

Student Forms

Please Complete **ALL** of the following forms and return them to the office
BY THE FIRST DAY OF SCHOOL

These forms are not in this packet - complete one per student

1. [Emergency Medical Authorization \(EMA\) and Latchkey Pick Up Authorization](#)
These forms are not in this packet. You will receive one for each of your students enrolled in Bethany School in the mail. It contains your current contact information. Any information which has changed or is incorrect should be corrected on the form. Be sure to fill in any contact information for anyone who are permitted to pick up your child. **This is a two sided form - please fill out both sides**

These forms are included in this packet - print one per family

2. [Responsible Use of Technology](#) - This is a new version of the form from years past. We only need one per family, but it must be signed by **each student and the parent**. Students are not permitted to use computer equipment on campus and will have to sit in the office during computer classes until this form is on file.
3. [Guardian Permission to Publish on the Internet](#) - this is a new version of the form from years past. Please read it carefully, enter each of your children's names, and **sign only one of the boxes** at the bottom.
4. [School Directory Information](#) - fill this out to indicate the contact information to be used in the school directory.
5. [BEAP \(Bethany Educators and Parents\) Membership Registration](#)
fill this out to join BEAP which entitles you to a School Directory. Send in with payment of \$25 to join BEAP. You may also volunteer for a variety of BEAP functions whether you join BEAP or not.

General Information For Users of Technology

Bethany School is using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. Bethany School has been provided with Internet connectivity through Hamilton/Clermont Cooperative Association (H/CCA). This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the school are strictly limited to educational purposes.

In keeping with the mission of Bethany School, Academic Excellence in a Christian Environment, the school will monitor, instruct about, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

Agreement Form

In order to ensure the proper use of technological resources, it is necessary that each user and parent guardian annually sign the attached **Responsible Use of Technology Policy - User Agreement Form**. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

Bethany School must have on file a signed **Responsible Use of Technology Policy – User Agreement Form** for any student and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Bethany School adheres to the Children's Internet Protection Act and the guidelines of our Internet Service Provider, H/CCA. The school has right of access to any electronic devices on school property.

All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

School Responsibility

- The school shall provide access to technological resources, including Internet, for educational purposes only.
- The school shall also provide training for students and teachers in the appropriate use of technology.
- The school does not guarantee the accuracy of information gathered from school computers.
- The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act.
- Unauthorized disclosure, use, and dissemination of personal information regarding minors is forbidden.

User Responsibility

- The user shall access the school's technological resources for educational purposes only.
- Each user is responsible for information that is sent and received under his/her personal and/or school Internet account.
- Passwords are to be guarded and not displayed nor shared with others.
- The user must strictly adhere to copyright laws.
- In addition, unethical and/or illegal uses of electronic devices will not be allowed.
- Unauthorized access, including hacking or use of another person's account, is strictly forbidden.
- The user agrees not to bypass the school firewall, nor to harm or alter school property.
- The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, which may cause mental, emotional, or physical distress to other members of the school community, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances.
- Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use.
- Also, any commercial use is strictly forbidden.

Disciplinary Action

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

Responsible Use of Technology for Bethany School

User Agreement / Parent Permission Form

Signatures of all Students and a Parent Required

- I have read the terms and conditions of the **Responsible Use of Technology Policy**.
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in the **Responsible Use of Technology Policy**.
Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include suspension or revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

User 1 Name (print) _____ Grade _____

User 1 Signature _____ Date _____

User 2 Name (print) _____ Grade _____

User 2 Signature _____ Date _____

User 3 Name (print) _____ Grade _____

User 3 Signature _____ Date _____

Parent / Guardian Permission Form

- I have read the terms and conditions of the Responsible Use of Technology Policy.
- I am requesting that the above named student be allowed to use the school's technological resources, including the Internet, and agree to support the school in the Responsible Use of Technology Policy.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ Date _____

Guardian Permission to Publish - One Form Per Family

Bethany School actively seeks opportunities to promote a positive image of our school and the great things that take place here. In order to facilitate this endeavor, we take photos as well as some video of the events which occur here throughout the year. A selection of photos and videos of students or their work may be posted on our web pages or our social media, published in the school newsletter, used in various printed school materials, and given to local print and broadcast media. Additionally, local television stations may feature our school, our activities, or even our students in public interest stories. We believe all of these add to the success of Bethany School by highlighting all that makes Bethany School an interesting and unique place to learn.

Our web site can be found at www.bethanyschool.org and our Facebook page on <https://www.facebook.com/BethanySchoolOH/>. Anyone can have access to these. Bethany School policy prohibits the use of names or other personal information about students to be posted on our website or social media sites. Student work (text and graphics) may be published with student initials. Our newsletter is available to current and prospective families and may include student names. Please note that local print media requests students be identified by name and neighborhood so that photos and stories are published in the appropriate neighborhood editions.

We prefer that all families allow photos which include their child(ren) or their child(ren)'s work (with initials only) to be used on our internet sites, in our newsletters, or used in local print and broadcast media. However, it is ultimately up to parents and guardians of minors to make the decision. To that end, Bethany School and the Sisters of the Transfiguration support and respect each family's right to decide whether or not to allow their student to appear in these media.

Please fill out this form in its entirety regardless of your decision

Grade

Student Names (Please Print)

Please sign and date only one of the boxes below

I (we), _____, **GIVE permission** to have photos or videos which include my (our) child(ren) and/or my(our) child(ren)'s work used in the school web pages, social media, school newsletters, various printed school materials, and/or local print or broadcast media.

(parent/guardian signature)

(date)

I (we), _____, **DO NOT GIVE permission** to have photos or videos which include my (our) child(ren) and/or my (our) child(ren)'s work used in the school web pages, social media, school newsletters, various printed school materials, and/or local print or broadcast media.

Please note: Use of large group photos which includes your child, photos in online photo galleries, or photos in school displays, bulletin boards, newsletters, or other items viewed primarily by the Bethany Community in which a student is NOT identified by name is **exempt from withholding permission** (i.e. Bethany School may use photos of your child under these circumstances).

(parent/guardian signature)

(date)

BEAP MEMBERSHIP REGISTRATION

(Bethany Educators and Parents)

The Bethany School Directory is sponsored by BEAP. It is published once a year to enable parents and students to communicate with each other. Class lists, faculty lists, BEAP officers, and transportation contacts are provided in the directory as well.

In order to receive this directory, you must be a member of BEAP. Membership dues are \$25.00 annually, checks made payable to BEAP. You will receive a directory and car decal (upon request), as well as provide BEAP with funds to help accomplish its numerous projects! Please complete and return this form along with payment to the office on or before August 31st.

Parent(s) Name _____

Child(ren) Name(s) _____ **Grade** _____ **Homeroom Teacher** _____

\$ Amount _____ **Cash** ____ **Check #** _____ (payable to BEAP) **Date Rcvd** _____

BEAP NEEDS YOUR HELP

Thank you to those who have already volunteered to help out this school year! If you have not, and would like to get involved, please review the opportunities below. Volunteering is a great way to meet other families and build a stronger community! Let us know what you would like to do and we will contact you when the time is right.

Parent(s) Name _____ **Phone # : Day** _____ **Evening** _____

Email Address _____ **Best way to reach you, phone or email (Circle Your Preference)**

Please indicate which activity(ies) you would like to help out on this year:

- | | |
|--|--|
| <input type="checkbox"/> Homeroom Parent or Helper (circle one) | <input type="checkbox"/> Santa Sale (December) |
| <input type="checkbox"/> Skating Parties (Sept, Nov, Jan, May) | <input type="checkbox"/> Used Uniform Sales (March & August) |
| <input type="checkbox"/> Parent-Teacher Conference Refreshments | <input type="checkbox"/> Walk-A-Thon |
| <input type="checkbox"/> Special Area Teachers and Staff Collections | <input type="checkbox"/> New Family Picnic (August) |

If you have any questions, feel free to contact us via email at beap@bethanyschool.org