



Letter of Agreement

We, at _____ understand that we can access the
(name of school)

resources for **Voices and Choices: Planning for School Health** located on the Health Canada web site (<http://www.HealthCanada.ca/VoicesandChoices>) provided that we undertake to:

- ✓ address the school and student needs identified through the *Student Needs Assessment Questionnaire*,
- ✓ follow the eight Guiding Principles and five Paths to school and student health and well-being, and
- ✓ implement, to the best of our ability, the **Voices and Choices needs assessment and planning process** as described in the *Guide to Implementation*.

Further, we understand that we are committing to follow the seven stage process of the initiative and to abide by the philosophy and principles outlined in the introductory materials. We agree to commit the time and resources, within the school's capabilities, to respond to the identified needs of the students along all five *Voices and Choices* paths.

In order to carry out the implementation of the *Voices and Choices* planning process, we agree to:

- ✓ seek the commitment and involvement of the principal, school administration, staff, parent council and students,
- ✓ form a committee representative of the student body and the school community,
- ✓ conduct the school needs assessment using the *Student Needs Assessment Questionnaire*,
- ✓ analyse and interpret the *School Health Profile* for health-related needs identified by the student population,
- ✓ develop a health plan for the school with short, medium, and long term goals and objectives,
- ✓ plan programs/activities to assist in meeting the health needs of the students which fit within the plan and meet school and student needs, and
- ✓ evaluate all programs and the health plan on a regular basis and report back to the students, staff, parent council, and school administration.

We understand that the completed Needs Assessment Questionnaires and the resulting data are confidential and are required to be protected as such under the Charter of Rights and Freedoms and the Privacy Act. Therefore, we undertake to treat these data in a secure and confidential manner and ensure that no individual student will be identified.

We understand that although only our school will be able to link our school's data with our school's name, we can choose to self-identify by contributing case study descriptions, questions, suggested solutions, evaluation results, or other communications. Further, we understand that we may be contacted by the *Voices and Choices* initiative to contribute in such ways, but that we are in no way obligated to participate.

We understand that from time to time the aggregated data, with no school identified by name, may be used for research purposes by Health Canada and researchers commissioned by them.

We understand that the *Voices and Choices* database is a Health Canada resource, and as such, is protected by Health Canada in accordance with the laws of Canada and the policies and procedures of the Government of Canada. Further, we understand that as a user of the *Voices and Choices* database, we are also bound by these laws, policies and procedures.

In order to access and use the *Voices and Choices* database, we agree to the following Acceptable Use Policy (AUP):

- ✓ We will not use the *Voices and Choices* database, the software and data resources (i.e. reports) for illegal purposes or for the furtherance of illegal activity.
- ✓ We will not use the *Voices and Choices* database for any activity that could be construed as being or supporting a commercial enterprise, or in a manner that interferes with the ability of other users to legitimately use this resource.
- ✓ We will abide by the copyright agreements of the software and documents downloaded from the *Voices and Choices* database and web site.
- ✓ We are responsible for the use and confidentiality of our logins and passwords, and will exercise due diligence in selecting, managing and monitoring people given access to the *Voices and Choices* database. This access includes two levels: 1) a school administrative login and password permitting access to the on-line reports, software downloading and data uploading privileges; and 2) a school visitor login and password permitting access to the on-line reports only.
- ✓ We are responsible for providing the correct school information in setting up our school description on the *Voices and Choices* database.
- ✓ We are responsible for ensuring the integrity and confidentiality of our data before uploading into the database, and understand that only after uploading does the security of our data become the responsibility of Health Canada.
- ✓ We understand that we share in the responsibility for the security of our data by ensuring that only authorized people in our school are viewing the data resources on-line and in print.
- ✓ We understand that we are entitled to access the data resources for our school only, and may not access information about other schools, except in the form of anonymous comparisons to aggregated data as specified in the *Voices and Choices* initiative. Further, we understand this to be true for other schools participating in this initiative.
- ✓ We are responsible for preparing and maintaining back-up copies of our data file(s), and understand that although regular back-ups of our data will be done on the *Voices and Choices* database as part of normal procedure, this practice by us will further protect our data. We understand this to be a recommended best practice by Health Canada.
- ✓ We are responsible for maintaining our computer workstations free from viruses and will scan our data file(s) for viruses before uploading into the *Voices and Choices* database. If a virus is found that may have affected the integrity of our data file(s), we will report the incident to Health Canada's Division of Childhood and Adolescence.
- ✓ We understand that all use of the Health Canada *Voices and Choices* database may be monitored by authorized individuals for the purpose of security, audit and compliance with this AUP, Government of Canada regulations and Canadian law.

✓

We understand that violating the intent of this AUP could result in the invocation of sanctions, resulting in the loss of privilege to use the *Voices and Choices* database and/or legal action, depending on the severity of the violation.

We have read and understood this Letter of Agreement, including the Acceptable Use Policy for the *Voices and Choices* database, and agree to its terms.

Principal

Date

Please read, complete and fax back this Letter of Agreement to the Canadian Association for Health, Physical Education, Recreation and Dance (CAHPERD) at 613-523-1206.