



# FERNDALE PUBLIC SCHOOLS

Enrollment & Pupil Services Office

Harding Administration Center

2920 Burdette • Ferndale, MI 48220 • 248/586-8686 • Fax 248/586-8698

## District Waivers & Release Information

Dear Parents/Guardians:

The following information provides you an opportunity to review school district policies and then approve or deny the participation of your child in various school district initiatives and educational opportunities. Please read this information carefully, then sign and return the attached form to be saved with your child's records.

## Print and Electronic Media

### **Ferndale Schools Print Media Policy (Board Policy #8330):**

Often during a student's school years, personal information may be printed in school or district publications. The following information is considered "directory" information and may be published on occasion: a student's name; address; contact (s) telephone number and email address; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight and grade level, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; and telephone numbers only for inclusion in school or PTO directories. *Parents, or students 18 or older, who do not want this information made public must indicate their wishes on the Waiver and Release Form provided at the time of Enrollment.*

### **Electronic Media Policy (www.ferndaleschools.org):**

Student and teacher work is showcased on the Ferndale Public Schools website. The district has adopted the following standard: if a student's picture is shown, the name will not be listed; if a name is listed, there will be no picture. Parents/Guardians, or students 18 or older, are asked to sign the *Waiver and Release for Print and Electronic Media*.

## Technology Responsibility/Internet Use

**Part A: For Parents or Guardians of students under age 18:** As the parent/guardian of this student, you will be given an opportunity to read the District's Internet Use Policy and Technology Procedures. Your signature indicates you understand that Internet access is available for educational purposes. Ferndale Schools has taken precautions to eliminate controversial material; however, parents/guardians should recognize it is impossible for Ferndale Schools to restrict access to all controversial and inappropriate materials, and your signature will indicate you will not hold the District responsible for materials acquired on the network. Further, you must accept full responsibility for supervision if and when your child's use is not in a school setting. Your signature will indicate your desire to give permission to issue an account to your child and will certify that the information contained on this form is correct. **Failure to sign will deny student access privileges. This form will remain active throughout the student's enrollment in Ferndale Public Schools.**

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### **Part B: For Staff and Students 18 years or older**

As an adult over 18, your signature indicates you have read and understand and will abide by the District's Internet Use Policy and Technology Procedures. And that you further understand that any violation of the Policy or Procedures is prohibited and may constitute a criminal offense. If you commit any violation, your access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

# Sex Education Information

On July 1, 1996, the State of Michigan adopted School Code (Act 451 of 1976) regulating education in public schools. Sex education is regulated by this Code. In accordance with the law, Ferndale Public Schools provides the following information to all parents/legal guardians to allow them to make decisions regarding their own children's participation in sex education.

All reproductive health taught in the Ferndale Public Schools has been approved by the Board of Education and the district's Reproductive Health Committee, who are parents, health care professionals, clergy, teachers, and students. All reproductive health instructors must meet criteria set by these groups. Sex education in the Ferndale Public Schools begins in the 4<sup>th</sup> Grade. While separated into all female or all male groups, students learn about hygiene and their own bodies, including reproductive health.

The law requires that:

- Students can only be enrolled in a family planning or reproductive health class if their parents/legal guardians are notified in advance of the course and its content, are given an opportunity to review the materials to be used in the course, and are notified in advance of their right to have their child(ren) excused from the class.
- Parents/legal guardians may choose to exclude their child(ren) from *any or all* sex education with one notice on the Waiver and Release form provided in the Enrollment Office, or changed in writing at any time.
  1. Parents/legal guardians who wish to excuse their children only when sex education reproductive health and HIV/AIDS units are taught, may do so when teachers send home notices about when the unit will be taught and what topics will be included.
  2. Anyone who wishes their children to be excused from *all* sex instruction, may check "No" on the Sex Education Participation Approval form. This decision remains in effect until the parent/legal guardian contacts the school to change the request.
- Upon the written request of a student's parent or legal guardian, that student will be excused, without penalty or loss of academic credit, from attending the class.

If you have any questions about sex education in the Ferndale Public Schools, please contact the Curriculum and Instruction Office at 248/586-8657.

On the form provided, Parents/Guardians may choose to approve or decline the participation of their child(ren) in Sex Education/HIV Instruction. Notices will be sent home when Sex Education/HIV units will take place, and at that time Parents/Guardians may choose to excuse their child(ren) from participation in specific units on Sex Education/HIV. If they decide not to approve participation, that decision will remain in place, unless the Parent/Guardian notifies the school principal in writing.

## BOARD OF EDUCATION POLICY

# STAFF & STUDENT NETWORK & INTERNET ACCEPTABLE USE & SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The Internet is an electronic highway connecting computers and users in the District with computers and users worldwide. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

First, and foremost, the Board may not be able to technologically limit access to services through the Board's Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has

not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

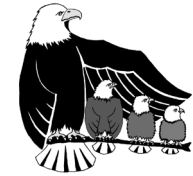
The Superintendent or Director of Technology is directed to prepare guidelines which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

FERNDALE PUBLIC SCHOOLS



TOGETHER

**FERNDALE PUBLIC SCHOOLS  
2009-2010**

# INTERNET USE POLICY FOR STAFF & STUDENTS



# INTERNET USE GUIDELINES

**Students are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.**

Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

## STUDENT RESPONSIBILITIES

- Students are responsible for their behavior and communication on the Internet.
- Students may only access the Internet by using their assigned account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords.
- Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- Students may not use the Internet to engage in "hacking" or other unlawful activities.
- Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

## COMMERCIAL USE IS PROHIBITED

Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.

## NETWORK ETIQUETTE & SAFETY

Students are expected to abide by the following generally-accepted rules of network etiquette:

- Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.

- Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
- Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
- Never agree to get together with someone you "meet" on-line without prior parent approval.
- Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.

## NON-ACCEPTABLE USE

- Use of the Internet to access, process, distribute, display or print child pornography and other material that are obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that 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 stimulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.
- Malicious use of the Board's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Board's computers/network in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.

## SECURITY

- All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- Downloading of information onto the Board's hard drives is prohibited.
- Students shall not join a list service or post personal messages on bulletin boards or "Listservs."

- Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication.
- Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board.

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These *Guidelines* and the *Board Internet Use Policy* (printed in this brochure) are provided here so users are aware of the responsibilities they must accept. *In general this requires efficient, ethical and legal use of the internet network resources.* Access to the Internet is a privilege, and inappropriate use will result in the cancellation of this privilege. If a Ferndale Schools user violates any of these provisions, his or her account will be terminated. Ferndale Schools Internet users are required to sign the *Technology Responsibility Form* acknowledging they have read and understand the terms and conditions under which they are permitted access to district technology and to the Internet.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,  
as amended

18 U.S.C. 2256, 18 U.S.C. 1460, 18 U.S.C. 2246



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## District Waivers and Release Form

Print & Electronic Media, PTA Directory, Sex Education, Technology/Internet Use

### Dear Parents/Guardians:

Your signatures and checked wishes on the waivers and releases below indicate that you have read the District Waivers and Release Information handout provided by the Enrollment Office or your child's school for your records. This form will be saved in your child's official record folder, the CA60, and your wishes will be recorded in our student record database system. If you decide to change this record, you may complete a new form at any time. If this form is not completed within ten days of enrollment or the beginning of the school year, the district will not release any media or PTA information about this student.

## Print and Electronic Media – Including PTA Directory

This waiver is valid throughout your child's enrollment, but may be changed by notifying your school in writing.

### Check one for Media Release of Information

- I give permission to the Ferndale Public Schools to publish information about my child, including photographs of or work by my child, either alone or in a group, in print material or on their website for the sole purpose of communicating students' school, classroom, or district activities.
- I **DO NOT** give permission to the Ferndale Public Schools to publish photographs, information, or work of my child.

### Check one for PTA Directory Publication

- I give permission to have my child's Directory information (such as parent contact names, phone number, address, email address) published in a PTA Directory.
- I **DO NOT** give permission to have my child's information published in a PTA Directory.

I waive and forego any compensation for the use of material, including photographs that may appear on the Ferndale Public Schools' website or in print materials. Further, I release the Ferndale Public School District, its staff, its agents, employees and any other authorized parties from any liability arising from creation and/or use of the material created or furnished by my child.

## Technology Responsibility/Internet Use

- Part A: For Parents or Guardians of Students under age 18:** As the parent/guardian of this student, I have read the District's Internet Use Policy and Technology Procedures and I accept full responsibility for supervision if and when my child's use is not in a school setting. I give permission to issue an account for my child.
- Part B: Students age 18 or older:** As an adult over 18, I have read and understand and will abide by the District's Internet Use Policy and Technology Procedures. I understand any violation of the Policy or Procedures is prohibited and may constitute a criminal offense. If I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

## Sex Education Participation Approval

- Yes, I APPROVE participation of my child(ren) in all Sex Education/HIV Instruction.** I have read the information regarding School Code PA 451 and I give permission for my child(ren) to participate in all instruction concerning Sex Education/HIV Instruction. I understand that notices will be sent home when Sex Education/HIV units will take place, and at that time I may choose to excuse my child(ren) from participation in specific units on Sex Education/HIV.
- No, I DO NOT wish my child(ren) to participate in Sex Education/HIV Instruction.** I have read the information regarding School Code PA 451 and I request that my children be excused from all instruction concerning Sex Education/HIV Instruction until I further notify the school principal in writing.

Child's Name– Print

Child's Birthdate

Child's School

Print Name of Parent/Guardian

Signature of Parent/Guardian

Date

Address

Phone