Missoula County Public Schools

2025-2026 Elementary School (EL-5) Annual Consent Forms

Included in this packet is the annual consent information. Please review and complete the authorization page. Return the authorization page to your school secretary by Friday, October 10, 2025.

SECTION 1: STUDENT INFORMATION OPT OUT

Parent Information

Not all student information is confidential. In accordance with federal law and district policies, the District may make available, upon request

- student name and address
- telephone listing
- date of birth
- grade level
- electronic mail address
- photograph
- dates of attendance
- participation in officially-recognized activities and sports
- weight and height of members of athletic teams
- honors and awards received

Not all student information is confidential. In accordance with federal law and district policies, the District may make available, upon request only, to various persons, agencies, and institutions the following categories of information regarding students:

- school yearbooks
- team rosters and class lists
- graduation, theater, athletic, and music programs
- videos of performances, school activities, and athletic events
- articles about school activities and athletic events
- lists of those receiving honors, awards, and scholarships
- requests from post-secondary schools and prospective employers

The types of publications listed above will be available to anyone within the school community and to the general public (including the media) unless you complete one or more of the opt out sections. If the School does not receive this form by October 10, 2025, we may release your child's Directory Information.

Section A: Comprehensive Opt Out: You may prohibit the District from publicly disclosing any "directory information" about your student by checking the opt-out box, signing, and returning it to the school office no later than October 10th. By completing this section, your student's name and photograph will not appear in the school yearbook or in other school-produced publications available to the public.

IMPORTANT: *If you want your student to be included in school publications, but excluded from school directories and/or District photographic productions/media interaction, you should sign one or both "Limited Directory Information Opt-Out" forms, which are described below. You may also wish to exclude your student from information provided to military recruiters.*

Section B: Limited Opt Out : Exclude student from photographic productions and other publicity, and interactions with local news media. The District may produce and/or participate in television, videotape, audio recordings, and still photograph productions (either print, video or web-based) that may use your student's name, likeness, or voice. Such productions may be sold or used for educational purposes, and may be copyrighted, edited, and distributed by the District. You may prevent your student from participating in such productions, or interacting with news media by selecting this limited opt-out option.

Section C: Limited Opt Out: Exclude student from School Directories and School-Related Organizations. Student addresses and phone numbers also are directory information, but the District will not release them to the media or general public. The District will disclose addresses and phone numbers for school-related activities only (such as school directories, TAs, booster clubs, volunteer activities, and to county agencies). Student addresses and phone numbers are most frequently used in student directories. You may exclude your student's name, address, and phone number from your school's student directory by completing the opt-outform.

IMPORTANT: *Opting out refers to the District's disclosure of your student's personal information to various persons, agencies, and institutions and does not prevent students from providing their personal information to various persons, agencies, or institutions on their own behalf.*

See Consent Authorization Item 1 for Signature

SECTION 2: ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

Parent and Student Information: Please read together, sign and return this document to the school. This document, identified in Policy 3612 "District Provided Access to Electronic Information Services and Networks," is also available online at www.mcpsmt.org.

The Missoula County Public Schools District believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to student and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology in MCPS schools:

Terms of Agreement

1. I promise to use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network.

2. I promise never to use any form of electronic communication1 to harass, frighten or bully anyone.
3. I promise to use the computer and the Internet for school work only. I will use the programs and websites that my teacher has approved.
4. I promise not to share my passwords.
5. I will not view, send or display inappropriate messages or pictures.
6. I promise to tell an adult if I read or see something in the computer that is inappropriate.
7. I promise to obey copyright laws.
8. I will not use my personal email account or any personal electronic device at school except with the permission of a staff member.
9. I promise to print only when my teacher tells me to.
10. I promise to use my own file or my own folder on the student server.
11. I understand that if I break any of my promises, I might not be able to use the computers.

As part of 21st century learning, teachers and students will be using new web tools such as blogs, wikis, podcasts and videocasts. These technologies improve students' communication and collaboration skills, provide a real audience and extend learning beyond the classroom walls while building digital citizenship skills. The following terms and conditions relate to these new web tools.

1. I will act safely by keeping personal information out of my web projects. I will not give out my family name, emailaddress, home address, school name, city country or other information that could help someone locate or contact mein person. I understand that I am not prevented from providing this information only as necessary to gainauthorization for use of the webtool. I will not post identifying photos or videos.
2. I will treat blog and wiki spaces as I would a classroom space, and I will use appropriate and respectful language. Iwill only post on school-appropriate subjects. If I include pictures on my blog, podcast, videocast or wiki, they willbe appropriate.
3. If I post a link in a blog, podcast, videocast or wiki, I will have read that information carefully to be certain that it isappropriate for the school community.
4. I understand that if I fail to follow these guidelines, I may lose the opportunity to take part in the project.

[1] "Electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, pager, iPod or other mp3 or audio-video players and cameras.

See Consent Authorization Item 2 for Signature

SECTION 3: GOOGLE G SUITE

Parent and Student Information

The Missoula County Public Schools utilizes the Google G Suite for students, teachers, and staff. These online software tools are used to support your child's digital skills and engage them in quality and safe learning. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

In order for students to use these programs and services, your student's first and last name will be provided to Google. The Children's Online Privacy Protection Act (COPPA)1 requires these websites to provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools to consent to the collection of personal information for non-commercial purposes on behalf of all of its students, which eliminates the need for individual parental consent given directly to the website or software application operator.

The following services are available to students and hosted by Google as part of the MCPS online presence in the G Suite:

- Drive – Google's core suite of products including a word processing (Docs), spreadsheet (Sheets), presentation (Slides), and calendar toolset that is very similar to Microsoft Office
- Mail – an individual email account for school use managed by the Missoula County Public School District (**grades 3 – 8 only**)

Using these tools, students collaboratively create, edit, and share files for school related projects and communicate via email with other MCPS students and teachers. These services are entirely online and available 24/7 from any internet connected computer. Examples of student use include showcasing class projects, building electronic portfolios of school learning experiences, and working in small groups on presentations to share with others.

Guidelines for the responsible use of the G Suite by students:

1. Official Email Address: All students in grades 3 – 8 will be assigned a student email account pending parent permission. This account will be considered the student's official MCPS Gmail address until such time as the student is no longer enrolled with the Missoula County Public School District.
2. Prohibited Conduct: Please refer to Board Policy 3612 District Provided Access to Electronic Information Services and Networks and Board Policy 3630 Electronic Devices.
3. Access Restriction: Access to and use of student email is considered a privilege accorded at the discretion of the Missoula County Public School District. The District maintains the right to immediately withdraw the access and use of these services including email 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 a building Administrator for further investigation and adjudication.
4. Security: Missoula County Public Schools cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.
5. Privacy: The general right of privacy will be extended to the level possible in the electronic environment. Missoula County Public Schools and all electronic users should treat electronically stored information in individual's files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the student email systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

IMPORTANT: Opting out refers to the District not consenting on your behalf regarding the collection of your student's personally identifiable information (PII). If you choose to opt-out, your child will not have access G Suite or be able to use Chromebooks and an alternate will be offered.

[1] For more information on COPPA, please visit https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa- frequently-asked-questions

See Consent Authorization Item 3 for Signature

SECTION 4: EXTENDED DIGITAL CURRICULUM RESOURCES

Parent Information

The Missoula County Public Schools utilize various digital curriculum resources for students, teachers, and staff. These online software tools are used to support your child's digital skills and engage them in quality and safe learning. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

In order for students to use these programs and resources, certain personally identifiable information (PII) must be provided to the website or software application operator. This is generally the student's name and District- issued email. The District will provide only the minimum information required to access the educational materials and applications. The Children's Online Privacy Protection Act (COPPA)1 requires these websites to provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools to consent to the collection of personal information for non- commercial purposes on behalf of all of its students, which eliminates the need for individual parental consent given directly to the website or software application operator. The District will not consent on your behalf to websites or applications collecting personal information regarding your child for commercial purposes. COPPA requires that a website or application seeking to collect personal information for a child under 13 years of age must obtain consent directly from the parent or guardian.

In addition, there is the Montana Pupil Online Personal Information Protection Act, MCA §§ 20-7-1323 – 20-7-1326. This law applies to students in grades K – 12 and requires the District to enter into agreements with each vendor/operator that collects personally identifiable information (PII). Vendors/operators are prohibited from: (a) (i) engaging in targeted advertising on the operator's K-12 online application; or (ii) targeting advertising on any other site, service, or application when the targeting of the advertising is based on any information, including protected information and persistent unique identifiers, that the operator has acquired because of the use of the operator's K-12 online application; (b) using information, including persistent unique identifiers, created or gathered by the operator's K-12 online application to amass a profile about a pupil, except in furtherance of K-12 school purposes; (c) selling a pupil's information, including protected information.

Teachers in the District may only use software/apps in the classroom that have been approved by the District. Approved software/apps all have agreements with the District that meet Montana law. A complete list of the programs can be found on the District's website: www.mcpsmt.org/studentdataprivacy

[1] For more information on COPPA, please visit https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa- frequently-asked-questions.

See Consent Authorization Item 4 for Signature

SECTION 5: NOTIFICIATION OF ELECTRONIC PHOTOGRAPH REPOSITORY

Parent Information

The 2019 Montana Legislature passed Senate Bill 40 requiring the Montana Office of Public Instruction (OPI) to create and maintain an electronic directory photograph repository of all Montana students for the exclusive purpose of locating missing school-age children. It will use students' current school photos that most schools take annually for school directories, ID cards, year books, etc.

Parents have the right to have their child's photograph included in this repository by "opting-in." If a parent chooses to have his/her child's photograph included in the repository, the District will notify OPI.

Your child's photograph will only be used by law enforcement for the express purpose of locating your child should he/she be reported to law enforcement as missing. No other use by OPI or law enforcement is permitted. Access by OPI staff will be strictly limited and controlled to staff or contractors creating and maintaining the repository.

Photos will be updated annually; you will be given an opportunity each year to opt-in to the repository. If you fail to opt-in in any year after previously permitting your child's photograph to be included in the repository, the photo will be purged after two years.

Even if you have opted-in to the inclusion of your child's photograph in the repository, you may opt-out at any time and your child's photograph will be removed from the repository.

If you would like your child's photograph included in the electronic photograph repository please check the box below, sign and date it and return it to the District.

See Consent Authorization Item 5 for Signature

SECTION 6: ANNUAL FIELD TRIP CONSENT

Parent Information

This Field Trip Consent Form gives Missoula County Public Schools and its staff permission to take the below named student off campus for school approved field trips for the 2025-2026 school year. This permission applies to all local field trips occurring within Missoula during the school year. This permission is valid for one school year. Parents will be notified at least one week in advance of local field trips. At this time,

parents will have the option to withdraw permission for any individual field trip by completing the Field Trip Opt-Out Notice. If a parent or guardian signs the Opt Out Notice for a specific field trip, the Annual Field Trip Consent remains valid for all other local field trips. Separate permission will be sought for any field trips occurring outside of Missoula, including field trips within and outside the state of Montana.
If you choose not to sign this annual permission form, you will be asked to give permission for your child to participate in each field trip occurring within Missoula throughout the school year.

See Consent Authorization Item 6 for Signature

SECTION 7: MASS NOTIFICATION PERMISSION

Parent Information

The Federal Communications Commission requires Missoula County Public Schools (MCPS) to obtain your consent to send outreach messages via our automated system. Outreach messages can include information about school, classroom, athletics, and activities. MCPS wants to keep your household informed in multiple ways. Our mass notification system allows us to send messages to you through different mediums - phone calls, texts, emails - regarding important school information. To ensure we are able to do this, please provide your consent. You have the right to not consent to receiving messages - you will still receive emergency calls. You can also revoke and update all contact preferences by visiting mcpsmt.parentlink.net.

See Consent Authorization Item 7 for Signature

Missoula County Public Schools

2025-2026 Elementary School (EL-5) Annual Consent Authorization

Please complete the authorization page. Return the authorization page to your school.

Due Date: Friday, October 10, 2025.

STUDENT NAME:_____SCHOOL:_____GRADE:_____

SECTION 1: STUDENT INFORMATION OPT OUT

Parents: *This authorization is optional.*

☐ **A. OBJECTION TO RELEASE OF ANY DIRECTORY INFORMATION (COMPREHENSIVE OPT-OUT):** I object to the District releasing directory information (student's name, address, phone number, electronic mail address, photograph, date of birth, dates of attendance, grade level, participation in officially recognized activities and sports, honors and awards, height and weight of athletic team members) about my student. I understand this means exclusion from school documents that typically are made public, such as yearbooks, graduation programs, honor roll and other recognition lists, and sports activity and theatrical programs. I also understand that this means exclusion of my student's name, address and phone number from the school directory, from other documents relating to school-related organizations and activities, and from county agencies. Finally, I understand this means that my student will not be included in District videotape, motion picture, audio recording, television and still photograph productions, and news media interactions.

☐ **B. OBJECTION TO USE OF PHOTOS AND OTHER IMAGES IN DISTRICT PRODUCTIONS (LIMITED OPT-OUT):** I object to the District releasing or using of my student's name, likeness, or voice in any videotape, television, motion picture, audio recording, or still photograph production (either print, video or web-based) that will be produced, used, or distributed by the District for educational or informational purposes.

☐ **C. OBJECTION TO INCLUSION OF STUDENT IN SCHOOL ADDRESS AND TELEPHONE DIRECTORY (LIMITED OPT-OUT):** I object to the District releasing of directory information (name, address, and telephone number) to school-related organizations such as the PTA and booster clubs for school-related activities. I understand this means my student will not be included in the school directory of student names, addresses, and phone numbers.

Parent Signature:_____Date:_____

SECTION 2: ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

Parent and Student: *This authorization requires a response.*

STUDENT: I have read, I understand and I will abide by Missoula County Public Schools' Acceptable Use of Technology Agreement. I realize that violations may result in my loss of the network and/or Internet access, disciplinary action per the Student Code of Conduct or Student Handbook, and possible legal action. I will sign my name to show that I will follow these terms.

Student Signature:_____Date:_____

PARENT: I have read this Acceptable Use Agreement and have discussed it with my child. We agree that by my signature, I give my permission for my student to use the school district's network and hardware, and access the Internet.

Parent Signature:_____Date:_____

SECTION 3: GOOGLE G SUITE

Parent: *This authorization requires a response. Please select one.*

By signing below, I confirm that I have read and understand the following: I understand that my student's education records stored in G Suite may be accessible to someone other than my student and the Missoula County Public Schools by virtue of this online environment. My signature below confirms my consent to allow my student's first and last name to be stored by Google. I have read the privacy policies associated with use of the G Suite. I understand that I may ask for my child's account to be removed at any time or may revoke my consent at any time.

☐ YES, I give permission for my child to be assigned a full Missoula County Public Schools G Suite account. This means my child will receive:
- Email - Gmail account (grades 3-8 only)
- Google Drive – Core suite of Google products like Docs, Sheets, Slides, Calendar

☐ YES, I give permission for my child to be assigned a Missoula County Public Schools G Suite account, BUT would like to OPT OUT of granting my child email access. This means my child will receive:
- Google Drive – Core suite of Google products like Docs, Sheets, Slides, Calendar

☐ NO, I do not give permission for my child to be assigned a full Missoula County Public Schools G Suite account. This means my child will NOT receive an email account, access to Google Drive, Docs, Sheets, Slides, Calendar, or Chromebook access.

Parent Signature:_____Date:_____

SECTION 4 EXTENDED DIGITAL CURRICULUM RESOURCES

Parent: *This authorization requires a response. Please select one.*

I confirm that I have read and understand the following: I understand that my student's education records stored in digital resources may be accessible to someone other than my student and the Missoula County Public Schools by virtue of this online environment. My signature below confirms my consent to allow my student's personally identifiable information to be stored by parties listed on this document. I have read the privacy policies associated with the extended digital curriculum resources. I understand that I may ask for my child's account to be removed at any time or may revoke my consent at any time.

☐ NO, I do NOT give permission to the District to consent to the collection of personal information regarding my child for non-commercial purposes on my behalf. This means my child will NOT be able to use extended digital learning resources in his/her classroom.

☐ YES, I give permission to the District to consent to the collection of personal information regarding my child for non-commercial purposes on my behalf. This means my child will receive:

- User account created in one or several of the apps/websites listed on this site: www.mcpsmt.org/studentdataprivacy

Parent Signature:_____ Date:_____

SECTION 5: NOTIFICATION OF ELECTRONIC PHOTOGRAPH REPOSITORY

Parents: *This authorization is optional.*

☐ I wish for my child's photograph to be included in the OPI electronic photograph respository.

Parent Signature:_____ Date:_____

SECTION 6: ANNUAL FIELD TRIP CONSENT

Parents: *This authorization is optional.*

I hereby give permission for my student to participate in Missoula County Public School field trips during the 2025-2026 school year. I understand field trips may require transportation (provided by MCPS) to a location away from the school campus.

As a parent or guardian, I understand that the school and staff will try to prevent accidents. However, I fully understand that some activities on field trips involve inherent risks to students regardless of all feasible safety measures that may be taken by the District. In consideration of the District's agreement to allow my child to participate in the referenced field trip, I agree to accept responsibility for any loss, damage, or injury to my child that occurs during my child's participation in this field trip that is not the result of fraud, willful in- jury to a person or property or the willful or negligent violation of the law by a trustee, employee or agent of the Missoula County Public Schools.
In the event it becomes necessary for the district staff in charge to obtain emergency care for my child, neither he/she nor the school district assumes financial liability for expenses incurred because of an accident, injury, illness and/or unforeseen circumstances. I authorize Missoula County Public Schools' employees or volunteers in charge of the student to obtain all necessary emergency medical care and authorize any licensed physician and/or medical personnel to render necessary emergency treatment to my child.

Parent Signature:_____ Date:_____

SECTION 7: MASS NOTIFICATION PERMISSION

Parents: *This authorization requires a response.*

☐ Yes. I give MCPS consent to send outreach messages to me.

☐ No. I do not give MCPS consent to send outreach messages. I understand I will only receive emergency phone calls.

Parent Signature:_____ Date:_____