



### TELL US ABOUT YOUR CHILD

The following information is needed by the teacher to best serve your child.

Date \_\_\_\_\_

Child's legal name \_\_\_\_\_

(Last)

(Middle)

(First)

Date of birth: \_\_\_\_\_ Place of Birth: city \_\_\_\_\_ state \_\_\_\_\_  
Year/Month/Day

Child prefers to be called \_\_\_\_\_

Name of Parent or Guardian \_\_\_\_\_

Child lives with \_\_\_\_\_

**Has your child previously received any of the following services?**

**Exceptional Education Services (i.e., Developmentally Delayed, Specific Learning Disability, Autistic Spectrum Disorder) Explain:** \_\_\_\_\_

**Gifted/Talented** \_\_\_\_\_ **Speech/Language** \_\_\_\_\_ **ESOL/ELL/Bilingual** \_\_\_\_\_

List any other adults living in the home. (Indicate their relationship to the child)

Name

Relationship to child

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other children living in the home (Name) (Age) School now attending

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many schools has your child attended since kindergarten? \_\_\_\_\_

List the last two schools your child has attended.

Name of school

State

Dates attended: (From/To)

\_\_\_\_\_  
\_\_\_\_\_

Language(s) spoken to the child in the home \_\_\_\_\_

Language most often spoken by parent/guardian \_\_\_\_\_

Language(s) spoken by the child \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Family events which may have affected your child (i.e. divorce, death in the family, relocation, etc.)

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Custody matters of which the school should be aware: \_\_\_\_\_

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What holidays does your family observe/celebrate? \_\_\_\_\_

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Would you be willing to come to your child's classroom and share your traditions around the holidays? \_\_\_\_\_ Yes \_\_\_\_\_ No

Medical information (allergies, food allergies, concerns, or pertinent information):

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Is your child on any medication? If so, what \_\_\_\_\_

Are there any medical concerns that would keep the child from participating in such activities as physical education? If so, explain. Is your child allergic to something that the school must know about? \_\_\_\_\_

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What makes your child WONDERFUL? \_\_\_\_\_

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List any specific interests your child may have:

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What social/academic goals do you have for your child this year?

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In what ways would you be willing to assist the school and/or your child's teacher?

\_\_\_\_ PTA    \_\_\_\_ Homeroom    \_\_\_\_ Chaperone    \_\_\_\_ SAC Committee  
\_\_\_\_ Class Celebrations    \_\_\_\_ ADDitions Volunteer

**PUBLIC NOTICE OF PARENT RIGHTS  
STUDENT RECORDS  
ORANGE COUNTY PUBLIC SCHOOLS**

**PARENT RIGHTS: STUDENT RECORDS**

As a parent, The Family Educational Rights and Privacy Act (FERPA) affords you certain rights with respect to your student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. You must submit a written request to the principal that identifies the record(s) you wish to inspect. The principal will make arrangements for access and notify you of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that you believe is inaccurate or misleading. You must write the principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested, the school will notify you of the decision and advise you of your right to a hearing regarding the request for amendment.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff; the person elected to the school board; or, a person or company with whom the district has contracted to perform a specific task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Personally identifiable information will be released without consent to appropriate officials in emergency situations, to comply with a lawfully issued subpoena and in cases involving compulsory school attendance and child abuse.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

**RELEASE OF DIRECTORY INFORMATION**

Orange County Public Schools may release the following "directory information" without your permission unless you notify the principal, in writing, within ten (10) calendar days of the receipt of this public notice.

**Directory Information:** Student's name, address, grade level (if junior or senior), dates of attendance, participation in school sponsored activities and sports, weight and height of members of athletic teams, and awards and honors received. (Military recruiters may also obtain telephone numbers of high school students.)

Under the provisions of the Family Educational Rights and Privacy Act, you have the right to withhold the release of the directory information listed above. **If you decide that you do not want the school to release the information** listed above, any future requests for the "directory information" from individuals, organizations or other entities not affiliated with the school or district will be refused. Please indicate here your request to withhold the items listed above.

I do not want my child's directory information released as described above.

Parent Name: _____	Parent Signature: _____
Student Name: _____	Grade: _____ Date: _____

If the form is not received by the school principal within ten (10) calendar days, it will be assumed that the above information may be released for the remainder of the school year.

# Internet Policy

The Student  
Internet Use  
Policy for Orange  
County Public  
Schools

All Orange County schools offer Internet and network access for students in selected areas. This document contains the Acceptable Use Policy for student use of the Internet.

## Educational Purpose

Internet access has been established for a limited educational purpose and shall be consistent with the district's curriculum and Sunshine State Standards. The term "educational purpose" includes academic activities, career development, and limited high-quality self-discovery activities. Access has not been established as a public service or a public forum.

Orange County Public Schools has the right to place reasonable restrictions on the material accessed or posted through the system. Students are expected to follow the rules set forth in the *Student Code of Conduct* and the law in the use of the Internet and network resources.

Students may not use the Internet for commercial purposes. This means you may not offer, provide, or purchase products or services through the Internet at any school using any district resource.

## Student Internet Access

E-mail is an electronic mail system, which allows students to communicate one-to-one with people throughout the world. Students may have e-mail or chat access only under their teacher's direct supervision for specific instructional purposes as designated by the school. Only specific authorized e-mail access will be permitted by the District as required by the Children's Internet Protection Act (CIPA). Students may not establish web e-mail accounts through the district's Internet access.

All students will have access to Internet World Wide Web information resources through the classroom, media center, or computer lab.

If approved by administrators, students may contribute to a school web page. All content must be pre-approved by the appropriate staff.

## Unacceptable Uses

The following uses of OCPS Internet access are considered unacceptable:

### Personal Safety

Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information. Promptly disclose any messages received that are inappropriate or make you feel uncomfortable to a teacher.

### Illegal Activities

Do not attempt to gain unauthorized access to the OCPS network or to any other computer system through the Internet or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."

Do not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal [f.s. 815 Computer-Related Crimes].

Do not use the OCPS network to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of persons, etc.

### System Security

Students are responsible for individual network access and must take all reasonable precautions to prevent access by others. Under no conditions should a student provide passwords to another person. Students will immediately notify a teacher or the school's technology coordinator if a possible security problem has been identified. Any attempt to look or scan for security problems will be construed as an illegal attempt to gain access. Avoid the inadvertent spread of computer viruses by following the District virus protection procedures if software has been downloaded.

Under no circumstances are students permitted to use a workstation to gain access to student grades or other private student records.

Students will not load unauthorized software on computers or on file servers. Students will not use any equipment or software to bypass, destruct, modify or abuse OCPS network access or disrupt the network activities of others. Any student identified as a security risk or having a history of problems with computer and/or network access may be denied authorization.

Student-owned hardware will not be permitted to connect to the district network unless written permission is granted by the school principal. Appropriate antivirus software and security software must be activated before network use.

### Inappropriate Language

Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

Students will not use obscene, profane, lewd, vulgar, rude, threatening, or disrespectful language. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, he or she must stop.

Students will not knowingly or recklessly post false or defamatory information about a person or organization.

Students will not repost a message that was sent to you privately without permission of the person who sent you the message. You will not post private information about another person.

## Respecting Resource Limits

Use the system only for educational and career development activities and limited, high-quality, self-discovery activities.

Do not download files larger than 3 MB unless absolutely necessary. If necessary, download the file at a time when the system is not being heavily used.

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Students will check e-mail frequently, delete unwanted messages promptly, and stay within the established e-mail quota.

Do not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

**Plagiarism and Copyright**

Do not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

Respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, follow the expressed requirements. Students should request permission from the copyright owner.

**Inappropriate Access**

In accordance with the Children's Internet Protection Act (CIPA), all OCPS web access is filtered; however, this does not preclude the possibility that inappropriate sites are not blocked. Do not use OCPS Internet to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination

towards other people (hate literature). A special exception may be made if the purpose of access is to conduct research with instructor and district approval. Students shall immediately notify a teacher if inappropriate information is mistakenly accessed. This will protect students against a claim of intentional violation of this policy. Parents or guardians should instruct their students if there is additional material that they think it would be inappropriate to access. The district fully expects that the student will follow his or her parent's instructions in this matter.

**Student Rights**

*Free Speech*

Student rights to free speech, as set forth in the Student Code of Conduct, also apply to communication on the Internet. The OCPS Internet is considered a limited forum, similar to a school newspaper, and therefore administrators may restrict speech for valid educational reasons. However, speech will not be restricted on the basis of a disagreement with the opinions a student expresses.

*Search and Seizure*

Parents have the right to request to see the contents of their student's files residing on any district-owned equipment. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted on the District's network.

An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the *Student Code of Conduct*, or the law. The investigation will be reasonable and related to the suspected violation.

*Due Process*

School administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through OCPS network access. If the violation also involves a violation of the *Student Code of Conduct*, it will be handled in a manner described in that document.

**Limitation of Liability**

Orange County Public Schools makes no guarantee that the functions or the services provided by or through the District's network will be error-free or without defect. The District will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. Students are responsible for making a back up copy of crucial files. The District is not responsible for the accuracy or quality of the information obtained through or stored on the network. The District will not be responsible for financial obligations arising through the unauthorized use of the network as the result of intentional misuse.

I have read the Internet Acceptable Use Policy and understand its contents. My signature below means that I agree to follow the guidelines of the Internet Acceptable Use Policy.

\_\_\_\_\_  
Print Student Name

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

\_\_\_\_\_  
Date

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations.

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

\_\_\_\_\_  
Date