



Students

7:15-E2 Student and Family Privacy Rights (p. 1 of 4)

The parent or guardian will choose all options that apply [see pages 1 through 4] and submit the appropriate signed form(s) to the student’s school office staff.

Option #1

GENERAL ACCESS TO PHOTOGRAPHS AND VIDEOS OF STUDENTS

(All grade levels; does NOT refer to yearbooks; does NOT refer to video, photo or other electronic recordings created and maintained by the district or school for behavior, security or safety reasons)

Students may occasionally appear in photographs and videotapes taken by school district staff members or other authorized officials. The school and/or District may use these images in various publications, including the school newspaper, district newsletter, social media sites, and on school and district websites; the students may be identified by name with their image. In addition, while the school limits access to the school buildings by outside individuals, there may be occasion when news media, photographers or other outside entities take photographs or videotapes of students while on school grounds. School staff members may provide the names of students to members of the media, photographers, and other outside entities at the discretion of school administrators and/or district administrators.

If these terms are not agreeable, the parent/guardian should indicate this by signing below and submitting this form to the child’s school.

I do NOT allow the school district to release the name of my child and their image (photographic or video) in district/school print publications such as newsletters, or to outside public relations entities such as the news media.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
[Printed] Name of Parent

\_\_\_\_\_  
School Name

\_\_\_\_\_  
[Printed] Name of Student

\_\_\_\_\_  
Grade Level

Revised: June 2014



**Students**

**7:15-E2 (cont.) Student and Family Privacy Rights (p. 2 of 4)**

The parent or guardian will choose all options that apply [see pages 1 through 4] and submit the appropriate signed form(s) to the student’s school office staff.

**Option #2**

**GENERAL DIRECTORY INFORMATION  
(All grade levels)**

School staff members may sometimes release directory information for school ‘phone books’ such as those produced by Parent-Teacher Organizations [PTO’s] or Parent-Teacher Committees [PTC’s]. These types of publications generally include the student’s or family’s name, address, phone number, and email addresses; however, the term "directory information" can additionally include individually identifiable information such as the following: date and place of birth, gender, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and other information in relation to school-sponsored activities, organizations and athletics.

If these terms are not agreeable and you do not give permission to use your child’s directory information, the parent/guardian should indicate this by signing below and submitting this form to the child’s school.

**I do NOT allow the school district to release my child’s directory information.**

\_\_\_\_\_  
**Parent Signature**

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

\_\_\_\_\_  
**[Printed] Name of Parent**

\_\_\_\_\_  
**School Name**

\_\_\_\_\_  
**[Printed] Name of Student**

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

**Revised: June 2014**



Students

7:15-E2 (cont.) Student and Family Privacy Rights (p. 3 of 4)

The parent or guardian will choose all options that apply [see pages 1 through 4] and submit the appropriate signed form(s) to the student’s school office staff.

Option #3

MILITARY RECRUITERS & POST-SECONDARY EDUCATIONAL INSTITUTIONS (Grades 9-12 Only)

From time-to-time, military recruiters and post-secondary educational institutions request the names, telephone numbers, and addresses of our secondary students. The secondary schools provide this type of information each school year unless you sign the appropriate section below.

If these terms are not agreeable, the parent/guardian should indicate this by signing below and submitting this form to the child’s school.

I do NOT allow the school district to release the name of my child to military recruiters.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
[Printed] Name of Parent

\_\_\_\_\_  
School Name

\_\_\_\_\_  
[Printed] Name of Student

\_\_\_\_\_  
Grade Level

I do NOT allow the school district to release the name of my child to post-secondary educational institutions.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
[Printed] Name of Parent

\_\_\_\_\_  
School Name

\_\_\_\_\_  
[Printed] Name of Student

\_\_\_\_\_  
Grade Level

Revised: June 2014



Students

7:15-E2 (cont.) Student and Family Privacy Rights (p. 4 of 4)

The parent or guardian will choose all options that apply [see pages 1 through 4] and submit the appropriate signed form(s) to the student’s school office staff.

Option #4

STUDENT GOOGLE APPS FOR EDUCATION

Google Apps for Education includes free, collaborative web-based programs including email (for grades 6-12), word processing, spreadsheet, calendar, etc. This service is available to students through an agreement between Google and Community Unit School District 300. Google Apps for Education runs on a private Internet domain purchased and owned by the school district, and is intended for educational use. Your student’s teachers use Google apps for lessons, assignments, and communication. Google Apps for Education is available at home, the library, or anywhere with Internet access. Schools monitor student use of Google Apps when students are at school. Parents are responsible for monitoring their child’s use of Google Apps when accessing programs from home. Google Apps for Education is intended for educational use. Students using Google Apps are subject to the restrictions below, in accordance with the District 300 Technology Acceptable Use Policy.

- Privacy – Staff members have access to student email accounts for monitoring purposes. Students should have no expectation of privacy when using Google Apps for Education.
• Limited Personal Use – Students may use Google Apps tools for personal projects, but may not use them for: Unlawful activities; commercial purposes (running a business or trying to make money); personal financial gain (running a website to sell things); inappropriate or offensive content; threatening another person (cyber bullying); misrepresentation of staff or students (pretending to be someone you are not, especially another student or staff member); Google Apps is not a public forum. It is an extension of classroom space where students’ free speech rights may be limited.
• Safety – Students may not post personal contact information about themselves or other people. This includes last names, addresses, and phone numbers; students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable; students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his/her password to another person.
• Access Restriction – Access to Google Apps for Education is a considered a privilege accorded at the discretion of the school and the District; the District maintains the right to immediately suspend or withdraw the access and use of Google Apps when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension, or termination.

If these terms are not agreeable, the parent/guardian should indicate this by signing below and submitting this form to the child’s school.

I do NOT allow my student to use Google Apps for Education, and I would like my student’s account to be disabled.

Parent Signature

Date Signed

[Printed] Name of Parent

School Name

[Printed] Name of Student

Grade Level

Revised: May 2015