

Digital Rights and Responsibilities

Digital citizenship involves understanding the social, ethical and legal issues relating to all aspects of technology, in order to use it appropriately and effectively. There are rights and responsibilities that go hand in hand with being a good digital citizen. The rights and responsibilities listed below apply to all users of the Central Québec School Board’s network.

I have the RIGHT to:	I have the RESPONSIBILITY to:
<ul style="list-style-type: none"> <li>learn and work in a safe, appropriate, and secure environment free from harassment;</li> <li>use the School Board’s network for educational and work purposes;</li> <li>be respected as an individual;</li> <li>express opinions, ideas and feelings while keeping in mind the rights of others;</li> <li>have my digital identity protected from unauthorized use;</li> <li>report any action interfering with a safe learning and working environment to the appropriate authority.</li> </ul>	<ul style="list-style-type: none"> <li>contribute to a positive learning and working culture;</li> <li>use school/centre and administrative office space and equipment, as well as personal devices, in an appropriate, responsible and respectful way;</li> <li>respect others and their right to privacy;</li> <li>practice safe, appropriate, legal and responsible use of information technologies;</li> <li>protect my personal information and that of others;</li> <li>engage in technology use to enhance learning and working practices</li> </ul>

User Agreement

I have read and I understand the Policy on the Acceptable Use of Information Technologies. I agree to abide by it and understand that any violation of any provision may result in the loss of access and such sanctions as contained in the school/centre’s rules of conduct, collective agreements and regulations governing working conditions. I also understand that the School Board may have recourse to possible legal action.

User’s name (Student):

User’s Signature (Student):

Parent / Guardian Consent (Users under 18 years of age must have parent/guardian consent)

As the parent / guardian of the above named student, I have read and understand the above rules and know that I have online access to the complete Policy on the Acceptable Use of Information Technology at the web address below or at my student’s school. I grant permission for my son / daughter to access networked services such as e-mail and the Internet.

Name of Parent / Guardian (Please print):

Signature of Parent / Guardian:

Date:



COMMISSION SCOLAIRE CENTRAL QUÉBEC  
CENTRAL QUÉBEC SCHOOL BOARD

## Publication of Student Work, Photographs and Parent Consent

Students may have their names, photographs, texts, artwork, video, audio, or other derivative works published in the school and elsewhere. This means that your son/daughter's name will be available to the general public. Permission to do so must be obtained from the parents of the student under 18 years of age or from the student if 18 years of age or more.

### Student acknowledgement and signature:

I have read the **Policy on the Acceptable Use of Information technologies** and understand the rules concerning use of Internet and school computer facilities, more particularly for this section, the importance of respecting other users, and agree to abide by them.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

School: \_\_\_\_\_

Date: \_\_\_\_\_

Age: \_\_\_\_\_

Grade: \_\_\_\_\_

### Parental consent and signature:

I give permission for my son/daughter's name, photographs, footage, video clips and/or work to be released for publication in the school and in the following: yearbook, local newspaper, radio, school photos, television, web page, internet communications, special school projects, blogs, Pod Casts, Wikis, videoconferencing, and similars.

Printed name : \_\_\_\_\_

Relationship to student : \_\_\_\_\_

Parent signature : \_\_\_\_\_

Date : \_\_\_\_\_

☐ I DO NOT give permission for my son/daughter's name, photographs, footage, video clips and/or work to be released for publication.

A complete version of the policy is available on the school board Web site at [www.cqsb.qc.ca](http://www.cqsb.qc.ca)

LEARNING FOR ALL

## Late and Unjustified Absence Policy

A dedicated member of staff will be responsible for the supervision, tracking and assigning of detentions related to a student's failure to comply to the expectations and guidelines of this policy.

- Students must be in class upon the sound of the second bell.
- Teachers are responsible for taking attendance in the first 10 minutes of each class.
- If a student is late for first period, they must report to the office.
- Parents cannot justify lates unless for medical or family reasons and emergencies.
- Within 48 hours a parent/guardian is responsible to justify their child's absence to this email: [stpatsabsences@cqsbc.qc.ca](mailto:stpatsabsences@cqsbc.qc.ca). Students and parents/guardians must refer to Mozaik for updates.
- If a Secondary 5 student demonstrates consistent issues with tardiness or unjustified absences, the school reserves the right to evaluate their privilege to participate in the graduation ceremony.

Detention will be assigned using the following directives:

- 1 late = 1 lunch time detention of 30 minutes from 11h35-12h05 (Tuesday, Wednesday, Thursday)
- 1 unjustified absence from a period = 1 after school detention of 50 minutes from 15h15-16h05 (Tuesday, Thursday)

Following 2 unjustified absences from detention (within a 10-day cycle) a decision will be made regarding an in-school suspension. Following in-school suspension, if the behavior persists an out of school suspension may be issued. Please note that a mandatory meeting with parent/guardian before reintegration will be requested when an out of school suspension will be administered.

### PROFILE

- Students who are late for off campus first period 'profile' sessions are expected to present themselves at their profiles and not at school.
- Students who are injured are still expected to attend their profiles. Our coaches and teachers are expected to accommodate an education plan offering opportunities for learning for students who are temporarily unable to participate in planned activities.

I have carefully read the above information, and understood the meaning and implications of the above agreement. I agree to abide by these terms,

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Student's signature

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Parents signature

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Date (mm/dd/yyyy)



## International Student Participation Agreement

The international student and his/her parents and/or guardian(s) hereby agree:

-to obey the laws of Quebec and Canada;

-to refrain from posting on the internet and on social media platforms (e.g. Instagram, TikTok, We Chat, etc) any photographs, audio/video recordings or comments of or about the students friends, school, teachers and other school personnel, CHN representatives, Homestay Host family members, Homestay Host family's relatives and friends, Homestay Host's home and items within the home, meals and snacks provided by the Homestay Host, without the prior knowledge of the people concerned or affected and their express permission;

-to not use drugs or medication (including cannabis) unless prescribed by a registered physician and labeled in English or French;

-to remain in good academic standing, as defined by the school or school board;

-to not engage in inappropriate sexual contact or sexual activity;

-to not drive a motor vehicle or operate a motorcycle or motor scooter or other motorized form of transportation, including watercraft, and to not purchase, rent or otherwise arrange for the use of any such object.

-to refrain from purchasing or consuming tobacco, alcoholic beverages, cannabis, and controlled or illegal drugs even if the international student is aged 18 years or over. All 18 years old must follow the minor youth international student program policies;

If you are caught smoking, drinking or using drugs you will immediately be sent home at your expense. No exceptions.

I have carefully read the above information, and understood the meaning and implications of the above agreement. I agree to abide by these terms,

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Student's signature

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Parents signature

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Date (mm/dd/yyyy)

## CQSB Refund Policy

### 1. Tuition Fees (Central Québec School Board)

All reimbursement requests for tuition fees must be made in writing, in English or in French, and sent to the **CQSB's ISP** office. The requests must include the following: date, full name of the **CLIENT** and of his or her parents who are requesting the reimbursement, date of birth of the **CLIENT**, address of the parents requesting the reimbursement, complete bank information (complete bank account number, SWIFT code, bank name, full address of the bank, including the country and all required information to make the transfer), reason of the reimbursement request, copy of valid passport including the name of parents and signature. The letter must be signed by the parents.

Full reimbursement of tuition fees will be granted to the **CLIENT**, minus administration fees of \$300 CAD and minus \$100 CAD Bank Fees, if Immigration Canada has not approved the Study Permit or the MIFI has not approved the CAQ. The refusal letter from Immigration Canada or the MIFI must be attached to the request. Also, if the **CLIENT** decide to resign at least 60 days before the day they are supposed to start school as per the LOA. A reimbursement of half of the tuition fees will be granted to the **CLIENT** if they decide to resign 59 days or less before the day they are supposed to start school as per the LOA. A reimbursement of half of the tuition fees minus \$1,550 CAD (one month Tuition Fees) will be granted to the **CLIENT** if they decide to leave 29 natural days after their first day of school.

No reimbursement of the tuition fees will be granted to the **CLIENT** if:

- They resign 30 natural days after their first day of school.
- Is expelled from the program in contravention of an act, policy or regulation, as determined by the Government of Canada and/or Québec, the police forces or the **CQSB's ISP**.
- is caught smoking or consuming alcohol or drugs. The **AGENT/PARENTS** will be immediately informed, and the **CLIENT** will be automatically expelled from the program. There will be no second chance and no reimbursement. All unexpected expenses will be charged to the **CLIENT**. The international student must understand and respect all **CQSB's ISP** regulations and all applicable laws.

A partial reimbursement (on a pro rata basis) will be granted if the **CLIENT** or a member of the **CLIENT's** immediate family (mother, father, grandparents, brother, sister, uncle or aunt) dies or is severely injured during the school year, forcing the **CLIENT** to go back to their country. A proof of such death or injury or illness will be required.

All authorized reimbursement requests will be processed 45 days following the date of the request.

I have carefully read the above information, and understood the meaning and implications of the above agreement. I agree to abide by these terms,

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Student's signature

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Parents signature

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Date (mm/dd/yyyy)



## CHN Refund Policy and Procedures

The Canada Homestay Network Society (CHNS) Refund Policy and Procedures reflect our promise to be equitable, fair, and reasonable in alignment with our corporate vision and values.

Being equitable means that we recognize and account for the impact that cancellations have on our community of hosts, students, agents, and school partners. Being fair means that Service, Cancellation, Penalty, and Withdrawal Fees are intended to recover costs and to compensate hosts for lost time and missed opportunities, not to add profit – CHNS is a not-for-profit enterprise. Being reasonable means that we continually explore ways to improve our policies and procedures and to reduce refund-related service fees through more efficient and user-friendly systems.

To obtain refunds for unused, prepaid homestay fees or security deposits, please:

1. Review the CHNS Refund Policy and Procedures  
[https://canadahomestaynetwork.ca/wp-content/uploads/chn\\_refund\\_policy\\_11.7.pdf](https://canadahomestaynetwork.ca/wp-content/uploads/chn_refund_policy_11.7.pdf)
2. Request your secure refund link by emailing the accounting team with your student information (full name and date of birth) at [help@canadahomestaynetwork.ca](mailto:help@canadahomestaynetwork.ca)

Thank you in advance for your kind understanding and cooperation.

If you have additional questions or concerns, please email [help@canadahomestaynetwork.ca](mailto:help@canadahomestaynetwork.ca)