



## Emergency Contact and Medical Information for a Child

Childs Name (Last, First, Middle)

Date of Birth

Today's Date

Address

City, ST ZIP Code

Home Phone

Cell Phone

Religion

Parish

School District

Student lives with both Parents \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_ Other \_\_\_\_\_

Siblings Name & Age \_\_\_\_\_

.....

### **MOTHER'S INFORMATION:**

Mother's Name

Home Phone

Cell Phone

Address

City, ST ZIP Code

Employer

Occupations

Work Phone

Email Address

### **FATHER'S INFORMATION:**

Father's Name

Home Phone

Cell Phone

Address

City, ST ZIP Code

Employer

Occupation

Work Phone

Email Address

.....

**EMERGENCY CONTACT:** (Friend, Relative or Alternative Emergency Contact)

1. Name \_\_\_\_\_ Phone \_\_\_\_\_
2. Name \_\_\_\_\_ Phone \_\_\_\_\_
3. Name \_\_\_\_\_ Phone \_\_\_\_\_

**PEOPLE ALLOWED TO PICK-UP:**

1. Name \_\_\_\_\_ Home Ph \_\_\_\_\_ Cell Ph \_\_\_\_\_  
Address \_\_\_\_\_ Relationship \_\_\_\_\_
2. Name \_\_\_\_\_ Home Ph \_\_\_\_\_ Cell Ph \_\_\_\_\_  
Address \_\_\_\_\_ Relationship \_\_\_\_\_
3. Name \_\_\_\_\_ Home Ph \_\_\_\_\_ Cell Ph \_\_\_\_\_  
Address \_\_\_\_\_ Relationship \_\_\_\_\_

**MEDICAL INFORMATION:**

Does your child have any allergies (food, medication, environment, insects, etc.)?

\_\_\_\_\_

Any medical conditions that school staff should be aware of (asthma, heart murmur, seizures, eye/vision, hearing, etc.)?

\_\_\_\_\_

Are there any medications for your child on file with the school nurse or in the school office?

\_\_\_\_\_

**OTHER INFORMATION:**

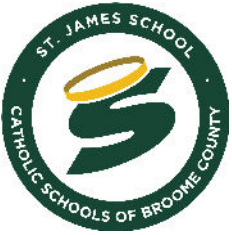
In the event of an **EARLY DISMISSAL OR EMERGENCY**, my child (pick one):

- ☐ will go home on the bus
- ☐ will be picked up by parent(s)/guardian
- ☐ will be picked up \_\_\_\_\_ Cell Number \_\_\_\_\_

Any other information that you feel is important for your teacher to know:

\_\_\_\_\_

\_\_\_\_\_



St. James School  
143 Main Street, Johnson City, NY 13790  
607.797.5444

## 25-26 Permission to Release

Throughout the school year there are various projects and special events that require the use of your child's address and phone number (birthday invitations, learning addresses and phone numbers, posting information in the room). We are also asking for t-shirt sizes for when we order them for special events.

Child(ren)'s Name:	Grade(s):	T-Shirt Size(s):
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I give permission to release my child(ren)'s name, address and phone number to classmates.

Circle One:                      YES                      NO

Any stipulations: \_\_\_\_\_

I give permission for my child(ren)'s photo/video to be used at or on

School:                      YES                      NO

Website:                      YES                      NO

School Social Media:                      YES                      NO

(Facebook, Instagram, Twitter)

Any stipulations: \_\_\_\_\_

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



## **Educational Technology and Google Workspace for Education**

**St. James School**

**143 Main Street Johnson City, NY 13790**

**607-797-5444**

This year, St. James School will provide students with Google Workspace for Education accounts. Google Workspace for Education includes free, web-based programs like document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and Syracuse Diocese Educational Technology.

Google Workspace for Education runs on an Internet domain purchased and owned by the Diocese of Syracuse and is intended for educational use. Your student's teachers will be using Google Apps for lessons, assignments, and communication. **IMPORTANT: Collaboration and communication will be restricted to accounts within the Syrdiocese portal only.**

Google Workspace for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times.

***\*\*\*Student safety is our highest priority.\*\*\****

### **Acceptable Use (Privacy and Safety)**

Apps for Education is primarily for educational use. Students may use Apps for personal use subject to the restrictions below and additional school rules and policies that may apply.

**Privacy** School staff, administrators, and parents all have access to student email for monitoring purposes. Students have no expectation of privacy on the Apps system.

#### **Limited personal use**

Students may use 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 sexual or other offensive content

Threatening another person

Misrepresentation of Catholic Schools of Broome County, staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

**Safety** Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.  
Students agree not to meet with someone they have met online without their parent's approval and participation.  
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 or her password to another person.

## **Access Restriction - Due Process**

Access to Google Workspace for Education is considered a privilege accorded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of 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. As a party of the Agreement with Google, the school also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

## **Consumer Safety (Advice for Students and Parents)**

**Don't get scammed.** Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called phishing. Don't trust links or web pages sent by email. Instead, open a new browser window and type in the address yourself.

**Don't get spammed.** Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam.

## **Digital Citizenship (Advice for All)**

**Treat others well.** It hurts to get a mean email just like it hurts when someone is mean in the school hallway. When using email or making a post on a forum or web page, be kind. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself.

**Respect the rights of copyright owners.** Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

**Students have First Amendment rights to free speech.** Your rights can be limited in school, though. If you post something via email or on a school web page that disturbs the learning environment in your school, your right of speech may be limited. School websites, email, and groups are for educational use and are not considered public forums for debating ideas. This means that a school has the right to limit student speech that disturbs the learning process in these areas.

These are the laws and policies that help to protect our students online:

## **Child Internet Protection Act (CIPA)**

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

-- CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>

## **Children's Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

-- COPPA - <http://www.ftc.gov/privacy/coppafaqs.shtml>

## Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

The school will not publish confidential education records (grades, student ID #, etc...) for public viewing on the Internet.

The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.

Parents may request that photos, names and general directory information about their children not be published.

Parents have the right at any time to investigate the contents of their child's email and Apps for Education files.

-- FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

If you have any questions, please don't hesitate to call **St. James School 607-797-5444**

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## **Google Workspace for Education Parent Permission Form: 2024 - 2025**

**Please review the above information; complete and return this portion to school by 9/9/24.**

Student Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Parent/guardian: \_\_\_\_\_

### ***Please check these to give permission:***

\_\_\_\_\_ I give permission for my child to use Google Workspace for Education. By doing so, I agree to enforce acceptable use when my child is off District Property.

\_\_\_\_\_ I give permission for my child and the school to publish student work and photographs online, with the understanding that student last names and confidential personal information will not be published.

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

\_\_\_\_\_  
Date





## Student Acceptable Computer Use Policy

### **St. James Elementary School**

The Internet is a global network of networks connecting many millions of computers. The Internet is an environment of independent, unregulated resources that can change on a daily basis. This resource is used similar to the way books, magazines, newspapers and videos are used in an educational setting.

**St. James School** is preparing students for the 21<sup>st</sup> Century by offering up to date computer resources to complement the curriculum. The Internet is a valuable tool offering a vast number of resources at the click of a mouse.

It is a general expectation that the school's resources are to be used in a reasonable, efficient, ethical, moral and legal manner in accordance with the beliefs and policies of **St. James School**. Computer storage areas will be treated like student lockers. Administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly. Computer use will be monitored by a teacher, but students are responsible for following the guidelines for appropriate use and bear the consequences for misuse. Assigned passwords are to be kept confidential and not shared with other students.

The school network, hardware and software are provided for use by staff and students at the discretion of the administration. The administration may access these at any time at their discretion. No assumption of privacy is to be derived or assumed with regard to the network, email or school hardware.

The following are **NOT** permitted:

- Accessing, displaying or sending pornographic or offensive material, whether written or graphic.
- Accessing, displaying or sending materials that are derogatory toward any race, religion, culture, ethnic group, gender or sexual orientation.
- Using the Internet for transmission of materials in violation of local, state or federal regulations.
- Using obscene language.
- Violating copyright laws.
- Accessing personal email, instant messaging and entering chat rooms.
- Tampering, misusing, abusing or vandalizing any hardware, software, or security measures.
- Trespassing in others' files, folders or works.
- Using files from home at school, or files from school at home.
- Downloading or streaming music or videos.
- Installing software including screensavers.
- Using school resources for non-school activities.

Violations will be referred to the Principal for disciplinary action. Law enforcement agencies will be involved when appropriate. The student will not have computer privileges unless this form is signed and dated by both student and parent. Students may print their name.

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**Access is a privilege, not a right. Access implies responsibility.**

I have read the policy and will conduct myself accordingly. \_\_\_\_\_  
Student to Print Their Name Date

I have read the policy and will support its implementation. \_\_\_\_\_  
Parent Signature Date

**Please return this form to the office by 9/9/24.**

**NOTE:** *(In compliance with the Children's Internet Protection Act (CIPA)), St. James School has adopted Internet safety policies, and filters access to "inappropriate" materials online. The Diocese of Syracuse Technology Curriculum includes Cyber-Ethics, Safety and Digital Citizenship.*





## St. James School Chromebook Acceptable Use Contract

St. James School is committed to supporting children's learning with technology during the school year. Chromebooks are provided to students to help them learn and complete their schoolwork. They are not to be used for personal use. The Chromebook and student Google account is school property and should be treated as such.

Students are responsible for the following:

- Taking care of their Chromebook which includes keeping them clean (no stickers) and free of damage.
- Using their Chromebooks for educational purposes only.
- Following all instructions from teachers and staff regarding the use of Chromebooks.
- Reporting any damage or loss of their Chromebook to a teacher or staff member immediately.
- Not adding or removing any apps or extensions.

In addition, St. James School is committed to supporting children's learning during time away from school during unusual situations (remote learning). Due to this commitment, we are allowing the use of school chromebooks at home during those situations. Care must be taken by the entire family to ensure that students are using the devices borrowed for educational purposes only. Parents are responsible for ensuring that their children follow this policy. They should monitor their children's use of their school account and Chromebooks at home.

### Family Agreement and Signature

I understand that it is not possible for St. James School to restrict access to all unauthorized materials while the device is in my child's possession, and I will monitor my child's usage to ensure they are using the device for educational purposes only. Any loss or replacement of a broken device will be the responsibility of the parents. By accepting a Chromebook from the school, students and their parents agree to abide by this policy.

*(Please print)*

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent eMail \_\_\_\_\_ Parent Phone Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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2024 - 2025 School Year (r1)

For office use only: Assigned Chromebook # \_\_\_\_\_

☐ Charger

