

Please fill out the following information sheet and email via the online form at www.mfns.ca/forms OR fax back with the signed UBA to (204) 594-2561

Manitoba First Nations SchoolNet

Welcome Package August 1, 2017

Delivery Agent: Keewatin Tribal Council





Introduction

Greetings from MFNS! We'd like to say "hello" and give sincere thanks to all the schools, staff and students that have supported our work over the years.

We would like to announce that the project for 2017-2018 has received approval from Aboriginal Affairs and Northern Development Canada. We are certainly excited to be back and are looking forward to assisting your school with your Information and Communication Technology (ICT) needs!

Program History

In December 2002, the Manitoba First Nations SchoolNet project began as a collaborative initiative led by Industry Canada, in partnership with provincial First Nations management organization, the education community and the not-for-profit and private sector. The program was part of the Connecting Canadians agenda, the Government of Canada's strategy to keep Canada among the leaders in connecting its citizens to the Internet.

In April 2008, the project was transferred from Industry Canada to Indian and Northern Affairs Canada. The project funding is now administered out of the New Paths for Education program. This program provides funding to strengthen First Nations education and improve the quality of education in First Nations communities.

Program Objectives

First Nations SchoolNet aims to:

- Assist schools with accessing ICT hardware;
- Assist schools with accessing educational software;
- Provide connectivity solutions support;
- Provide monthly subsidies for bandwidth;
- Provide help desk support services to assist in local area network and connectivity problems; and
- Provide Youth Employment opportunities within the schools.

Contact Us

Manitoba First Nations SchoolNet has two components, an administration office and a help desk. The administration office can assist you with information relating to the program and ongoing operations, and information regarding program funding support, etc. The help desk is available to troubleshoot your ICT problems, mainly local area networks and connectivity related issues.

Administration

Manitoba First Nations SchoolNet
Unit 26-30 Fort Street
Winnipeg, Manitoba R3C 1C4

Telephone: 204.594.2558

Help Desk Support

Toll Free: 1.866.397.5446, Option 1

E-mail: support@mfns.ca

Hours: Mon-Fri, 9:00am-4:00pm

First Nations SchoolNet Program Activities

Network Operations

- Deployment and maintenance of Antivirus software to prevent, detect, and remove destructive computer viruses
- Deployment and maintenance of Fortigate routers - A network router and security appliance that protects the entire network from unauthorized and/or unwanted intrusions. This device also enables the school to protect students by blocking access to unapproved content.
- Deployment of connectivity and network hardware to ensure connectivity to schools.
- Deployment and maintenance of Video-Conferencing units, if applicable
- Monitor and maintain software and hardware utilizing Fortigate, and/or Video-Conferencing resources.

Connectivity Operations

- Negotiate & secure legal agreements with ISPs on behalf of participating First Nation schools.
- Monitor & manage connectivity agreements & compliance to ensure quality of service to participating schools.
- Setup connectivity reimbursement schedules for schools that are independently managing their own connections.

Help desk Operations

- Provide technical support to First Nation schools for technical issues, primarily network and connectivity related issues.
- Monitor issues, trouble tickets for timely resolution.
- On-site service calls to the schools to resolve technical problems, primarily connectivity issues unresolvable via phone or e-mail.
- On-site training for supported activities

Special Requests

Dependent upon funding availability, MFNS provides other additional services:

- Wireless Infrastructure Installs
- Wired Infrastructure Installs
- Hardware/Software procurement

Any requests for services listed above should be made to the helpdesk (1-866-397-5446), where a ticket will be created to track and service your school's request.

Ultimate Beneficiary Agreements 2017-2018

Ultimate Beneficiary Agreements (UBAs) will be faxed to the Education Directors contacts at all participating schools during the month of September 2017. Keewatin Tribal Council has developed a third-party beneficiary agreement, this document defines points of contact within the school, ownership of equipment purchased for participating schools, allocation of connectivity funding for participating schools, etc. These agreements should be signed to ensure that participating schools can receive resources allocated to them through the MFNS project as well as to ensure that participants understand all conditions and are duly authorized to participate in the project.



Manitoba First Nations SchoolNet – Youth Initiative

Manitoba First Nations SchoolNet - Youth Initiative is a youth employment project that aims to provide a unique employment opportunity for First Nations Youth on reserve. The SchoolNet Youth Initiative seeks to provide employment opportunities for First Nations Youth ages 15-30 in First Nations schools and community organizations; to enhance interpersonal and technical skills as the interns work to meet the needs of their school and communities and provide an understanding of how Information and Communication Technologies can enhance the traditional learning environment.

Applications will be sent to your organization shortly.

Bandwidth - Internet Access Subsidy 2017-2018

MFNS would like to remind all participating schools that each school qualifies for bandwidth subsidies. Allocations for these subsidies are different from school to school, as the service providers and the technology varies from region to region. The number of computers within the school and the applications required by the school should also be factored into the bandwidth allocation.

In most cases, MFNS has been paying the Internet connection directly to the vendor on behalf of schools at the school's initial request when the MFNS project started. In other cases and where agreed upon, MFNS does provide payment to the school or education authority upon the submission of their approved Internet/ bandwidth expenses. The details of bandwidth allocations for each participating school and who is responsible for vendor payment will be listed in your school's UBA.

MFNS is also active in seeking out alternative connectivity provisioning in partnership with participating schools, especially schools that are still utilizing KA-Band satellite, or DSL services. If you have questions or concerns regarding the quality or speed of your Internet service, please contact Sheena Swanson at 204-594-2558 or Jack Clarke at 204-594-2562.

BETWEEN:

**Keewatin Tribal Council, Regional Management Organization
(the “Delivery Agent”)**

And

**SCHOOL NAME, PHYSICAL ADDRESS, BAND #
(the “Beneficiary”)**

WHEREAS:

- A. The **Parties** recognize the value of telecommunications and share a commitment to increasing the access to information and communication technology (ICT) within **First Nations** schools under Federal jurisdiction;
- B. The **Parties** share a desire to accelerate the widespread use of information and Communication Technologies by educators and students to enhance the learning experience;
- C. The **Parties** further desire to establish a collaborative and complementary relationship so that:
 - i) shared objectives are achieved in a timely and cost-effective manner thereby better serving educators and learners within the region, and
 - ii) goals and objectives in economic and social development can be advanced;

NOW THEREFORE, the **Parties** agree as follows:

1. Definitions

In this **Agreement**, the following words and phrases, when capitalized and printed in bold type, whether in the plural, the singular or the possessive, have the following meanings:

- (a) **Agreement** means this agreement;
- (b) **Beneficiary** means the school that meets the eligibility criteria and is entitled to the benefits of the **Project**;

- (c) **Delivery Agent** means Keewatin Tribal Council Inc;
- (d) **First Nation** means a “band” within the meaning of the *Indian Act* (Canada)
- (e) **Parties** means the **Delivery Agent** and the **Beneficiary**; and
- (f) **Project** means the **First Nations** SchoolNet program, which can provide to Beneficiaries:
 - i. Computer hardware and peripheral allocations;
 - ii. Connectivity subsidies to assist in migrating schools from DirecPC to faster, more equitable solutions;
 - iii. Network Support; and
 - iv. Help desk services and technical support for allocated equipment and software.

2. Eligibility Criteria

In order to qualify for the benefits of the **Project**, an applicant must meet all of the following criteria:

- (a) be a **First Nation** School within the meaning of the *Indian Act*, Chapter 1-5 of the revised Statutes of Canada, 1985;
- (b) be located on-reserve;
- (c) ensure that all goods and services are used to enhance the learning experience for educators and learners;
- (d) be connected to the internet or be willing to become connected (by Telephone lines, cable, satellite or other electronic means); and
- (e) have participated in similar projects in the past or expressed willingness to participate in this project.

3. Project Time Frames

The **Project** will commence on April 1st, 2017 and will end on March 31st, 2018.

4. Default & Remedies

- a) This **Agreement** is subject to the existence of a funding agreement between Her Majesty the Queen in Right of Canada, and **the Delivery Agent**.
- b) This **Agreement** is based on the terms and conditions contained in the funding agreement regarding transfer of equipment and services to the said **Beneficiary** and its intended use thereafter.

The funding agreement may be subject to change as directed by the Minister of Aboriginal Affairs and Northern Development Canada, and such changes could affect the total amount of the community equipment allocation and/or connectivity subsidy.

- c) In the event that the funding agreement is terminated, this contract will immediately terminate and the **Delivery Agent** will be released from all obligations herein.
- d) Should the **Beneficiary** fail to respect the terms and conditions as put forth in this **Agreement**, the **Delivery Agent** reserves the right to terminate this **Agreement** at their sole discretion.

5. Terms of Agreement

This **Agreement** becomes effective on the date on which it has been signed by both the **Delivery Agent** and the **Beneficiary**.

6. Other Agreement Terms

- a) Ownership titles and custody of goods purchased by the **Delivery Agent** for the sole use of the **Beneficiary** rest with the **Beneficiary** and are intended for use to enhance the learning experience of educators and students.
- b) Ownership titles and custody of goods purchased by the **Delivery Agent** for the use of multiple **Beneficiaries** rest with the **Delivery Agent**.
- c) Ownership titles and custody of any leased equipment provided by the **Delivery Agent** for use by the **Beneficiary** remains property of the leasing company and must be returned upon completion of the leasing period as stated in the lease agreement;
- d) The **Beneficiary** retains books, records and supporting documents relating to the **Project**, including Eligible Costs, for three years following the Completion Date, and the **Delivery Agent** and the Minister have access to such documentation for Project auditing and program evaluation purposes.
- e) The **Beneficiary** agrees to allow the Minister and/or **Delivery Agent** access the Beneficiaries premises to perform **Project Audits** and evaluations and to collect non-financial project data as required under this **Agreement**.

- f) The **Beneficiary** will report to the **Delivery Agent** immediately of any government assistance to be received for the **Project**, and a statement that the amount of the funding under this **Agreement** may be reduced accordingly.
- g) The **Delivery Agent** must give prior written consent to the **Beneficiary** for the disposal of any goods acquired or used to the **Project** within the project time frame of the agreement.
- h) The **Beneficiary** agrees to all the **Delivery Agent** to collect and store data about the Beneficiary, the services provided to the Beneficiary and data about the configuration of the Beneficiary's ICT equipment, including passwords, and agrees to allow the Delivery Agent to share the data with the Manitoba First Nations Education Resource Centre to streamline ICT activities.

7. Publication and Promotion

All publicity and promotional activities and materials to be undertaken or used for the **Project** must contain appropriate acknowledgments of the contribution made by the Government of Canada and Manitoba First Nations SchoolNet. Such activities include, but are not limited to, announcements, interviews, ceremonies, advertising, speeches, lectures, publications and recruitment processes.

8. Indemnification

- (a) Neither the **Delivery Agent**, Her Majesty the Queen in Right of Canada, represented by the Minister of Aboriginal Affairs and Northern Development Canada nor its employees, officers or agents, will have any liability in respect of claims of any nature, including claims of injury or damages, made by any person, including the **Beneficiary**, relating directly or indirectly to the Initiative and the **Beneficiary** will indemnify and save harmless **Delivery Agent** and its employees, officers and agents in respect of such claims.
- (b) The **Beneficiary** hereby accepts/acknowledges this contact, its terms and conditions, and will make every reasonable effort to ensure that the Equipment allocations are consumed for its intended use of enhancing the learning experience for educators and students of the respective school.

Fax / Mail Cover Page

TO: Manitoba First Nations SchoolNet

Fax: (204) 594-2561 or

Email: amckay@ktc.ca

Address: 26-30 Fort, Wpg, R3C 1C4

ATTN: Customer Service

RE: Data Collection / UBA Page

of Pages: 3 (including cover)

FROM: _____

PHONE: _____

Site Name: **SCHOOL NAME**

I certify that all the information provided is accurate to the best of my knowledge.

Name: _____

Title: _____

Signature: _____

Date: _____

Data Collection Sheet

Site Name: SCHOOL NAME

Description	2017-2018 Contact	Is this a new contact? (yes or no)
FNS Main Contact		
FNS Alternate Contact		
FNS Technical Contact		
Principal		
Director Of Education		

Description	This Year's Data	Are these new values? (yes or no)
# of functional computers		
# of computers that don't work		
# of students		
E-mail address to send virus warnings to when we detect viruses at your site		

CHOOSE ONE (1) of the following that best describes your site:

1. My site has a computer technician on staff
2. My site has a teacher that doubles as a computer technician
3. We do not have a staff member who acts as a computer technician
4. There are no computer technicians in the community

9. Notices

Any notice or other communication required under this **Agreement** will be in writing and delivered to the respective Party at the following address:

(a) To the **Delivery Agent**:

George Neepin, CEO
Keewatin Tribal Council Inc.
Suite 26-30 Fort Street
Winnipeg, MB R3C 1C4

(b) To the **Beneficiary**:

_____, Director of Education
SCHOOL NAME
MAILING ADDRESS
PHYSICAL ADDRESS
CITY, MB POSTAL CODE

The **Beneficiary** hereby accepts/acknowledges this contract, its items and condition.

Signature: _____

Name: _____
Please Print

Position/Authority: _____

The **Delivery Agents** hereby accepts/acknowledges this contract, its terms and conditions.



Signature: _____

Name: **George Neepin**

Position/Authority: **Chief Executive Officer - Keewatin Tribal Council**