

Teacher Documents



Overview of Tool

Weebly is a site that allows users to use templates to build creative personal websites to fit their own needs and style for free. Some key features are the easy drag and drop addition of numerous kinds of multimedia files, the fact that use of the website and hosting services are free of cost to students, the fact that there are no advertisements on the page (which can be a benefit to potentially impressionable young students) and also that it will allow them to quickly and easily blog and comment on each other's work. Weebly for education is hosted on company servers in the U.S. so there is the added concern of privacy issues that students and parents will need to be made aware of.

Privacy Points for Teachers

Adapted from the Privacy Policy (<http://www.weebly.com/privacy/#>) and Terms of Service (<http://www.weebly.com/terms-of-service/#>)

Social Networking “Students may only post content within the rules and restrictions put in place by a school or teacher, or by government legislation such as the British Columbia Personal Information Protection Act (PIPA).”

- This acknowledges PIPA but doesn't quote it. Therefore the onus is on the teacher to know and understand regulations prior to using any networking sites with their class. This applies to all activities as they will be blogging and commenting on each other's blogs. Prior teaching and guidelines will be necessary

“Students may not post or send any personal information that may be damaging, threatening or dangerous to themselves or to others.”

- In creating sites we will need to be careful not to post pictures or information that could identify students. Pre-teaching of appropriate information to share will be required as well as monitoring to ensure students comply.
- This can also refer to the tone in postings and comments that are made on sites, another instance of pre-teaching and ongoing support being needed.

Copyright/Fair Use/Plagiarism “Users must respect all copyright laws that protect intellectual property such as software, artistic work and writing.”

- All pictures will have to be cited and students working within their own sites will have to reference where pictures or other media that they use comes from. A lesson on copyright and fair use will be required.

Privacy/Safety

“Users are prohibited from sharing their passwords with any other user, or permitting others to use their access accounts. Account holders are responsible for all activity within their account.”

- Students will be reminded of protecting their passwords and not sharing such information in order to maintain privacy and safety and ensure appropriate postings and comments are being made.

Weebly is not in the business of selling information about their users: they use the information that users share with them for the sole purpose of running and improving their services.

Weebly automatically receives and records information on their servers logs from the user's browser including the user's IP address, cookies, and the pages that were requested. Weebly also collects other user information as part of their analytics services, however they do not link such information to any personally identifiable information submitted while on the site.

Weebly uses information for the following general purposes: products and services provision, identification and authentication, services improvement, support, contact, research, and anonymous reporting.

The information generated by the cookie about user's access of the website (including their IP address) will be transmitted to and stored by Google on servers in the United States. This information is for the purpose of evaluating the user's access of the website, compiling reports on website activity for website operations and providing other services to website activity and internet usage.

You may refuse the use of cookies when using Weebly.

By using Weebly's website, the user consents to the processing of data about them by Google.

Students under the age of 13 may use Weebly through special student accounts created by their teachers through education.weebly.com, provided the teacher has obtained signed parental consent from the student's parents.

Weebly does not share personal information they learn about their users from their use of the Weebly web site, nor do they share, sell, rent or trade personally identifiable information with third parties for their promotional purposes.

Weebly uses physical, electronic, and procedural safeguards to protect personal information about their users. User's account information is password-protected.

If Weebly learns of a security systems breach they may attempt to notify the user electronically so that they can take appropriate protective steps.

If you post personal information online that is accessible to the public, you may receive unsolicited messages from other people in return. You should be aware that any information you provide in these areas may be read, collected, and used by others who access them.

You can contact Weebly at:

Weebly, INC.
564 Pacific Ave
San Francisco, CA
94133
support@weebly.com

Parent / Guardian Documents

What is Weebly?

Weebly is a site that allows users to use templates to build creative personal websites to fit their own needs and style for free. Some key features are the easy drag and drop addition of numerous kinds of multimedia files, the fact that use of the website and hosting services are free of cost to students, the fact that there are no advertisements on the page (which can be a benefit to potentially impressionable young students) and also that it will allow them to quickly and easily blog and comment on each other's work. Weebly for education is hosted on company servers in the U.S. so there is the added concern of privacy issues that students and parents will need to be made aware of.

Why am I using Weebly?

Online activities can be exciting and engaging learning opportunities for students. Many students today already have access to technology at home and are eager to incorporate the use of laptops, computers and mobile devices into their learning environment. Because of their familiarity with technology they can quickly 'pick up' how to work within programs or apps to complete assignments and activities. The use of technology in the classroom allows for individualized learning and encourages students to be creative when providing evidence of their learning. This, in turn, results in deeper, more lasting understandings of the world around them.

There is, however, a risk involved in working online, specifically in sharing information and in having online activities tracked (whether for marketing purposes or other, more questionable reasons) and students and parents must be made aware of any risks the student might encounter during their time working online. In addition, students need to learn about privacy issues and copyright concerns in order to safely and ethically participate in a variety of activities online.

www.education.weebly.com will be used in our classroom this year for a variety of purposes. Students will build and maintain personal websites that will act as both a storage place for exemplars of their work (ePortfolio) as well as a place for them to journal or 'blog' about their learning experiences. They will also have the opportunity to comment on other students blogs as part of our peer review process. These educational sites are able to be viewed only by those who have the class password and are not available for public viewing online unless you have a password (our password is: xxxxx). We will be able to use Weebly free of charge and the easy drag and drop feature to import data and multimedia files make it a user-friendly and easy to learn tool. In addition, students should not have to worry about advertisements on the page on which they are working that could be inappropriate or cause distraction.

Alternate activities will be provided for students who do not receive parental consent for use of online resources. These activities will complement work being completed by other students online and will be marked using the same guidelines for content and creativity.

Adapted from original document created by K. Sward. Changes may occur; this document is current as of terms of service on October 15, 2014. Check with your own school to make sure it meets your school's privacy policy. Review completed by Breanne Quist.

In the event that there is a breach in privacy controls or any information becomes accessible to any user of the website, or in the event that inappropriate content is posted on student websites access to the sites will be locked immediately, the principal and parents will be advised of the issue accordingly and the inappropriate content or use will be contained and removed. Additional class discussions will be held in order to help students understand the issue, the concern and the proper way to rectify the situation without providing specific details or identifying information.

Risks that could arise

The determination of risk vs. benefit for each tool, application or website is reviewed and assessed by the classroom teacher prior to embarking on any learning activity with students, however parents and students should also have a voice in determining suitable and safe activities for use in the classroom. As our class will be using a variety of online tools and resources in our learning this year, it is important that you are aware of the risks involved in using each tool, understand the privacy practices of companies whose tools or websites we will be working with and are then able to make an educated choice as to whether you wish your child to participate in such known activities online or not.

Please review the attached permission form and privacy policy for education.weebly.com (the website that we will be using in our upcoming class activities) and if you agree that the benefits outweigh the risks, please complete and sign the permission form allowing your child to participate. If you do not want your child to have an online 'identity', participate in online activities, or if you would like your child to participate using an alternate name to protect their privacy, all are viable options and you simply need to indicate your wishes in the space provided on the permission form.

Your child's safety in our learning environment, whether virtual or real, is of the utmost concern for us and we want to make every learning experience safe and enjoyable for every student. In order to do so we outline some 'best practices' in working online in class and review proper 'netiquette' on a regular basis. Please see the attached outline of specific privacy and safety rules we follow whenever we use technology in class. These rules outline proper posting practices, problem solving for unknown situations students may find themselves in as well as appropriate and inappropriate information for students to post online.

Information added to a site using Weebly for Education is stored and hosted on company servers which are located in the U.S. This means that any information added to student sites is potentially viewable and trackable under the jurisdiction of the US Patriot Act (2011). This adds privacy concerns to our work and students will be learning about appropriate and inappropriate content for their websites. Student sites will be password protected and in order to maintain the privacy of our classroom websites it is imperative that students do not share the password with anyone other than their parent, and that parents not share the password with others, thus making the sites openly accessible.

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(Hengstler, 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”.

For the purposes of this project, students will be given a generic login that will identify them using their first name only. Information such as age, gender, grade, school information, home address or telephone number or other contact information WILL NOT be required nor shared. Students have also been advised to not post pictures of themselves or other students in our class or school and not to include email addresses or usernames for other sites or apps on their personal webpages.

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 rule 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 Weebly. 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

Informed Consent

www.education.weebly.com will be used in our classroom this year for a variety of purposes. Students will build and maintain personal websites that will act as both a storage place for exemplars of their work (ePortfolio) as well as a place for them to journal or 'blog' about their learning experiences. They will also have the opportunity to comment on other students blogs as part of our peer review process. These educational sites are able to be viewed only by those who have the class password and are not available for public viewing online unless you have a password (our password is: xxxxx). We will be able to use Weebly free of charge and the easy drag and drop feature to import data and multimedia files make it a user-friendly and easy to learn tool. In addition, students should not have to worry about advertisements on the page on which they are working that could be inappropriate or cause distraction.

Specific activities that we will be using our Weebly sites for include:

- Blogging
- Commenting on classmates blog posts
- Attaching work samples and using our sites as ePortfolios
- Sharing information students have researched and commenting on prepared presentations of that information using a variety of multimedia applications
- Communicating with other students in the class and providing peer reviews of each other's work.
- Examining proper use of student websites and content and building understandings of what should not be shared or posted online

Is expected that your child use Weebly properly following the guidelines below:

1. Keep your real name, address, or email / phone number private. Basically, 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, contact the teacher immediately but do not post a negative comment back to them.
 4. 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.
 6. If you believe your account has been compromised or hacked, report this immediately to your parent and the teacher.
- Please keep page one for your records and complete page 2 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:

I, _____, give permission for my child, _____, to participate in using education.weebly.com in the classroom to blog, comment on classmates blogs and post videos or other multimedia files in order for them to provide evidence on their learning.

I, _____, give permission for my child, _____, to participate in using education.weebly.com in the classroom to blog, comment on classmates blogs and post videos or other multimedia files in order for them to provide evidence on their learning. I request that _____ be able to participate in these activities under a pseudonym or avatar that will not reveal their identity online.

I, _____, DO NOT want my child, _____, to use social media on the internet during class time and would prefer an alternate activity be provided for them to complete.

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: Weebly for Education

URL: <http://education.weebly.com/>

LMS or Web 2.0 Tool: Web 2.0 Tool

Location of Reviewer: British Columbia

Reviewer affiliation:

Public School	<input type="checkbox"/>
Independent School	<input type="checkbox"/>
Public Organization	<input type="checkbox"/>
Private Organization	<input type="checkbox"/>
Other	<input type="checkbox"/>

Enrollment Requirements:

First name	<input type="checkbox"/>
Last name	<input type="checkbox"/>
User name	<input type="checkbox"/>
Email address	<input type="checkbox"/>
Country	<input type="checkbox"/>
Street address	<input type="checkbox"/>
Postal code	<input type="checkbox"/>
Phone number	<input type="checkbox"/>
School / Organization	<input type="checkbox"/>
Age	<input type="checkbox"/>

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Birthdate	
Password	

Required user information that is displayed

User name	
Email	
Name	
Avatar	
Location	

Tool Category:

Instructional	
Informational	
Presentation	
Storage	
Game	
Other	

Grade level:

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

Subjects / Courses:

Math	
English	
Science	
Social Studies	
PE	
Health and Careers	
Fine Arts	
Applied Skills	

General information

Open / Closed	Open
Server location	US
Minimum age requirement	13
Level of risk	
iOS app	Yes
Android app	

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