



Website and Other Publications

Photo Permission Guidelines

Dear Parent or Guardian,

Saint Mary School hosts a Website at: www.stmaryngtn.com. Occasionally we wish to post a picture of a particular school activity such as a science project, a play, artwork, sporting event, or other activity. This may involve posting a picture showing a student, a group of students, or a sample of a student's work. We may also use these photos in brochures, posters, and various other means of publication.

If students' pictures or works are used:

- Only first names shall be used if referencing student pictures or scanned classroom work.
- Personal information will not be published.
- Documents will not include information that indicates the physical location of any student at a given time other than attendance at a particular school or participation in an activity.

Before posting pictures of students or samples of student work, we require that the parent(s)/guardian(s) sign the permission form below. We will keep this signed form on file for this school year.

Photo Permission Form

I **grant** Saint Mary School permission to use photo images of my son/daughter or a sample of his/her work such as a poem, story, artwork, etc. on Saint Mary School website, or in other print or electronic media.

Please check the blanks below to indicate which permission(s) you grant and then sign and date as indicated.

____ Saint Mary School has permission to post samples of my son/daughter's schoolwork in its media.

____ Saint Mary School has permission to post a picture of my son/daughter in its media.

____ I **do not grant** Saint Mary School permission to use photo images of my son/daughter or a sample of his/her work such as a poem, story, artwork, etc. on Saint Mary School website, or in other print or electronic media.

Return to school by Wednesday, September 7, 2011.

Print Name of Student Print_____

Print Name of Parent(s)/Guardian(s)_____

Signature of Parent(s)/or Guardian(s)_____ Date_____

NOTE: This agreement will be in effect as of the date signed and may be revoked at any time by contacting your son's or daughter's school principal.

Saint Mary School
Use Agreement for Electronic Information Resources

Each student who utilizes the school's computer system and other school electronic devices will be instructed in the proper use of the network, and the student and his/her parent or guardian must read and sign this use agreement before the student will be allowed to use the school's computer system and electronic information resources.

The use of the school's computer system and electronic information resources must be in support of education and research, consistent with the educational objectives of the school. Students using the school's network or computing resources must comply with the appropriate rules for that network or resource.

I agree to follow the rules in all of my work with Saint Mary School's computers while attending Saint Mary School:

1. I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I will not make unauthorized copies of software, and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I will not copy, change, read, or use files from another user without prior permission from that user. I will not attempt to gain unauthorized access to the school's system programs for computer equipment.
4. I will not do anything that may disrupt or damage the school's computer system or electronic resources. I will not bring in, or allow access to materials or websites that I believe may contain viruses.
5. I will not use the school's computer systems and electronic resources to disturb or harass other computer users or use inappropriate language in my communications. I will not use obscene, lewd, vulgar, inflammatory, threatening or disrespectful language when using the school's computer systems and electronic resources. I will not harass or bully other individuals. I will not use the school's systems to spread falsehoods or defamatory statements.
6. I will promptly disclose to my teacher or other school official any messages I receive or view which I feel are inappropriate or which make me feel uncomfortable.
7. I will not agree to meet anyone that I have met online without my parents' permission.
8. I will not use the school's computer system or electronic resources to engage in any illegal act.
9. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

10. I will not use bulletin boards, chat rooms, or social networks for personal use when using Saint Mary School's computers.
11. I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
12. I understand that I have no expectation of privacy in my use of school computers. I understand that school officials may search and examine my use of school computers at any time, and without notice.
13. Parents must realize that their child may encounter material on a network/bulletin board that they do not consider appropriate (i.e., vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
14. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Student Signature: _____

Date: _____

As parent/legal guardian of the student signing above, I grant permission for my child to access computer service networks such as electronic mail and the Internet. I have read and agree to the rules and code of ethics. I understand that some materials found on the Internet may be objectionable; therefore, I agree to accept responsibility for guiding my child and conveying to him/her the appropriate standards for selecting, sharing, and/or exploring information and media. I agree to hold harmless Saint Mary School and employees of the school system for any misuse of access to the computer services networks that my child commits. I understand that once signed this agreement is legally binding on me.

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Name: _____
(Please print)

Street Address: _____

Home Telephone: _____ Work Telephone: _____

Complete and return to your child's teacher by Wednesday, September 7, 2011.

HANDBOOK RETURN FORM

PLEASE RETURN THIS PAGE SIGNED BY BOTH YOU AND YOUR CHILD/REN TO YOUR CHILD'S TEACHER BY **WEDNESDAY, SEPTEMBER 7, 2011**. THIS INDICATES TO US THAT YOU HAVE THOROUGHLY READ THIS DOCUMENT, UNDERSTAND OUR POLICIES, AND AGREE TO ABIDE BY THEM.

STUDENT(S) SIGNATURE

PARENT SIGNATURE

DATE

AUTHORIZED ADULT SIGNATURES - THESE PEOPLE ARE AUTHORIZED TO SIGN PAPERS AND OTHER SCHOOL RELATED MATERIALS FOR THE ABOVE MENTIONED STUDENT(S) IN THE ABSENCE OF PARENTS/GUARDIANS.

SIGNATURE

RELATIONSHIP

SIGNATURE

RELATIONSHIP

Amended July 2011