauthorized parties.
- AOP reserves the right to use "cookies" to personalize the online experience.
- AOP reserves the right to collect and log non-personal information related to your use of the Service.
- AOP reserves the right to share PII with affiliated companies and third parties. You can request that your PII not be shared with independent third parties by making a request in writing to the address listed. *Alpha Omega Publications, Inc. / Attn: Legal Department/ 300 North McKemy Ave./ Chandler, AZ 85226*
- AOP reserves the right to contact you for any reason related to the Service in AOP's sole discretion and without any opt-out option.
- AOP reserves the right to disclose PII if required to do so by law or under the belief that such action is necessary to (a) comply with the law or with a legal process, (b) protect against misuse or unauthorized use of the Service, (c) enforce the terms of this Agreement, or (d) protect the personal safety or property of other users, the public, or AOP employees.
- Any questions regarding Ignitia Privacy Policy, please contact:
  Alpha Omega Publications, Inc.
  Attn: Legal Department
  300 North McKemy Ave.
  Chandler, AZ 85226

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Parent / Guardian Documents

What is Ignitia?

Ignitia is a Web-based learning environment featuring a media-rich, online curriculum for grades 3 through 12. This Web-based curriculum can be accessed through any Internet connection and browser using a personal computer (PC) or Macintosh. (Licensed per school). With 3-D animation, video clips, and other exciting multimedia, Ignitia is the perfect Christian school curriculum for today's students. With this flexible, state-of-the-art curriculum, teachers can customize lessons to fit each student's individual learning needs and schools can be curriculum-ready in minutes. (https://anchoracanada.ignitiaschools.com/owsoo/about)

Why am I using Ignitia?

The use of computers in education has exploded in recent years. Today a fully online option for education is available. The benefits of using Ignitia are:
- Fast communication with the teacher
- Fully online material that allows for different learning styles
- Customizable content to meet the students' individual needs
- Easier tracking of completed work for the student, parent, and teacher

The school has chosen Ignitia as a format which your child can receive his/her curriculum requirements.

Risks that could arise

Because Ignitia is hosted "in the cloud" it is important for parents to understand some key points:
- The cloud is everywhere. This means that you are able to access it from any device that is connected to the internet, you also need to be aware that others can also do the same so keeping your password private is essential.
- The cloud stores your information so that you don't have to. This means that there will be much more room on your device because once something is uploaded on to the cloud it will remain there and be accessible.

When Parent Access is granted to their students records, a mistake could be made giving parent access to a student who is not their own. The parent must confirm that the child(ren) assigned to them are their child(ren). Permission will be removed from the parent in the event of a mistake.

What's 'personal information'?

"People have different standards of what they consider 'personal' information. Sharing over social media has done a fair bit to reset our expectation. Regardless of personal definition, if the information, data, or content could be used to identify you, it's 'personal information' – though professional or business contact information may be treated separately." [1](Henglstler, 2013). A student's personal information could include: name, date of birth, address, telephone number, email address, educational information, and anything that identifies an individual, including photographs. If any information, data or content could be used to identify you it is then qualified as "personal information".

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Why is BC so sensitive to privacy laws regarding data?

"Shortly after the 9/11 attacks on the US in 2001, the American government enacted the United States Patriot Act that allowed the United States government to search private and public data housed on servers on United States soil. At the time, The British Columbia Medical Services Plan was hosting our provincial medical records in the United States. Unions in British Columbia expressed concern over the ability of the American government to search through British Columbian's personal medical records and histories. Ultimately, the rules is: if you transfer or authorize the transfer of your personal information outside of Canada, that data is subject to the laws and practices of the country where it sits – be it the United States, China, or India. (Remember that minors, under the legal care of an adult, cannot authorize such a transfer.) Not all locations have similar notions about your right to privacy. Since cloud computing is a relatively new technology, the laws and best practices governing it are still changing and there is a need to stay current." [1](Hengstler, 2013)

Why is a consent form necessary?

Various provinces in Canada – and other jurisdictions across the world – have enacted laws to protect personal privacy. In BC, the Personal Information Protection Act (PIPA) covers all independent schools. It is one of the most defined privacy protection frameworks in Canada. PIPA states that 'private bodies' such as independent schools have defined legal requirements for handling your personal information when it is within their 'custody' and 'control'. Generally, private bodies must make sure that your personal information cannot be stored or accessed outside of Canada without your expressed permission – 'consent' (Note: there are certain expectations in the law like data covered by treaties, etc.). PIPA states that your consent must be in writing, state to whom your personal information may be disclosed, and how your information will be used. Also, if you post personal information about others, their permission must also be secured.

What if I don't want to consent?

You have the right as a parent/guardian to withhold consent to your child using Ignitia. Alternate activities will be provided to students in the event that parents/caregivers choose to withhold consent and that selection of an alternate activity will not affect a student's grade.

While no internet-based experience can ever be 100% risk-free, know that I will take every reasonable measure to manage expected risks.

[1] Julia Hengstler is the Educational Technologist with the Faculty of Education at Vancouver Island University & an Instructor in Educational Technology. Please visit this site for more background information about her: http://www.viu.ca/education/faculty/profiles/hengstler_j.asp

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Informed Consent

AOP ensures that Users' personally identifiable information ("PII") is maintained in a safe, secure, and responsible manner. All children's educational records are protected as required by the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), and other applicable federal and state laws.

Students access Ignitia through an "invite-only" system. The teacher has full moderation abilities and communication is limited to student to teacher, teacher to student, administration to student. The parent will be given access to see student progress in the courses. This access may upon the permission of the parent be given to others who may need access to this information (e.g. tutor, Educational Assistant, etc.)

You child will be using Ignitia to:
- access assignments
- upload completed assignments
- complete tests
- ask questions / email their teacher
- use external tools and websites when necessary to gain more understanding

You agree that no materials of any kind submitted through your account will violate or infringe upon the rights of any third party, including copyright, trademark, privacy, publicity, or other personal or proprietary rights; or contain libelous, defamatory, or otherwise unlawful material. You further agree not to use the Service to:

1. collect email addresses or other contact information of other users of the Service;
2. send unsolicited communications to other users of the Service;
3. use the Service in any unlawful or unauthorized manner or in any other manner that could damage, disable, overburden, or impair the Service or the intellectual property rights owned by AOP as described elsewhere herein;
4. upload, post, transmit, share, store, or otherwise make available any content that AOP deems harmful, threatening, unlawful, defamatory, infringing, abusive, inflammatory, harassing, vulgar, obscene, fraudulent, invasive of privacy or publicity rights, hateful, or racially, ethnically, or otherwise objectionable;
5. misrepresent yourself, your age, or your affiliation with any person or entity;
6. upload, post, transmit, share, or otherwise make available any unsolicited or unauthorized advertising, solicitations, promotional materials, "junk mail," "spam," "chain letters," "pyramid schemes," or any other form of solicitation;
7. upload, post, transmit, share, store, or otherwise make publicly available through the Service any private information of any third party;
8. solicit personal information from anyone under 18 or solicit passwords or personally identifying information for commercial, unauthorized, or unlawful purposes;

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9. upload, post, transmit, share, or otherwise make available any material that contains software viruses or any other computer code, files, or programs designed to interrupt, destroy, or limit the functionality of any computer software or hardware or telecommunications equipment;

10. intimidate or harass another;

11. upload, post, transmit, share, store, or otherwise make available content that would constitute, encourage, or provide instructions for a criminal offense, violate the rights of any party, or that would otherwise create liability or violate any local, state, national, or international law;

12. use or attempt to use another's account, service, or system or create a false identity on the Service;

13. interfere with or disrupt the Service or servers or networks connected to the Service, or disobey any requirements, procedures, policies, or regulations of networks connected to the Service;

14. upload, post, transmit, share, store, or otherwise make available content that infringes any proprietary rights of any party or defames, slanders, or libels any party, or otherwise violates any law of the United States or the jurisdiction in which you reside;

15. upload, post, transmit, share, store, or otherwise make available content that, in the sole judgment of AOP, is objectionable or which restricts or inhibits any other person from using or enjoying the Service, or which may expose AOP or its users to any harm or liability of any type.

Please keep page one and two for your records and complete page three to be sent back to me for my records. Thank you.

Teacher Name

Contact Information

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Please choose one of the following, if you feel that you do not have enough information to make an informed decision, please contact me to discuss further:

[ ] My child agrees to the rules for using Ignitia

[ ] I do not agree to the use of Ignitia and I am aware it may result in a course withdrawal or a separate assignment(s).

We understand the privacy risks and management strategies as they have been shared with us.

_____   _____

Parent Signature   Date

_____   _____

Student Signature   Date

Received by teacher on: _____

Metadata

Tool / Resource Name: Ignitia (by Glynlyon, Inc.)

URL: https://www.aopschools.com/   *also school based website given and hosted by AOP

LMS or Web 2.0 Tool: LMS

Location of Reviewer: Salmon Arm, BC

Reviewer affiliation:

Public School	
Independent School	**x**
Public Organization	
Private Organization	
Other	

Enrollment Requirements:

First name	x
Last name	x
User name	x
Email address	X(for parent access)
Country	
Street Address	
Postal code	
Phone number	
School / Organization	
Age	
Birthdate	
Password	x

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Required user information that is displayed

User name	x
Email	
Name	x
Avatar	
Location	

Tool Category:

Instructional	x
Informational	
Presentation	
Storage	
Game	
Other	

Grade level:

Primary (K-3)	X only Grade 3
Intermediate (4-6)	x
Middle School (7-9)	x
High School (10-12)	x

Subjects / Courses:

Math	x
English	x
Science	x
Social Studies	x
PE	
Health and Careers	x
Fine Arts	limited
Applied Skills	x
Second Language	x

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General information:

Open / Closed	Closed
Server Location	USA
Minimum age requirement	Grade 3
Level of risk	Level 2
iOS app	Compatible (web browser)
Android app	Compatible (web browser)

Check with your own school to make sure it meets your school's privacy policy.

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