

# School Entrance Form

Midland Public Schools  
Midland, MI

PLEASE PRINT ALL INFORMATION  
ON BOTH SIDES OF THIS FORM

## For School Use Only

Teacher Number	Room No.	Residency verified by	Resident Dist.	Student Number
Entrance Date	Grade	Date	Census Area	DOB Verified by

### Student Information

First Name	Middle Name	Last Name	
To be called (nickname)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	Multiple Birth (Twin, Triplet, etc)
Ethnicity Hispanic or Latino <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African American <input type="checkbox"/> White/Non Hispanic <input type="checkbox"/> Asian American	Place of Birth	Country of Citizenship	
Home Language Information	Alien Registration Number	Entry date into U.S. (if within 12 months)	
1. Is your student's primary language a language other than English? <input type="checkbox"/> No <input type="checkbox"/> Yes, Please Specify _____			
2. Is there a language other than English spoken regularly in the home? <input type="checkbox"/> No <input type="checkbox"/> Yes, Please Specify _____			
Do you wish to have your student tested for potential tutoring in English as a second language? <input type="checkbox"/> Yes <input type="checkbox"/> No, we refuse ESL Services			

### Physical Address

Apt Number	Street
City	Zip
Transportation <input type="checkbox"/> To school <input type="checkbox"/> From school <input type="checkbox"/> Special needs	
Housing Arrangement <input type="checkbox"/> Permanent/Regular Housing <input type="checkbox"/> Living with Friend or Relative <input type="checkbox"/> Shelter <input type="checkbox"/> In Transition	Home Phone

### Mailing Address (if different than physical address)

Apt Number	Street	P.O. Box
City	State	Zip
Home Phone		

### Last School Attended

School Name	Street Address	City		
State	Zip	Withdraw Date	Type of School <input type="checkbox"/> Public <input type="checkbox"/> Private	Enrolled in <input type="checkbox"/> Regular Education <input type="checkbox"/> Special Education

### Custodial Guardian

First Name	Middle Name	Last Name		
Relationship to student (father, mother, etc)	Employer	Email Address		
Education Level Completed	Apt Number	Street		
P.O. Box	City	State	Zip	Currently serving in the Military? <input type="checkbox"/> Yes
Home Phone	Work Phone	Extension	Cell Phone	Pager

### Custodial Guardian

First Name	Middle Name	Last Name		
Relationship to student (father, mother, etc)	Employer	Email Address		
Education Level Completed	Apt Number	Street		
P.O. Box	City	State	Zip	Currently serving in the Military? <input type="checkbox"/> Yes
Home Phone	Work Phone	Extension	Cell Phone	Pager

### Non-Custodial Guardian

First Name	Middle Name	Last Name		
Relationship to student (father, mother, etc)	Employer	Email Address		
Education Level Completed	Apt Number	Street		
P.O. Box	City	State	Zip	Currently serving in the Military? <input type="checkbox"/> Yes
Home Phone	Work Phone	Extension	Cell Phone	Pager

### Notes


Other children in household (please begin with oldest child)

Full Name (Last, First, Middle)	Gender	Date of Birth	Age	Grade
Full Name (Last, First, Middle)	Gender	Date of Birth	Age	Grade
Full Name (Last, First, Middle)	Gender	Date of Birth	Age	Grade
Full Name (Last, First, Middle)	Gender	Date of Birth	Age	Grade

Emergency Contact

First Name		Middle Name		Last Name	
Relationship to student (uncle, aunt, family friend, etc)		Apt Number	Street		
P.O. Box	City			State	Zip
Home Phone		Work Phone	Extension	Cell Phone	Pager

Emergency Contact

First Name		Middle Name		Last Name	
Relationship to student (uncle, aunt, family friend, etc)		Apt Number	Street		
P.O. Box	City			State	Zip
Home Phone		Work Phone	Extension	Cell Phone	Pager

Emergency Contact

First Name		Middle Name		Last Name	
Relationship to student (uncle, aunt, family friend, etc)		Apt Number	Street		
P.O. Box	City			State	Zip
Home Phone		Work Phone	Extension	Cell Phone	Pager

Emergency Contact

First Name		Middle Name		Last Name	
Relationship to student (uncle, aunt, family friend, etc)		Apt Number	Street		
P.O. Box	City			State	Zip
Home Phone		Work Phone	Extension	Cell Phone	Pager

Health/Medical Information

Family Doctor		Phone
<b>Immunizations:</b> Please attach current immunization records. We must have current immunization information or a waiver to complete your students registration.	<b>Allergies or reactions to:</b> <input type="checkbox"/> Medication _____ <input type="checkbox"/> Insect Stings _____ <input type="checkbox"/> Foods _____ <input type="checkbox"/> Seafood _____ <input type="checkbox"/> Other _____	
	<b>Medical devices:</b> <input type="checkbox"/> Brace <input type="checkbox"/> Contact Lenses <input type="checkbox"/> Glasses <input type="checkbox"/> Hearing Aide <input type="checkbox"/> Other _____	

Health alerts, Please explain:

<input type="checkbox"/> Vision	<input type="checkbox"/> Cardiac	_____
<input type="checkbox"/> Hearing	<input type="checkbox"/> Cystic Fibrosis	_____
<input type="checkbox"/> Speech	<input type="checkbox"/> Immuno-Deficiency	_____
<input type="checkbox"/> Asthma	<input type="checkbox"/> Neurological	_____
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Orthopedic	_____
<input type="checkbox"/> Blood	<input type="checkbox"/> Psychological	_____
<input type="checkbox"/> Cancer	<input type="checkbox"/> Sickel Cell Anemia	_____
<input type="checkbox"/> Convulsions/Seizures	<input type="checkbox"/> Other	_____

Parent/Guardian Signature	Date
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600 E. Carpenter St., Midland MI 48640  
Phone: (989)923-5001 Fax(989)923-5003

## **Parent Notification Regarding Child Custody**

**As per State and Federal law (MCL 722.30 & FERPA), please be advised, Midland Public Schools recognizes the legal rights of parents and guardians as indicated on a certified birth certificate or legal court order.**

**In cases where parents/guardians are legally separated, divorced and/or those parents who simply have ongoing custody issues between them, the parental rights of both parties will be equally recognized by your child's school, unless and until a parent/guardian has a legal court order that specifically restricts or denies the non-custodial parent's access to the child at school, the child's school records, or other protective order.**

**To accommodate a custodial parent's request to deny non-custodial parent's rights to access or information on a child, the school must have a copy of the most recent court order on file that indicates one parent's access and information rights are inhibited. Otherwise, either parent, with proper identification, may have access to the child at school, request and receive information and be included in the child's educational process.**

# STUDENT RECORD RELEASE FORM

I hereby give my permission for:

\_\_\_\_\_  
Name of School holding records

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

To Send: \_\_\_\_\_ Medical Records

\_\_\_\_\_ Psychological Records

\_\_\_\_\_ Academic Records

Of: \_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Birthdate

To: \_\_\_\_\_  
Name of New School

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

Date: \_\_\_\_\_

According to the Final Regulations – Family Rights and Privacy Act Buckley Amendment, it is no longer necessary to obtain written consent to release records between schools.

It states that school officials, including teachers within educational institutions and officials of other schools in school systems in which the student may intend to enroll, may receive a student's records without a written consent for such release.

## *Required Childhood Immunizations for Michigan School Settings*

School communicable disease rules are the minimum standard for preventing disease outbreaks in school settings. To best protect patients from all diseases we have the power to prevent, healthcare providers in Michigan should follow the 2013 Recommended Immunization Schedule at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines) or [www.michigan.gov/immunize](http://www.michigan.gov/immunize).

<b>Entry Requirements for All Public &amp; Non-Public Schools</b>		
Age → Vaccine**↓	4 years through 6 years	7 years through 18 years including all 6th grade students
Diphtheria, Tetanus, Pertussis	<b>4</b> doses DTP or DTaP, one dose must be on or after 4 years of age	<b>4</b> doses D and T <b>OR</b> 3 doses Td if #1 given on or after 7 years of age. <b>1</b> dose of Tdap*** for children 11 through 18 years <b>IF</b> 5 years since the last dose of tetanus/diphtheria containing vaccine.
Polio	<b>4</b> doses, if dose 3 administered on or after 4 years of age, only 3 doses are required	<b>3</b> doses
Measles,* Mumps,* Rubella*	<b>2</b> doses on or after 12 months of age	
Hepatitis B*	<b>3</b> doses	
Meningococcal****	None	<b>1</b> dose for children 11 years of age or older upon entry into 6 <sup>th</sup> grade or higher
Varicella* (Chickenpox)	<b>2</b> doses of varicella vaccine at or after 12 months of age OR current lab immunity OR reliable history of disease	

\* Current laboratory evidence of immunity is acceptable instead of immunization with antigen.

\*\* All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.

\*\*\*Tdap is required at 11 years of age or older regardless of grade.

\*\*\*\*Meningococcal is not assessed in MCIR/SIRS if the child is 11 years of age and in a grade lower than 6<sup>th</sup> grade.

# When Do Children and Teens Need Vaccinations?

Age	HepB Hepatitis B	DTaP/Tdap Diphtheria, tetanus, pertussis (whooping cough)	Hib <i>Haemophilus influenzae</i> type b	IPV Polio	PCV Pneumococcal conjugate	RV Rotavirus	MMR Measles, mumps, rubella	Varicella Chickenpox	HepA Hepatitis A	HPV Human papillo- mavirus	MCV4 Meningococcal conjugate	Influenza Flu
Birth	✓											
2 months	✓ (1–2 mos)	✓	✓	✓	✓	✓						
4 months	✓	✓	✓	✓	✓	✓						
6 months	✓ (6–18 mos)	✓	✓	✓ (6–18 mos)	✓	✓	✓ (12–15 mos)	✓ (12–15 mos)	✓✓ (2 doses given 6 mos apart at age 12–23 mos)			✓  (One dose each fall or winter to all people ages 6 mos and older)
12 months		✓	✓		✓							
15 months		✓	✓		✓							
18 months		Catch-up	Catch-up		Catch-up							
19–23 months	Catch-up	Catch-up	Catch-up	Catch-up	Catch-up	Catch-up	Catch-up	Catch-up				
4–6 years		✓		✓		✓	✓					
7–10 years		Catch-up										
11–12 years		✓ Tdap			Catch-up			Catch-up	Catch-up	Catch-up	✓✓✓	✓
13–15 years		Catch-up (Tdap)								Catch-up		Catch-up
16–18 years										Catch-up		✓

**Please note:** Cases of pertussis (whooping cough) have increased in children, teens, and adults in the last few years. Tragically, some infants too young to be fully protected by vaccination have died. Ask your doctor or nurse if your children have received all the pertussis shots needed for his or her age. Also, if you haven't had your pertussis shot, you need to get one.

**What is “Catch-up?”** If your child’s vaccinations are overdue or missing, get your child vaccinated as soon as possible. If your child has not completed a series of vaccinations on time, he or she will need only the remainder of the vaccinations in the series. There’s no need to start over.



# MIDLAND PUBLIC SCHOOLS

## **Administration of Medication Policy**

Medication Definition: Medication includes prescription, nonprescription and herbal medications and includes those taken by mouth, taken by inhaler, injected (epi-pen), applied as drops to eye or nose, or applied to the skin.

Administration of medication (prescription, nonprescription, and herbal) to a student by a school administrator or an employee designated by the school administrator is allowed if:

- The request to administer the medication form should be completed and signed by the student's parent or guardian.
- The request for prescription medicine must include the written instructions for the medication signed by the prescribing physician. The prescribing physician must authorize any changes in medication.
- Administration of medication by a school staff member must be done in compliance with a physician's written instructions and signed by a parent or guardian, for either prescription or nonprescription medicine. Administration of the medicine shall be done in the presence of another adult and a log of the medication administration shall be maintained. In a life-threatening emergency an individual may administer the medication, record this into the log and notify the school administrator.
- Parental or guardian request/permission and physician's instructions shall be renewed annually, or more often if necessary.
- Medication shall be stored in a secure location in a labeled container as prepared by the pharmacy, physician or pharmaceutical company and include the pupil's name, the name of the medication, dosage and frequency of administration. This container will be kept at the school for the duration of the administration.
- Non-prescription medications will not be given for more than the amount listed on the package without a note from a physician.
- All controlled-substance medications will be counted and recorded in the medication administration log upon receipt from the parent/guardian. The medication will be recounted on a regular basis (monthly or bi-weekly) and be reconciled with the medication administration log.

### ***Self-Administration***

Self-Administration means that the pupil is able to consume or apply prescription, non-prescription and herbal medication in the manner directed by a physician without additional assistance or direction. Self-possession means that the pupil may carry medication on his/her person to allow for immediate and self-determined administration

- The student's parent/guardian must provide written permission and request the school to allow student to self-possess and self-administer medication (prescription and/or nonprescription), except when prohibited by law.
- The request must include the written instructions for the medication and state that the student may self-possess and/or self-administer the medication. This request must be signed by the prescribing physician if a prescription medicine.
- Medication that a pupil possesses must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration
- The parental or guardian request/permission and physician's instructions shall be renewed annually, or more often if necessary.
- Sharing of prescribed or non-prescribed medication is prohibited.
- Controlled substances (e.g., Ritalin or codeine) shall not be self-administered.
- Non-prescription medications will not be given for more than the amount listed on the package without a note from a physician.

The *Administration of Medications* policy and procedure plan shall be communicated to parents, guardians and physicians on an annual basis.

### **Additional Information**

- If there is a question on the appropriateness of administering a particular type of medication or procedure, the involved employee should contact the building administrator who will seek further clarification.
- Medication should be brought to school by the parent/guardian unless other safe arrangements are necessary and possible.
- The school may set a designated time for administration of medication. The parent/guardian should be informed of this designated time and communicate this to the family physician when he/she writes instructions for administration of the medication. Exceptions to the designated time will be dealt with on an individual basis.
- Dividing a dose of medication is not the responsibility of the school personnel (e.g., pill-splitting, liquid dosage).
- Expiration dates on prescription medications, epi-pens, and inhalers shall be checked at least twice a year.

### ***Medication Log***

- A log of Medication administration shall be kept in the school office and filed in a pupil's permanent record at the end of each school year.
- The Medication Log shall include the pupil's name and the name and dosage of the medication. It should also include a place for the individual administering medication to record the date and time, the signature of individual administering the medication and the signature of the adult witness.
- Prescription Accounting should be included on the Medication Log.
- If an error is made in recording, the individual who administered the medication shall cross out, initial the error, and make the correction in the log.

### ***School Staff Training***

- Training will be provided in the following situations:
  - When new staff is assigned to administer medications,
  - When special circumstances require procedures that fall outside the regular procedures,
  - When requested by building personnel.



This document details the Board approved technology policies for which students and staff must agree to adhere to prior to using any district issued/affiliated/supported technology.

# Acceptable Use Policy

Revised 08.26.13

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## SUMMARY

Because of the growth of technology in the Midland Public Schools and the growing use of telecommunications as a learning tool, it is prudent to define the rights and responsibilities of individuals using these tools. The following sections cover use of telecommunications, district issued and/or supported network, hardware, and software. Also covered are consequences for violations of the policy.

For the purposes of this document the following terms and definitions apply:

- Users – any person using Midland Public Schools computing or network resources including but not limited to faculty, staff, students, volunteers, community members, etc.
- Network – the telecommunications network owned and operated by Midland Public Schools that allows for the exchange of data between computing devices using either a wired or wireless connection.
- Technology Change Advisory Board – a committee comprised of representatives from different stakeholder groups across the district which meet regularly to review and approve or reject technology related change requests.

## PART 1 - GUIDELINES FOR THOSE USING TELECOMMUNICATIONS

The goal of participation in telecommunications is to assist in the collaboration and exchange of information between and among individuals and between Midland Public Schools and other schools and institutions.

The intent of this policy is to comply with the stated purposes and acceptable use policies of any networks utilized. This acceptable use policy applies to all users accessing any network and equipment at Midland Public Schools, both on-site and by means of remote connections.

### RIGHTS:

Users have the right to telecommunicate to facilitate personal growth in technology, information gathering skills, and communication skills. Any use of telecommunications for commercial or for-profit purposes is prohibited. Extensive use of telecommunications for personal and private business is prohibited. Any use of the Internet for product advertisement is prohibited. Any illegal behavior is prohibited. Selling or buying of research projects in order to represent them as one's own is prohibited.

Users have the conditional right to use any method for accessing information such as: Electronic (e-mail), Telnet, and File Transfer Protocol (FTP). Users may send e-mail to any member on the Internet.

Users have the conditional right to sign up for LISTS on the Internet.

Users have the conditional right to request newsgroups from the Internet in order to facilitate real-time learning with members on the network.

**NOTE** - "Conditional right" is defined as a right subject to limitations of hardware or other limitations imposed by school officials. For example, if there is not room on a network to store a 15GB video file, the user will be required to use an alternate means of storage.

Network storage areas and District issued devices may be treated like school lockers or desks. Administrators may review e-mail, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. Administrators may also request access to these types of documents maintained on third-party servers being used for educational purposes. Users should not expect that files will always be private and should always keep school related accounts separate from any personal accounts. Any accounts used for school related business may be subject to FOIA requests.

The District reserves the right to disable/block specific sites and/or services having a negative effect on the performance of the District's network and information resources and/or to remain compliant with local, state, and federal requirements.

### RESPONSIBILITIES:

Each user is responsible for all material sent electronically. Cyber bullying (Hate mail, harassment, discriminatory remarks) and other antisocial behaviors as defined in the *Code of Student Conduct* in *How Midland Public Schools Work* are prohibited. Any violations of the use of telecommunications should be reported to a building administrator.

Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users.

Users shall not allow others to use their network account or password.

Users will accept the responsibility of keeping copyrighted material of any kind from entering the network.

Users may not use telecommunications to access any pornographic material, inappropriate text files, or files dangerous to the integrity of the school district or any other network. It is the user's responsibility to maintain the integrity of District hosted and/or supported e-mail systems. The user has the responsibility to report all violations of privacy. The user is also responsible for making sure all e-mail sent or received by him/her does not contain pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the local area network or other networks. The user is also responsible for reporting any misuse of technology to the proper teacher, administrator, or other staff immediately.

## PART 2 - GUIDELINES FOR THOSE USING HARDWARE AND SOFTWARE

### RIGHTS:

Each user has the conditional right to make use of authorized hardware and software found on school grounds in order to facilitate personal academic growth and a greater understanding of the utilization of technology.

### RESPONSIBILITIES:

The user, exercising his/her right to use any hardware and software as an educational resource, shall also accept the responsibility for the preservation and care of that hardware and/or software.

Only software purchased or authorized by the Midland Public Schools may be stored or installed on district hardware. No software programs may be downloaded off the Internet without prior approval from the Technology Change Advisory Board.

Only hardware approved by the Midland Public Schools may be attached to the district network. It is the user's responsibility to make sure no hardware or software is destroyed, modified, or abused in any way. It is the user's responsibility to make sure that all food and drinks are kept away from all hardware and software.

It is the user's responsibility to keep malware (i.e. software or content used to disrupt computer operation, gather sensitive information, or gain access to private computer systems) off any school equipment. The user will be held accountable for any deliberate attempts at knowingly installing and/or running a computer virus.

It is the user's responsibility to keep pornographic material and other inappropriate files off school premises.

The user is responsible for all files stored or printed under his/her user account without exception. The user is also responsible for ensuring that any device left unattended is secured by a password and/or PIN.

It is the user's responsibility to keep hardware and software from being removed from school premises without prior consent from an administrator.

It is the user's responsibility to obtain approval from the Technology Change Advisory Board prior to removing, relocating, or modifying any hardware or software from its designated location.

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## PART 3 - GUIDELINES FOR THOSE USING PRINTERS

### RIGHTS:

Each user has the right to access a printer in order to produce quality documents pertaining to his/her respective topic or interest area and to facilitate personal growth in technology and visual presentation.

### RESPONSIBILITIES:

Each user has the responsibility to monitor all printed documents and be mindful to print only what is needed. It is the user's responsibility to keep images containing pornographic material or material otherwise deemed inappropriate for school use from being printed on any printer or plotter being used on school premises.

Each user signed onto the network will be responsible for all files printed under his/her user account without exception. Extensive use of district printers for personal and private business is prohibited.

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## PART 4 - GUIDELINES FOR THOSE USING THE SCANNER

### RIGHTS:

Each user has the right to access a scanner to facilitate personal growth in technology and visual presentation.

### RESPONSIBILITIES:

The user, exercising his/her right to use a scanner as an educational resource, shall also accept the responsibility for the preservation and care of the scanner. Only those users with prior experience or instruction shall be authorized to use a scanner.

Each user is responsible for all scanned material. It is a user's responsibility to keep images containing pornographic material or material otherwise deemed inappropriate for school use from being scanned and used within the school. All copyrighted materials scanned on district equipment must be accompanied by proper notice of copyright.



## PART 5 - GUIDELINES FOR THOSE USING TELECOMMUNICATIONS DEVICES AND PERSONAL ELECTRONIC COMMUNICATION DEVICES

### RIGHTS:

Each user has the right to access network connections. Network connections may be provided by MPS, or a commercial carrier, in order to retrieve information from a wide variety of educational resources and to facilitate personal growth in technology, information gathering, and collaboration skills.

### RESPONSIBILITIES:

#### Telecommunication Devices

The user, by exercising his/her right to use a network connection as an educational resource, shall accept responsibility for its preservation and care.

Each user is responsible for all files received. It is a user's responsibility to make sure no unauthorized copyrighted materials enter the network.

It is the user's responsibility to keep pornographic material, inappropriate files, and files known to carry harmful malware off school premises.

#### Personal Electronic Communication Devices (ECDs)

A personal electronic communication device is a device owned by a Midland Public School student or employee that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Examples are: cellular and wireless phones, pagers/beepers, personal digital assistants, smartphones, Wi-Fi enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, portable gaming systems, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

It is the user's responsibility to:

- View Internet sites that are only allowed at school.
- Respect the privacy of others:
  - Users must receive explicit consent to capture, record, or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person during any classroom activity.
  - Users are prohibited from: sending sexual messages or pictures through text messages ("sexting"), any form of cyber bullying, or any malicious activities.
  - Users are prohibited from using ECDs at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of an ECD is absolutely prohibited.

- Ensure that the use of the ECD does not promote academic dishonesty (i.e. cheating on tests, etc.)

Each user is responsible for their own ECD. Users understand:

- That if devices are loaned to or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violations.
- Midland Public Schools will not be held liable for either texting or internet usage charges that occur from the use of an ECD. It is the parent's responsibility to make sure their child understands the usage options that are available to them, such as the number of texts available, or whether or not a student's service plan includes Internet.
- Midland Public Schools will not be held liable for the content already existing on student owned devices; this would include music/lyrics, movies, pictures, games, etc.
- Midland Public Schools will not be held liable for any lost, stolen, or damaged ECDs. Students are encouraged to take their ECDs home every day after school.
- The parents and/or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse Midland Public Schools for any damage that their student may cause arising out of and relating to the use of the Midland Public Schools wireless network with his/her personally owned device.

## PART 6 - GUIDELINES FOR USE OF THE INTERNET

- I. Safety - Children's Internet Protection Act (CIPA)
  - a. All Midland Public Schools students will access the internet through an appropriate filter that blocks objectionable (inappropriate and harmful) material. Objectionable material is defined as any visual depiction of obscenity, pornography, or other depictions not appropriate for the viewing audience. The filter is set to automatically block these kinds of web pages. Sites and/or apps that advocate antisocial behavior will also be blocked to the extent possible. An appeal process is provided for staff and students who believe specific sites and/or apps are inappropriately filtered or not filtered. The appeal process is outlined below. Midland Public Schools staff members have the option of using the filter or requesting unfiltered access for greater research flexibility. Neither staff members nor students will access pornographic material regardless of whether or not the filter is used.
  - b. The safety and security of Midland Public School students is of utmost importance. It is expected that students will never give personal information to a stranger by way of email, chat rooms, social media outlets, or other forms of electronic communications. Electronic mail accounts will be given to students only when a parent or guardian signs the Acceptable Use Guidelines form indicating they have read, understand, and are willing to abide by these provisions. Chat rooms and message boards will be blocked to the extent possible through the district's filtering hardware and software. Teachers may request appropriate chat areas to be unblocked for educational purposes a minimum of one week before students are to use this resource.
  - c. Unauthorized access to the Midland Public Schools network is strictly prohibited. Any use of the network for hacking or unlawful activities is strictly prohibited.
  - d. Disclosure, use, and dissemination of personal identification information regarding minors is strictly prohibited by any student or Midland Public Schools staff member without prior permission by the Assistant Superintendent.
  - e. Any attempt to circumvent the District content filter is strictly prohibited.

## II. Content

- a. Ultimate responsibility for a school website's content lies with the building principal or designee. He or she will be identified on the home page of the website with the title of "Webmaster" or "Web Advisor" and an email link will be provided for comments, questions, or feedback.
- b. A "Media Release Form" will be distributed upon a student's initial entry to a Midland Public School. Parents or guardians will have the opportunity to prohibit the publishing of a student's name and photograph to the extent which the District has control. If student information is used on a website, ONLY the name, grade level and photograph may be published. (No addresses, phone numbers or other personal information may be published.)
- c. The web developer and/or a Midland Public Schools staff member may determine that a link to an external website or web page may be beneficial for curriculum purposes or other appropriate situation. Any Midland Public School website containing a link or links to external pages or sites will include this disclaimer on the site's home page: "A link to an external site does not in any way constitute a district endorsement of its content."
- d. Appeals
  - i. In case of a disagreement regarding web content between the principal and the party requesting a posting, the principal may elect to appoint a review panel of three staff members to provide advice on the following topics:
    1. Relevancy and appropriateness of posting content
    2. Size/space requirements of the proposed material
    3. Other issues regarding a proposed posting
  - ii. After consultation with the review committee, the building principal will have the responsibility of making the final decision concerning the web content for his or her building.
  - iii. If a staff member or student believes a website and/or app to be inappropriately filtered he or she should use the web form found on the blocked page to request a review of the site. If the Technology Change Advisory Board concurs with the staff member or student that a website is clearly appropriate for students, then a change will be made in the filter to allow or disallow viewing of the site.

- iv. If a staff member or student believes that a website and/or app that is currently not filtered needs to be blocked, he or she should submit a help desk ticket requesting that it be blocked. If it is clearly evident that the site is inappropriate for the audience, it will be immediately blocked. If it is not readily apparent whether the site is inappropriate, it will be forwarded to the Technology Change Advisory Board for review.

### III. Web Page Development

- a. All Midland Public Schools district and building websites will be hosted on the Midland Public Schools' web server and will be part of the Midland Public Schools' internet domain.
- b. Third-party hosted solutions for other Midland Public School related sites (e.g., athletics, clubs, blogs, etc.) will be reviewed on a case-by-case basis by the Technology Change Advisory Board. When reasonable, these sites will be hosted on Midland Public Schools' web server; however, the District reserves the right to make exceptions when deemed appropriate.
- c. A school or staff website may be developed and maintained by a Midland Public Schools staff member (principal, teacher, paraprofessional, BTIL, media specialist, etc.) or a volunteer (student, parent, or community member). If the webmaster is a volunteer, the principal or a designee will be assigned to serve as a contact person between the school and the volunteer. Midland Public Schools' Guidelines for Technology Volunteers must be observed.
- d. The webmaster will develop and build the website privately, whether in a "test" folder on the Midland Public Schools server or on another site with a private URL. After approval is received from the building principal or designee, the site may be uploaded to the district server at the district designated URL.
- e. Midland Public Schools may elect to use social media sites (e.g., Twitter, Facebook, YouTube, etc.) for increased web presence and a way of communicating with the community. Anyone maintaining an MPS social media site is responsible for adhering to the rights and responsibilities defined within this document for Social Media.
- f. All MPS websites run in-house or hosted on third-party servers must be monitored for appropriate content and updated regularly. Each webmaster is responsible for approving all content, removing any inappropriate content, and ensuring compliance with any student media release forms.

## PART 7 - GUIDELINES FOR USE OF SOCIAL MEDIA

### RIGHTS:

Each user has the conditional right to access the District provided social media environment (e.g., SharePoint) to facilitate personal growth in technology and collaboration. While staff are allowed access to public social media outlets (e.g., Facebook, Twitter, LinkedIn, Instagram, etc.) for school related activities, students will NOT be granted access to these sites from District-owned computers without prior approval from a teacher or building administrator as there is no way to filter the content available on these sites.

While Midland Public Schools recognizes it cannot guarantee a sterile environment for students, it will take necessary steps to ensure the safety of our students and staff.

Also, the District reserves the right to establish online accounts for students under the age of 13 for educational use with proper parental consent to be in compliance with Federal COPPA regulations.

### RESPONSIBILITIES:

The user is responsible for using social media outlets in a respectful, professional manner.

The user is responsible for keeping any personal accounts completely separate from any school related accounts.

Staff are NOT to initiate or accept any requests from students to join a social network being used for personal purposes.

Staff are NOT to post any pictures of students on any social media sites for personal use.

The user is responsible for adhering to the media release request of each student prior to posting any photos of students on any social media website for educational use.

## PART 8 - GUIDELINES FOR USE OF CLOUD STORAGE AND/OR SERVICES

### RIGHTS:

Each user has the conditional right to use cloud storage and/or services (e.g., iCloud, Dropbox, Google Drive, Skydrive, Educreations, NearPod, etc.) for storing and maintaining school related instructional files as long as these files do NOT contain any student or staff identifiable information without first properly securing the data in an encrypted manner. The District encourages the use of these sites and services as a way to improve efficiencies and reduce storage and backup costs for the District.

Desktop installations of software to interface with such sites and services will be reviewed on a case-by-case basis by the Technology Change Advisory Board.

Each user must also understand that Midland Public Schools CANNOT guarantee the availability of such third-party services. Any files needed for a specific task should be brought down to the local machine as a backup and should be deleted when no longer needed.

Also, the District reserves the right to establish online accounts for students under the age of 13 for educational use with proper parental consent.

### RESPONSIBILITIES:

Each user is responsible for selecting the tool that works best for them.

Each user assumes a personal responsibility when using third-party sites and/or services. Online resources and direct communication with the vendor shall be used by the individual to troubleshoot any issues related to these sites and/or services. Midland Public Schools may attempt to assist with resolving any issues within reason but CANNOT be expected to be an expert on every product available.

Each user is responsible for NOT storing staff and/or student sensitive information in the cloud.

Each user is responsible for ensuring both FERPA and HIPPA compliance.

Each user must provide any school related documents stored in the cloud that are part of a FOIA request.

Each user must keep personal accounts separate from school related accounts.

## PART 9 - DISCIPLINARY ACTION FOR VIOLATION OF THIS POLICY

The guidelines on the preceding pages are not all-inclusive, but only representative and illustrative. A user who commits an act of misconduct that is not listed may also be subject to disciplinary action.

Disciplinary actions are based on the discipline procedures of Midland Public Schools. Staff intervention strategies such as teacher/student conferences, auxiliary staff/student intervention and teacher/parent contacts are to be made for acceptable use policy violations when referring for administrative action. School personnel may use any or all of the following intervention strategies and disciplinary actions.

Staff and non-student/community users are responsible for abiding by all the policies and procedures set forth in this document. Failure to do so may result in disciplinary action up to and including termination and/or legal action.

Possible actions to be taken by teachers or administrators:

- Student conference or reprimand
- User required to seek assistance in learning the proper procedures before being allowed to use technological equipment at Midland Public Schools
- Parent contact
- Referrals and conferences involving various support staff or agencies
- Behavioral contracts
- Confiscation of inappropriate items
- Confiscation of District-owned technology
- Other intervention strategies as needed

In addition, the following disciplinary actions may be taken by building administrators:

- Required to make full financial restitution
- Denial of participation in class and/or school activities
- Banned from using all computer equipment for a minimum of one day
- In-school suspension
- Out-of-school suspension
- Removal from a course resulting in a loss of credit
- Expulsion



## Media Release Form

Occasions may arise when photographs of students are taken for use in the Midland Daily News, other newspapers, school publications, the school yearbook, the school website, television or other media. If this form is not filed with the student's school, full name and photo may be used. **NOTE: Midland Public Schools cannot guarantee the privacy of students participating in or attending any public events (e.g., athletics, club activities, etc.).**

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Student's Name (please print)

\_\_\_\_\_ I **DO NOT** give permission for my student's full name or photograph to be published.

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Parent/Guardian's Name (please print)

Signature

Date

This form will be kept in the student's CA60 file for as long as he or she attends the Midland Public Schools unless it is revoked and a new form is received.

## When to Use Computer Use Guidelines Permission Slips

The Midland Public Schools has a permission slip for the use of district technology. This form is called “Midland Public Schools Computer Use Guidelines”. This form is a summary of the *Acceptable Use of Technology and Telecommunications* guidelines that each staff member and student receives.

All students and legal guardians must sign the form to receive a network account and Internet access upon registration into Midland Public Schools. **This form will be valid as long as a student attends the Midland Public Schools.**

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Year of Grad	Last Name	First Name	M.I.
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**MIDLAND PUBLIC SCHOOLS COMPUTER USE GUIDELINES**

Use of the computers and the Internet provide great educational benefits to students. Unfortunately, some material accessible via the Internet may contain items that are illegal, defamatory, or offensive to some people. Access to the Internet and the use of the computer network is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students and parents or guardians read, accept, and sign the following rules for acceptable online behavior at the time of registration.

1. Students are responsible for good behavior on the computer systems just as they are in a school building. General school rules for behavior and communications apply. This includes the Internet.
2. Network storage areas and district issued devices may be treated like school lockers or desks. Administrators may review e-mail, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being used for educational purposes. Users should not expect that files will always be private.
3. The following are not permitted:
  - a. Sending or displaying offensive messages or pictures
  - b. Using obscene language
  - c. Harassing, insulting or attacking others
  - d. Damaging computers, computer systems, or computer networks
  - e. Violating copyright laws
  - f. Using another's password
  - g. Trespassing in another's folders, work or files
  - h. Wasting limited resources, including the use of "chain letters" and messages broadcast to mailing lists or individuals (Spam)
  - i. Employing the network for commercial purposes
  - j. Revealing the personal address or phone number of yourself or any other person without the appropriate prior approval
4. Violations may result in a loss of access to technology, loss of credit for the class, suspension from school, and other disciplinary or legal action.

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I have read the rules for acceptable online behavior, understand the rules, and agree to comply with the above stated rules. Should I violate the rules, I understand that I may lose privileges at my school.

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Student Signature <b>(Middle &amp; High School Only)</b>	Date <b>(MM/DD/CCYY)</b>
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As the parent or legal guardian of the above named student, I grant permission for her/him to use the school district technology and to access Midland Public Schools networked or affiliated computer services such as e-mail, files, cloud storage, websites, and other Internet resources used for educational purposes. I understand that all students use a filtered connection to the Internet that is designed to protect them from inappropriate materials. I understand that no filter can catch 100% of these sites, but the district makes a good faith attempt in this area. I understand there could be disciplinary consequences if the above named student does not follow the guidelines set for acceptable use of the school district technology.

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Parent/Guardian Signature	Date <b>(MM/DD/CCYY)</b>
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