

Assembled Resource Package for Using Weebly in an Online Art 10 and Art 12 Course

Sandra C. Dailey

Vancouver Island University

Author's Note: This resource package was prepared for OLTD 506: Special Topics - Social Media taught by Julia Hengstler

Tool Overview

Tool Name	Weebly
Tool URL	http://www.weebly.com/
Description	- " a web-hosting service featuring a drag-and-drop website builder. As of August 2012, Weebly hosts over 20 million sites with a monthly rate of over 1 million unique visitors. The company is headquartered in San Francisco." (Wikipedia, n.d. Accessed September 27, 2015 from https://en.wikipedia.org/wiki/Weebly)
Open or Fenced	Open
My Name	Sandra Dailey
My Context	I plan on using this tool with Art 10 to 12 students in a DL setting; similar to the way some OLTD students are using Weebly to create a Learning Journal.
My User Group	Students enrolled in the Choices DL courses Art Foundations 10 and Art 12 in the 2015/16 trial years. Note: These courses are presented to students using Moodle.
Activity Idea 1	Create an online portfolio of assigned art projects and independent work. Note: The Moodle platform has upload issues when students try to submit multiple photos of their art and their art process as required for the course.
Activity Idea 2	Colour Theory project to include real world and personal examples of colour theory principles as outlined within the course. Students have previously been presenting this project using Power Point, but Moodle often has issues with file size.

Policy Context

My Tool	Weebly http://www.weebly.com/
My School District	School District #70 Alberni
Relevant Policy 1	FIPPA
Policy 1 URL	http://www.bclaws.ca/Recon/document/ID/freeside/96165_00
Policy 1 Key Considerations	<ul style="list-style-type: none"> • need to be clear as to what personal information is required to set up a Weebly account and to use the account and get informed consent for this • Weebly is accessed outside of Canada so need to make this clear and get informed consent • students will be sharing Weebly site addresses with other students so need to make this clear and get informed consent
Relevant Policy 2	Technology Use Agreement Form (SD 70 -Alberni Information and Technology Service)
Policy 2 URL	http://www.sd70.bc.ca/Resources/Technology/Documents/Technology%20Use%20Agreement%20Form.pdf
Policy 2 Key Considerations	<ul style="list-style-type: none"> • does tool support and enhance learning and teaching and prepare student for success? • does tool support district adopted guidelines? • does tool take into account varied instructional needs? • does tool require giving out personal information (complete names, addresses, telephone numbers and identifiable photos) • consequences for misuse may include loss of access, suspension, involvement of law enforcement agencies
Relevant Policy 3	Acceptable Use Agreement Consent (SD 70 -Alberni Information and Technology Service)
Policy 3 URL	http://www.sd70.bc.ca/Resources/Technology/Documents/Technology%20Use%20Agreement%20Form.pdf
Policy 3 Key Considerations	<ul style="list-style-type: none"> • students/parents have right to request alternative activity • students/parents have right to terminate and/or suspend access • form must be signed along with any additional consent form to use Weebly
Relevant Policy 4	Weebly Permission Letter
Policy 4 URL	http://sd43.bc.ca/Resources/DigitalCitizenship/Pages/CloudTools.aspx
Policy 4 Key Considerations	<ul style="list-style-type: none"> • student webpages are open to the public so need to get informed consent for this • need to make sure students understand that they must have the necessary rights, licenses, or permission for an user-generated content they submit to Weebly • consent should include a caution to students to avoid storing documents or other data that includes information which could be used to identify themselves or other persons

Permission/Consent Form (See next page)



Consent Form - Art 10 and 12 - Weebly

For the duration of the time students are enrolled in Art 10 or Art 12, they will be using **Weebly** (<http://www.weebly.com>) to create an online portfolio to upload, store, and share their artwork and art assignments.

Weebly is a **free Web-Hosting service for creating personal web sites** and is located outside Canada and within the jurisdiction of the USA. Weebly webpages are open and shared publically. Therefore, storage and access of this information will be available inside and outside Canada. While I, Sandra Dailey, as the teacher in these courses, will take every precaution to assure the safety of individual students, no online activity can be guaranteed 100% safe. It is the responsibility of the student to make sure they have the necessary rights, licenses, or permission for any user-generated content they submit to Weebly. (<http://education.weebly.com/terms-of-service/#>)

Students will need to sign up for an individual **Weebly** account to access the service using their personal or SD70 emails. *In accordance with SD70 policy, students should avoid storing documents or other data that includes information, which could be used to identify themselves or other persons.*

Student will have the option of deleting their accounts at the end of the course. In addition, students have the option of submitting their portfolio and assignments directly to a Choices DL teacher, rather than creating an online portfolio.

Please check the appropriate box below and submit a signed copy of this letter to Choices DL, upon enrollment in Art 10 or Art 12. If you have any questions or concerns, contact Sandra Dailey (Choices DL Teacher), sanbrusamben@gmail.com. 250-735-0887

I give my consent for my student to use Weebly in Art 10 or Art 12, to create an ePortfolio and participate in course activities, with the understanding that the information my student may create and store will be stored in or accessed from a location outside of Canada.

I do not give my consent for my student to use Weebly in Art 10 or Art 12, and I request that they submit their work to their DL teacher directly, and that they be provided with an alternate activity when necessary.

Date: _____

Signature of Parent or Guardian

Signature of Student

Print Name

Print Student Name and Course

Participant - Weebly Background Information Form (See next page)



Art 10 and Art 12 - Weebly - Background Information

1. Description of Weebly - Weebly is a **Web-Hosting service** that allows individuals to create personal websites. Weebly has built-in templates that make creation simple and flexible, and Weebly includes a drag and drop feature that makes it easy to insert different types of media files including photos and text. As of August 2012, Weebly hosts over 20 million sites with a monthly rate of over 1 million visitors. Weebly is a free service, and it does not include any advertisements. Weebly is located outside Canada and within the jurisdiction of the United States, in San Francisco, so privacy issues need to be addressed.

2. Description of Activities - Students in Art 10 and Art 12 will be required to create an online ePortfolio of assigned art projects and independent work. The use of Weebly will encourage individualized learning and will encourage students to interact with each other online, in a positive way, and practice with a new medium than they may not have previously been exposed to, without the problems of distance and file size.

Specific examples include the following:

- Building an art ePortfolio with photographs of personal works
- Learning to comment on other students' work in a positive and appropriate manner
- Sharing real world and personal examples to support art activities
- Learning how to build a personal website
- Examining and learning proper use of websites and content

3. Possible Risks - There are risks involved in working online. Information is being shared in an open format, inside and outside Canada, and there is a possibility that students' online activities may be tracked. While the DL teacher will take every precaution to assure the safety of individual students, no online activity can be guaranteed 100% safe.

4. Weebly Privacy Points

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

- Weebly uses 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.
- 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.
- Users 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.

5. Student Guidelines For Use

- In accordance with SD70 policy, students need to be aware that they should avoid storing documents or other data that includes information, which could be used to identify themselves or

other persons. (This includes real names, addresses, emails, identifiable photographs and/or phone numbers.)

- Students need to be aware of the permanency of anything they post online.
- Students need to be aware that they should treat others with care and respect, and that there are consequences for unacceptable behaviour.
- Students need to be aware that they need to have permission to post videos and pictures of other people. It is the responsibility of the student to make sure they have the necessary rights, licenses, or permission for any user-generated content they submit to Weebly.
(<http://education.weebly.com/terms-of-service/#>)
- Students need to be aware to keep passwords private.
- Students need to be aware that they should report any concerns to their DL teacher.
- Students need to be aware that posting personal information, on an open site, may receive unsolicited messages and any information posted may be used by others.
- Students need to be aware that they can contact Weebly at Weebly, INC. 564 Pacific Ave, San Francisco, CA, 94133

***Note: The Weebly Privacy Policy and the Student Guidelines will be discussed and reviewed in a course activity.**

6. On-line and Off-line Options - Weebly is a recommended, but optional, online tool. Art 10 and Art 12 can be completed without using Weebly, without penalty and with the same marking guidelines. If you choose to withhold consent for your student to use Weebly, students will submit the required assignments directly to the course teacher. Alternate activities will be provided when necessary.

7. Permission Form - Please review the attached permission form. If you consent to having your student use Weebly as outlined above, please check the consent box. If you do not want your student to use Weebly, please check the appropriate box requesting this. Both check boxes are acceptable options. Please sign, date, and return the permission form to the Art 10 and Art 12 DL teacher.

Adapted 2015 by S.Dailey from The Privacy Compass (<http://www.privacycompass.ca/>)