



Alden Central School District

13190 Park Street
Alden, NY 14004
(716) 937-9116

Dear Parent(s) and/or Guardian:

This letter serves two purposes: (1) PART 1 - Parental sign-off for student records (below), and (2) PART 2 - Parental and student sign-off for acceptable use of school technologies (over)

Both items are required by law and will need your attention. If you have any questions or concerns with regard to the type and nature of information to be provided, please contact the School Principal.

PART 1 – Consent for the Release of Student Information

Federal law requires that schools inform parents and students of their rights of access to student educational records and the release of the information. Records include academic, health, guidance and special service reports.

All of these records may be seen, reviewed and released only with written permission of the parent, except as specifically permitted by law, such as: (1) disclosure to school officials with a legitimate educational interest. A school official is a person employed by the District as an administrator, teacher, or support staff member (including health or medical staff and law enforcement personnel), a school board member, or a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, or evaluator). A school official has a legitimate educational interest, if the official needs to review the school records in order to fulfill his or her professional responsibility; (2) research, with the approval of the Superintendent of Schools, provided results do not identify individual students.

In many instances, information is also provided through the school’s publications, our website, or the local newspapers and service organizations with respect to the achievement of our students, either through academic or co-curricular activities. Since personal identifying information can be obtained through these methods, a parental release is necessary to allow the School District to provide such information about a particular child.

Parents wishing to provide their consent to the release of the identifying information (or not) must sign and return the attached form to the School Principal as soon as possible. If the school does not receive a reply, it will be interpreted as a lack of approval for releasing information. These forms will be kept on file until the student leaves this building level (K-2, 3-5, 6-8 or 9-12). The permission will need to be reviewed and updated by the parent/guardian upon entrance to the next level.

Consent for the Release of Certain Student Information

Please (do) (do not) release the name, photograph, and/or identifying information with respect

to: _____, _____, to a local newspaper, service agencies, or
(Name of Student) (Grade)

allow such information to be released through school publications or the School’s District website.

Parent/Guardian Signature

Date

PART 2 – Acceptable Use Policy

As part of the educational curriculum outlined from the New York State Education Department, your child will be using the Internet or one of its nodes. They will have the opportunity to communicate with other schools, colleges, organizations, and students around the world. In addition, your child will have access to a wide variety of web sites for both research and skill development as they utilize this valuable tool. As we are all aware, this access can also provide inappropriate access and use. We have taken steps to limit access to inappropriate sites, and also to monitor use of the Internet. In addition, we expect our faculty and staff to monitor structured use of the computers and the Internet. If you have a computer and modem at home, you should be aware that your child may access inappropriate materials through the Internet and Web.

Please review the following Acceptable Use Policy with your child and take a moment to talk with them about the Internet and proper use of its capabilities. If you have any questions, please call your child’s teacher or the Building Principal for more information.

**ALDEN CENTRAL SCHOOL DISTRICT
Acceptable Use Policies for Internet Access**

1. Any use of the network to facilitate illegal activity is prohibited.
2. Any use of the network for commercial, for-profit purposes, product endorsement, or political lobbying is prohibited.
3. Network accounts are to be used only by the authorized user for the authorized purpose. (i.e., no “chain mail” materials may be transmitted.)
4. 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 on the network.
5. All communications and information accessible via the network should be assumed to be private property and must be correctly cited as such. Copyrighted materials may not be uploaded/downloaded without permission.
6. No use of the network shall serve to disrupt the use of the network by others; hardware and software shall not be destroyed, modified, or abused in any way. Developing, uploading or downloading programs designed to disrupt or damage any hardware or software (i.e., viruses) is prohibited.
7. Use of the network to transmit material likely to be offensive or objectionable to recipients is prohibited. Use of the network to access obscene or pornographic materials is prohibited.
8. Hate mail, discriminatory or slanderous or libelous remarks, and other antisocial behaviors are prohibited.
9. The user accepts his/her responsibility for all behaviors on the network.

Failure to follow the above policies will result in disciplinary action taken by the district, which may include consequences ranging from loss of access to suspension from school. Users of the Internet are also subject to possible criminal prosecution under State and Federal law.

Accepted by the District Technology Committee November 2, 1994.
Revised January 14, 1997
Revised July 16, 2004

I have read this policy and agree to adhere to the principles and procedures detailed within.

Student Signature

Date

Parent/Guardian Signature

Date