



HANDBOOK ACKNOWLEDGEMENT FORM

The purpose of this form is for you to acknowledge acceptance of receiving the 2023-24 Student Handbook. If you have any questions or concerns, please contact the office at 231-588-2544 or nsponsible@ellsworth.k12.mi.us.

This form must be signed by both the student and parent/guardian and returned to the school.

I have read the current School Handbook (located on the school's website or printed) and am familiar with its contents. I understand that I am responsible to be familiar with it, since this handbook will form the basis of the school's relationship with me.

The complete School Handbook is available on the school website. Paper copies are also available in the office.

My parent/guardian has had an opportunity to become familiar with the contents of this handbook as attested by his/her signature below.

Student

Parent (Print)

Parent (Signature)

Date



Parent/Guardian Consent

2023-2024 School Year

STUDENT NAME: _____

MEDICAL/EMERGENCY

I give permission to Ellsworth Community School to secure emergency medical treatment and accept responsibility for related expenses incurred for the above named minor child while in our care.

FIELD TRIPS, ACTIVITIES, & BUS TRANSPORTATION

- I give permission for the above named child to ride the Ellsworth Community School bus/van.
- I give permission for the above named child to attend all school sponsored activities and field trips. All such trips will be supervised by school staff and/or volunteers. Students may walk to and from such activities as appropriate or they may ride an Ellsworth Community School bus/van.

Parent/Guardian Signature: _____ Date: _____

Printed Name: _____ Relationship to Student: _____



ACCEPTABLE USE AGREEMENT

User Name

This Agreement is entered into on: _____

Date

This Agreement is between _____ (Student or User)

and Ellsworth Community School .

The purpose of this Agreement is to grant access to and define acceptable use of the school's technology resources ("Technology Resources").

Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting any telephone, electronic, data, Internet, audio, video, or radio transmissions, signals, telecommunications, or services and include without limitation: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the school's Technology Resources either at school or away from school, you understand and agree to the following:

- A. Your use of the school's Technology Resources is a privilege that may be revoked by the school at any time and for any reason.
- B. You have no expectation of privacy when using the school's Technology Resources. The school reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The school also reserves the right to remove any material from the Technology Resources that the school, in its sole discretion, chooses to including, without limitation, any information that the school determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
- C. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or for political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials provided you follow all other rules.
- D. The school's Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or

liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password. Likewise, using or accessing another person's account is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person whose account or password you used or accessed.

E. You may not use the Technology Resources to engage in bullying, including cyberbullying. Bullying and cyberbullying are defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely, to harm one or more pupils either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
2. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a pupil's physical or mental health; or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Use of other communication/messaging devices (including devices not owned by the school) to engage in bullying or cyberbullying may be grounds for discipline under the school's student code of conduct.

F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:

1. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.

3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors includes all material described in Sections F.1 and F.2 of this Agreement as well as.
4. Bullying and cyberbullying (as defined in paragraph E).
5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of information belonging to others or information you are not authorized to access.
8. Unauthorized copying or use of licenses or copyrighted software.
9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
12. Using or soliciting the use of or attempting to use or discover the account information or password of another user.
13. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").
14. Misusing equipment or altering system software without permission.
15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. You may contact a public official, however, to express an opinion on a topic of interest.
16. Copying, recording, or sharing any information received or obtained via the school's Technology Resources that includes personally identifiable information about any other student including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.

17. Using the Technology Resources in any way that violates any federal, state, or local law or rule, Policy, or the school's codes of conduct, or student handbooks.

G. You must promptly disclose to your parent/guardian or teacher any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a school employee.

H. It is the policy of the school, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are: (1) obscene, (2) child pornography, or (3) harmful to minors.

I. It is the policy of the school to prohibit its minor students from: (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the school to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by email, and other forms of direct electronic communications.

J. The school does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the school's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.

K. The school does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

L. You will return all Technology Resources to the school in good working order immediately on request.

M. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

I agree to follow this Agreement and all rules and regulations that may be added from time to time by the school or its Internet Service Provider. I also agree to follow all rules in the applicable student code of conduct and handbook. As a condition of using the Technology Resources, I agree to release the school and its board members, agents,

and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the school monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Acceptable Use Agreement and agree to its terms.

Student Signature

Date

I have read this Agreement and agree that as a condition of my child's use of the Technology Resources, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the school's Technology Resources.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the Technology Resources is not private. I consent to having the school monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share, any information sent to my child via the school's Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, or documents that identify another student by name, voice, or likeness.

I agree that my child will return all Technology Resources to the school in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

I understand and agree that my child will not be able to use the school's Technology Resources until this Agreement has been signed by both my child and me.

I have read this Acceptable Use Agreement and agree to its terms.

Parent/Guardian Signature

Date



Directory Information and Opt-Out

Student's Name: _____

School: _____ Grade: _____

The Family Educational Rights and Privacy Act (FERPA) requires that Ellsworth Community School obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, and the District may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary.

If you *do not* want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office by **Friday, September 15**..

If you fail to complete and return this form, the District will presume that you give permission to release your student's directory information for all the uses listed below.

Your Opt-Out request will be recorded in the student information system and kept on file in the school's office for 1 school year.

Directory information includes:

- student names, addresses, and telephone numbers
- photographs, including photographs and videos depicting a student's participation in school-related activities and classes
- date and place of birth
- major field of study
- grade level
- enrollment status (e.g., full-time or part-time)
- dates of attendance (e.g., 2013-2017)
- participation in officially recognized activities and sports
- weight and height of athletic team members
- degrees, honors, and awards received
- the most recent educational agency or institution attended

Please check the boxes next to the purpose(s) for which you *do not grant* the District permission to disclose your student's directory information, below.



OVER



Ellsworth Community School **may not** disclose my student's directory information for the following purposes:

- For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.
- To news media outside the School or District.
- To the School PTO or District parent organization.
- To other groups and entities outside of the School or District, including community, advocacy, and/or parent organizations.
- On official school-related websites or social media accounts.
- On school employees' personal classroom websites or social media accounts.

Information to U.S. Military Recruiters and Institutions of Higher Education Recruiters

Federal law requires the District to release a secondary school student's name, telephone number to U.S. Military recruiters and institutions of higher education upon th you do not want your student's information released for one or both of those purposes, one or both of the boxes below:

- Do not release my student's name, address, or telephone number to U.S. Military recruiters without my prior written consent.
- Do not release my student's name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

Parent/Guardian/Eligible Student Signature

Date