

# Online Forms and Fees For Parents

We are excited to inform you that the NLESD has implemented a new system called *Rycor* for schools to be able to make forms available to be completed online by parents!!

Note: This system also has functionality to allow school community members to pay any future fees or payments online as an alternative to submitting cash or cheque. More information on online fees will come later in the school year.

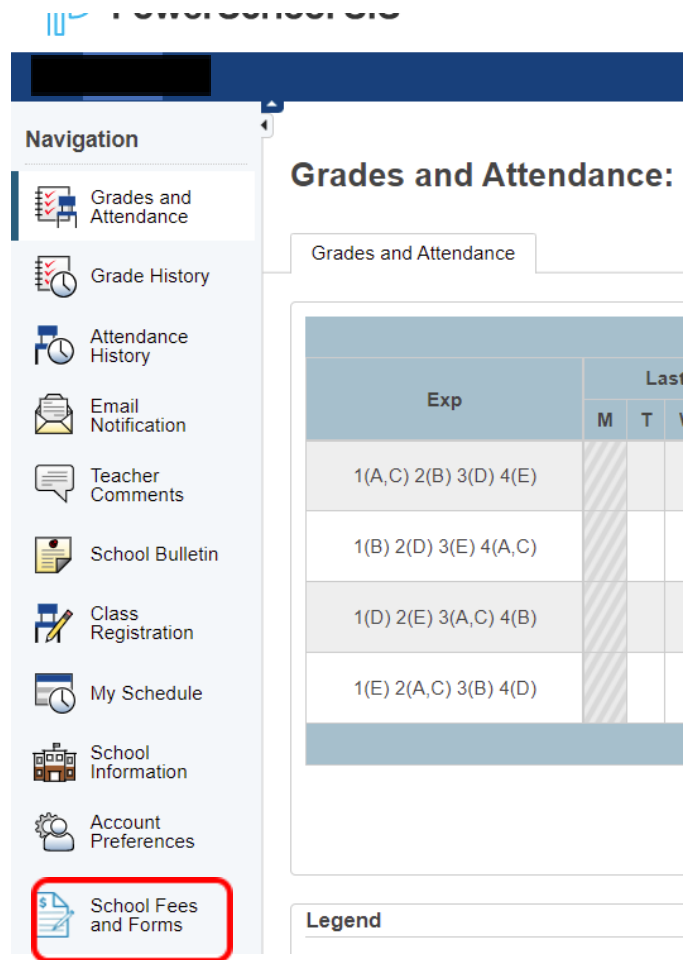
For more information on this system please go [here](#).

We are asking **all parents** to complete the following forms online through the *Rycor* system:

- **Acceptable Use of Technology Form**
- **Social Media Consent Form**
- **Chromebook Loan Agreement Form (if student requires a Chromebook)**

One of the key features - there is no need to create an account! Simply login to your [Powerschool Parent Portal](#) account and click on the “Student Fees and Forms” link under the Navigation section. We have included some instructions with applicable screenshots below:

1. Log into your Parent Powerschool Account. You can access any “forms and fees” in the bottom left navigation menu (Highlighted **Red**). Note: if the menu is not appearing, it is likely hidden. You can click on the small arrow on the top to expand the navigation menu.



This will redirect you to NLESD forms/Payment page. From here, you can click on the student name (top left corner), and the applicable forms will appear:



Student ID	Name	Grade	School	Due
[REDACTED]	[REDACTED]	10	Holy Heart of Mary High School	\$0.00
[REDACTED]	[REDACTED]	11	Holy Heart of Mary High School	\$0.00

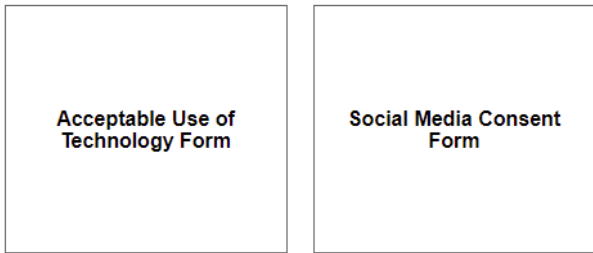
Summary



Due Now Future Charges Paid Completed Forms

There are currently no fees due on this account.

Parent Forms




In this example, you can see two forms:

- **Acceptable use of technology**
- **Social media consent form**

There is also be a third one added, a **chromebook loan agreement form**. This form is to be completed by anyone who does not have a chromebook and wishes to request one.

Once you click on a form, it will appear as a pop-up shown below:

**Acceptable Use of Technology Form**



The use of electronic devices is now a part of daily life for most students. These devices can help student learning and engage students in the classroom. Our school uses electronic devices such as computers, interactive whiteboards, tablets and other mobile devices in the classroom to enhance academic achievement and help motivate students. Through the use of the school's network, access to learning resources and applications (apps) help all students meet learning objectives.

To help protect all students, proper use guidelines and practices for these devices must be established, followed and monitored.

All parents/guardians must sign an Acceptable Use of Technology Agreement prior to students being permitted to use/access technology and online resources at school. The purpose of the agreement is to:

**Ensure students and parents/guardians are aware of the conditions under which students are permitted to use technology;**

I agree

**Outline expectations and responsibilities of students and appropriate and inappropriate use of technology.**

I understand and will follow the guidelines for use of electronic devices during school and class time. I understand that I could lose my technology privileges by breaking the [Acceptable Use of Technology Agreement](#) and, based on my school's Code of Conduct, disciplinary action may be taken.

Student Name  Grade

Student Signature

**Note: A student signature is only required for students in Grade 10 or older**

This information is collected for the purposes of ensuring parental consent is on file for electronic device use, technology use concerning Web 2.0 tools and computer applications and mobile devices. This information is collected under authority of the Schools Act, 1997. For further information, please contact the school principal.

Fill in all relevant information, and ensure you hit submit at the very end. Repeat this for any other forms due. This will automatically be recorded at the school level.

If there are any questions, please don't hesitate to contact a member of the administration team.