

**AMARILLO ISD**  
**Student Handbook Signature Forms**  
**ELEMENTARY**  
**2011-2012**

Student success, student safety and confidentiality of information are high priorities in Amarillo ISD. Attached are forms which address issues in the student handbook, the release of student information and student safety.

Each form is necessary to ensure Amarillo ISD is meeting your child's needs. Please make sure you take the time to read, mark your preferences accordingly and sign each form. These forms must be signed and returned to your child's campus by the campus deadline.

List of the signature pages attached:

- (A) Acknowledgment of Receipt/Access to Student Handbook
- (B) Notice Regarding Release of Student Information
  - ◆ (B-1) Release of Student Information for School-Sponsored Purposes
  - ◆ (B-2) Release of Student Information for NON School-Sponsored Purposes
- (C) Media Release Form
- (D) Terms and Conditions for Use of Computers and Networks
  - ◆ (D-1) Acceptable Use Agreement
- (E) **Elementary** Student Travel to Off-Campus Activities



**AMARILLO ISD**  
**Acknowledgment of Receipt/Access to**  
**Student Handbook**  
**2011-2012**

By signing this document, you are acknowledging that you have access to or have received the Amarillo Independent School District's Student Handbook which includes the **AISD Cell Phone Policy, Dress Code Policy, Compulsory School Attendance Policy, Drug-Free Schools Policy, Immunization Requirements, Student Sexual Activity and Pregnancy Law and Reporting Practices, and all other information printed in the Student Handbook. In addition to the above listed information you also have access to or have received the Code of Ethical Behavior for Extracurricular Activities and the Discipline Management Plan/Student Code of Conduct.**

Please check the method by which you have access to or have received the Student Handbook.

- I will access by home computer or other computer at [www.amaisd.org](http://www.amaisd.org)
- I will access by school campus computer
- I will access the hard copy available for view in school library
- I have received the Student Handbook in person

**Acknowledgment**

As the parent/guardian of the student listed below and as the student listed below, we hereby confirm that we have access to or have been given a copy of the Amarillo Independent School District's Student Handbook, Student Code of Conduct, and all other information listed above and that:

- We understand the responsibilities expected of parents and students in the Amarillo ISD.
- We understand the policies, procedures, rules, regulations, and practices as stated in this document.
- We understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code of Conduct.

Print name of student: \_\_\_\_\_ Grade: \_\_\_\_\_

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

AMARILLO ISD  
**Notice Regarding Release of Student Information**

**B**

State law [Tex Educ. Code 26.013] requires Amarillo ISD to give you, as a parent/guardian, the following information:

**“Certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Amarillo ISD to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by completing this form and submitting it to your child’s school office no later than the 10<sup>th</sup> instructional day of this school year.”**

This means that the District must give certain information (called “directory information”) about your child to any person who requests it unless, by signing the following forms, you have told the District not to do so. Directory information is defined as information that is not generally harmful to your child or an invasion of privacy if it is released.

In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored or school-related purposes. The district is providing you these forms so you can communicate your wishes about these issues.

**Parents: please read the following forms carefully, sign them and return them to your child’s school office.**

AMARILLO ISD  
**Release of Student Information for  
School-Sponsored Purposes  
2011-2012**

**B-1**

*Parents: Please Read Carefully and Sign Below*

As a parent, you can give permission for your child's directory information to be released *only* for school-sponsored or school-related purposes. This includes all district publications and announcements, such as school yearbooks, honor rolls in the local newspaper, student directories, athletic and fine arts programs, district or school newsletters and brochures, district or school websites, and news releases.

**For school-sponsored purposes, Amarillo ISD has designated the following information as directory information:**

- ◆ Student's name
- ◆ Address
- ◆ Phone number
- ◆ Date of birth
- ◆ Photograph
- ◆ Participation in officially recognized activities and sports
- ◆ Weight and height, if a member of an athletic team
- ◆ Most recent school previously attended
- ◆ Enrollment status
- ◆ Honors and awards received in school
- ◆ Grade Level

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

***Parent: Please check one of the boxes below:***

**Yes, I do** give the district/school permission to use the information in the above list for the specified school-sponsored purposes.

**No, I do not** give the district/school permission to use the information in the above list for the specified school-sponsored purposes. **Please remember that if you check "no", your student's name and/or photo will not be published in the school yearbook or included in the honor roll in the local newspaper.**

Your child's name (please print) \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

*I understand that I may revoke this permission at any time by notifying the school principal in writing.*

**(This form should be completed and returned to your child's school office.)**

AMARILLO ISD  
**Release of Student Information  
for NON School-Sponsored Purposes  
2011-2012**

**B-2**

*Parents: Please Read Carefully and Sign Below*

**For all other purposes (i.e. any purpose other than school-sponsored), Amarillo ISD has designated the following as directory information.** Other purposes would include requests for student information from companies, organizations, or individuals outside the district (for example – photography studios and class ring vendors, youth organizations, and media outlets.)

- Student's name
- Address
- Phone number
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team
- Grade level
- Enrollment status
- Most recent school previously attended
- Honors and awards received in school

**Parent: Please check one of the boxes below:**

**Yes, I do** give the district/school permission to release the information in this list in response to a request *unrelated* to school-sponsored purposes.

**No, I do not** give the district/school permission to release the information in this list in response to a request *unrelated* to school-sponsored purposes.

Your child's name (please print) \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

*I understand that I may revoke this permission at any time by notifying the school principal in writing.*

**(This form should be completed and returned to your child's school office.)**



AMARILLO ISD  
**Media Release Form**  
**2011-2012**

**Parents: Please Read Carefully and Sign Below**

Occasionally, local media reporters do news stories involving our schools and students. As a parent, you have the right to grant or deny permission for your child to be a part of such a news story.

**Parent: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (student's name), **(do) (do not)** give permission for my child to be interviewed, videotaped, or photographed by a local newspaper, television, or radio reporter, or by a representative of the Amarillo Independent School District to be used in connection with a news story that has been approved by a staff member of the Amarillo ISD.

*I understand that I may revoke this permission at any time by notifying the school principal in writing.*

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

**(This form should be completed and returned to your child's school office.)**



## Terms and Conditions for Use of Computers and Networks

2011-2012

Please read the Acceptable Use Agreement (D-1) and the following carefully before signing below. A copy of the Acceptable Use Agreement can also be found in Appendix C, located in the student handbook. Computing facilities, local area networks and/or Internet access are available to students and teachers. We are very pleased to provide these opportunities and believe they offer vast, diverse, and unique resources to our schools. On-line resources allow classroom projects such as pen pal discussions, scientific data collection, and international cultural exchanges. News retrieval services, encyclopedias, scientific and educational databases are available on-line to Amarillo students and teachers. Our goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communications within our own community, our nation, and worldwide.

*(please complete form and return)*

### Acceptable Use of Computers and Networks Parent/Guardian Agreement

In order to make sure that all members of the AISD community understand and agree to these rules of conduct, AISD asks that you as parent/guardian sign the following statement.

I agree not to hold Amarillo Independent School District nor any of its employees nor any of the institutions or networks providing access to networks responsible for the performance of the system or the content of any material accessed through it.

As the parent or guardian of this student, I have read the Acceptable Use Agreement (D-1) for Amarillo Independent School District facilities use and Internet access. I understand that this free access is designed for educational purposes. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Amarillo Independent School District responsible for materials acquired or sent via the network.

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

*(please complete form and return)*

### Acceptable Use of Computers and Networks Student Agreement

In order to make sure that all members of the AISD community understand and agree to these rules of conduct, AISD asks that you as a student user sign the following statement.

I understand and will abide by the District guidelines and conditions for the use of the facilities of Amarillo Independent School District and access to the Internet. I further understand that any violation of the District guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold Amarillo Independent School District nor any of its employees nor any of the institutions or networks providing access to networks responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

## AMARILLO ISD STATEMENT OF PURPOSE – TECHNOLOGY EDUCATION

The Board recognizes that producing technologically competent students is fundamental to the preparation of citizens and future employees in the “Information Age.” To this end, students are expected to use computers, learn various software applications, access District network resources, and access information and complete research on the Internet (World Wide Web). All technology activities, including access to an entire world on the “web,” will be consistent with Board-approved curriculum goals. The educational value of the Internet is virtually limitless, but because it is a free, worldwide information system, unsuitable material is available. Some Internet material may be inaccurate, abusive, profane, sexually oriented or illegal. Teachers will strive to guide students towards proper Internet usage at school, and families should bear that responsibility outside of school. AISD employs hardware and software solutions to limit, monitor, and control Internet use. AISD does not condone nor permit use of objectionable material. However, it is the responsibility of each student to make prudent choices when using technology equipment or while being on the Internet and to follow the rules and guidelines below.

### ACCEPTABLE USE AGREEMENT

1. All students will review the Acceptable Use Policy, which shall be included in the Student Code of Conduct.
2. Parents will acknowledge their understanding of the Acceptable Use Policy by signing and returning the signature page of the Student Code of Conduct.
3. Teachers will cover the Acceptable Use Policy and review proper Internet procedures (a.k.a., Netiquette) with students before students are allowed to access the Internet. Students will sign acknowledging their understanding upon completion of this review. A signed student acknowledgement will be on file at each campus for every student computer user.

### *Technology Equipment and Assets*

The following are not permitted as pertains to any computer, peripheral device, multi-media device, software, wiring, disk, electrical connection, supplies, or data storage system:

- vandalism, intentional physical damage, or other attempts to render unusable, any of the above;
- failure to follow the instructions of a staff member;
- removal of any of the above from their proper location without written permission of the principal or his/her designee;
- inappropriate or illegal use of school owned software or copyrighted materials;
- unauthorized usage of or physical entry into any computer or network system.

### *Technology Usage*

The following activities or usages are not permitted:

- possession of, usage of, or failure to maintain confidentiality of passwords, codes or usernames that are not the property of the student;
- usage that is neither instructional nor related to student learning and curriculum (example is unauthorized games);
- introduction of any “virus” or other unauthorized material into a computer without permission, regardless of intent;
- changing control panel settings, configurations, systems, defaults, macros, or adding/changing passwords without permission;
- installing or downloading any software by students;
- using internet to create web sites or “blogs” for malicious purposes;

- entering chat rooms, using E-mail, or other network communication tools except as an authorized part of the instructional program;
- displaying, sending, viewing or usage of (1) profanity, (2) obscenity, (3) pornography, (4) gratuitous violence, (5) threats/harassment, (6) offensive, attacking messages, (7) racism, except in the context of learning about racism in a curriculum, (8) sites promoting abhorrent behavior such as “bomb making”;
- use of school computers, networks or the Internet for any political, commercial, for profit, or illegal activity;
- accessing or attempting to access (1) a school computer without permission, (2) official school records under any circumstances;
- unauthorized disclosure, use, and dissemination of personal information regarding minors

Student must immediately notify a staff member if he/she accidentally accesses an inappropriate Internet site.

Use of the Internet and/or e-mail is not private. Personnel who operate the system have access to Internet usage information and e-mail content. Inappropriate use will be reported to the appropriate personnel.

### *Consequences of Student Violation of Rules and Procedures*

1. Violations may result in loss of access at the discretion of the teacher/administrator; alternative work may be substituted.
2. Serious or repeat violations will be handled like any other discipline issue as specified in the AISD Student Code of Conduct.
3. When applicable, law enforcement agencies may be involved as per the Texas Education Code, Title 2, Subtitle G, or the Texas Penal Code.

### *Exceptions*

No exceptions to the above listed rules and procedures shall be made at any campus. Any changes to the Acceptable Use Policy can only come from the Board of Trustees.

### NETIQUETTE ON THE INTERNET

All users of AISD computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. Breaches can result in “flaming” - harsh criticism by others on the Net - or restricted access to some resources on the Internet. These rules of behavior include, but are not limited to, the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
3. Do not reveal your personal address, phone numbers, or that of other students or colleagues.
4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to, or in support of, illegal activities will be reported to the authorities.
5. All communications and information accessible via the internet, including images and multi-media, should be considered to be protected intellectual property and only used according to “Fair Use” policies.
6. Do not place unlawful information on any network system.
7. Include your signature at the bottom of e-mail messages. Your signature should include your name, position, affiliation, and Internet address.
8. Capitalize words only to highlight an important point or to distinguish a title or heading. Using all caps in e-mail is considered to be the equivalent of shouting. Asterisks surrounding a word also can be used to make a stronger point.



**Elementary Student Travel to Off-Campus Activities**  
2011 - 2012 School Year

*This parent/guardian approval form must be returned before the student will be permitted to participate in the activity.*

Name of Student \_\_\_\_\_

I \_\_\_\_\_, the undersigned parent or legal guardian of (student's name) \_\_\_\_\_, certify that he/she has **my full approval** to participate in the off-campus field trips that may be scheduled as a part of the activities of the above named organization or course during the current school year. Further, **I do release** the above named school, Amarillo Independent School District, and the agents, servants, and employees of either from any and every claim that could be asserted by me or by any member of my family by reason of participating in any off-campus field trips.

Further, I (circle one) (do) (do not) grant my permission for my son/daughter/ward to ride as a passenger in a private vehicle for transportation to participate in the activities of the above named organization or course.

Further, I (circle one) (do) (do not) certify that my son/daughter/ward is covered by adequate accident insurance or has taken the approved student accident insurance.

\_\_\_\_\_  
*Print Name of Parent/Guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Print Name of Student*

\_\_\_\_\_  
*Grade*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Home Phone Number*

\_\_\_\_\_  
*Business or Emergency Phone Number*