

## PICK-UP PERMISSION FORM

If the parent(s) or legal guardian(s) of any student in grades Pre-K through 6 would like their child to be picked up from school after dismissal, they should complete this form and submit it to the School Principal. The parent(s) or legal guardian(s) or other person designated by the parent(s) or legal guardian(s) will be expected to pick up the child promptly at dismissal time; failure to do so will result in consequences, including but not limited to written warnings, referrals to local law enforcement and/or DCPD, and home address verification.

<b>STUDENT INFORMATION – to be completed by <i>Student's Parent or Legal Guardian.</i></b>															
Student's Name	Student's School	Grade Level													
Name of Student's Parent/Legal Guardian	Student's Home Address														
Primary Telephone Number of Parent/Legal Guardian	Secondary Telephone Number of Parent/Legal Guardian														
<p><i>In the space below, please list the names, home addresses, and phone numbers of all individuals other than the student's parent(s) or legal guardian(s) to whom the school may release the student at dismissal time.</i></p> <p>1. _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; text-align: center;">Name</td> <td style="width: 30%; text-align: center;">Home Address</td> <td style="width: 20%; text-align: center;">Phone Number</td> <td style="width: 20%; text-align: center;">Relation to Student</td> </tr> </table> <p>2. _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; text-align: center;">Name</td> <td style="width: 30%; text-align: center;">Home Address</td> <td style="width: 20%; text-align: center;">Phone Number</td> <td style="width: 20%; text-align: center;">Relation to Student</td> </tr> </table> <p>3. _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; text-align: center;">Name</td> <td style="width: 30%; text-align: center;">Home Address</td> <td style="width: 20%; text-align: center;">Phone Number</td> <td style="width: 20%; text-align: center;">Relation to Student</td> </tr> </table>				Name	Home Address	Phone Number	Relation to Student	Name	Home Address	Phone Number	Relation to Student	Name	Home Address	Phone Number	Relation to Student
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Please sign below to acknowledge that you agree as follows:

- The student will not be permitted to leave school after dismissal unless escorted by their parent, legal guardian, or designee whose name appears above.
- Any individual who arrives to pick up the student will be required to present photo identification; individuals without photo identification will be required to obtain such identification from the Office of Family and Community Engagement, located at 90 Delaware Avenue.
- Entry into the school building will be permitted only at the time designated by the School Principal, which may be after other students are dismissed from school.
- Upon entry, the individual must go directly to the pick-up location designated by the School Principal, and then must leave the school promptly after picking up the student.
- Permission shall apply on every school day and for the entire school year, including half-session days and early closings, unless cancelled in writing by the parent or legal guardian named above. Notice of cancellation should be submitted to the School Principal and must include the effective date as of which the student may be released in accordance with typical dismissal procedures.
- Permission shall cease to apply at the end of the current school year and must be re-submitted at the beginning of the next school year.

\_\_\_\_\_  
Signature of Student's Parent or Legal Guardian

\_\_\_\_\_  
Date

## UNACCOMPANIED DISMISSAL PERMISSION FORM

If the parent(s) or legal guardian(s) of any student would like to permit their child to leave school unaccompanied after dismissal, they should complete this form and submit it to the School Principal. Please note that students in grades Pre-K through 1 will not be allowed to leave school without adult supervision under any circumstances; older students may be permitted in accordance with school rules if a signed copy of this form is on file.

<b>STUDENT INFORMATION</b> – to be completed by <i>Student's Parent or Legal Guardian.</i>															
Student's Name	Student's School	Grade Level													
Name of Student's Parent/Legal Guardian	Student's Home Address														
Primary Telephone Number of Parent/Legal Guardian	Secondary Telephone Number of Parent/Legal Guardian														
<p><i>In the space below, please list the names, home addresses, and phone numbers of all emergency contacts.</i></p> <p>1. _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; text-align: center;">Name</td> <td style="width: 30%; text-align: center;">Home Address</td> <td style="width: 20%; text-align: center;">Phone Number</td> <td style="width: 20%; text-align: center;">Relation to Student</td> </tr> </table> <p>2. _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; text-align: center;">Name</td> <td style="width: 30%; text-align: center;">Home Address</td> <td style="width: 20%; text-align: center;">Phone Number</td> <td style="width: 20%; text-align: center;">Relation to Student</td> </tr> </table> <p>3. _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; text-align: center;">Name</td> <td style="width: 30%; text-align: center;">Home Address</td> <td style="width: 20%; text-align: center;">Phone Number</td> <td style="width: 20%; text-align: center;">Relation to Student</td> </tr> </table>				Name	Home Address	Phone Number	Relation to Student	Name	Home Address	Phone Number	Relation to Student	Name	Home Address	Phone Number	Relation to Student
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Please sign below to acknowledge that you agree as follows:

- The student will not be permitted to leave school until the designated dismissal time.
- After dismissal, the student will be permitted to leave school without adult supervision.
- The District assumes no responsibility for the student once the student leaves school grounds.
- Permission shall apply on every school day and for the entire school year, including half-session days and early closings, unless cancelled in writing by the parent or legal guardian named above. Notice of cancellation should be submitted to the School Principal and must include the effective date as of which the student may be released in accordance with typical dismissal procedures.
- Permission shall cease to apply at the end of the current school year and must be re-submitted at the beginning of the next school year.

\_\_\_\_\_  
Signature of Student's Parent or Legal Guardian

\_\_\_\_\_  
Date



# EQUIPMENT LOAN AGREEMENT

## Chromebooks

Paterson Public Schools (the "District") may provide computer equipment to students for educational purposes only. The goal of providing technology resources is to improve learning and teaching. Students who use district-issued computer equipment, including Chromebooks, must at all times comply with the District's policies and regulations regarding use of technology (Policy 2360), standards for acceptable use (Policy/Regulation 2361), care of school property (Policy/Regulation 5513), and electronic communication and recording devices (Policy 5516).

DEVICE SERIAL NO.	_____	DATE ISSUED	_____
NAME OF STUDENT	_____	STUDENT ID NO.	_____
NAME OF PARENT/GUARDIAN	_____		
PHONE ( PARENT/GUARDIAN	_____	EMAIL OF PARENT/GUARDIAN	_____

### AGREEMENT

By signing below, both the student and their parent/guardian agree to comply with the following terms and conditions regarding the use and care of a District-issued Chromebook and acknowledge receipt of the Acceptable Use Handbook:

**LOANED EQUIPMENT.** The student named above will be borrowing a Chromebook laptop with accessories (the "Equipment"), which the District owns has agreed to lend to the student exclusively for academic purposes. It is the student's responsibility to care for the Equipment and to ensure it is kept and stored in a safe environment to prevent damage or loss. This Equipment is being loaned only for the duration of the current academic school year. If the student should use the Equipment for an inappropriate purpose or to view inappropriate material, the District may take back the Equipment and/or prohibit the student from using District-issued technology equipment in the future. The student's use of the Equipment is a privilege, not a right, and it is the student's responsibility to protect and safeguard the Equipment and to return it in the same good condition as when it was issued.

**ACCEPTABLE USE.** The student is authorized to use the Equipment only for academic purposes in accordance with the District's policies and regulations. Students are expected to utilize their assigned Chromebooks for completing school assignments using the G-Suite platform and other software approved by the Paterson Board of Education. All pre-loaded software programs are subject to their own user license agreements, which the student and their parent/guardian are expected to review and comply with at all times. The Equipment may be used only to run software authorized by the District, and students are expressly prohibited from installing or utilizing other software or modifying any software which the District has installed. The District is not responsible for damages caused by digital viruses or malware that may be transmitted between the Equipment and the student's privately owned electronic devices (including data storage devices). The student must use their best efforts to prevent the Equipment in their possession from being damaged or rendered inoperable by digital viruses or malware.

**LOSS, THEFT, OR DAMAGE.** The student must notify their homeroom teacher immediately if the Equipment is lost, stolen, or damaged while entrusted to the student. In the event of loss or theft, the teacher will attempt to locate the Equipment according to the procedures for tracking and recovering mobile digital devices (see Policy 5513, Section F). Although the District may issue a replacement device, the student and their parent/guardian may be required to pay the cost of insuring the replacement device (\$60 fee) before it is issued.

**RETURN OF EQUIPMENT.** *The student must return the Equipment to the school promptly when instructed, or before transferring to another school, or at the end of the school year (whichever is sooner).* Students who do not return the Equipment as required by this Agreement may be subject to disciplinary sanctions, civil liability, and even criminal prosecution. A late fee may be charged if the Chromebook is not returned to the school district or the required check-in date.

**STUDENT RESPONSIBILITIES.** As a condition of being allowed to bring their assigned Chromebook home, the student must: treat the device with care, use it responsibly and only for educational purposes, keep it safely stored, comply with all copyright laws, and make sure the device is fully charged for school each day. DO NOT loan the device to others. DO NOT install or delete any software. DO NOT try to repair the device. DO NOT remove, alter, or deface the serial number or the Paterson Public School logo on the device. DO NOT give out personal information over the Internet. Misuse or inappropriate use of the device, as determined by school officials, may result in any or all of the following consequences: student-teacher conference, parent-teacher conference, revocation of access or device use privileges, school disciplinary sanctions according to the Code of Student Conduct, civil liability, and criminal prosecution.

**PARENT/GUARDIAN RESPONSIBILITIES.** To help ensure the assigned Chromebook is used in a safe, efficient, and ethical manner, the parent/guardian must: supervise the student's use of the device at home, discuss school policies and expectations regarding the use of technology and the Internet, notify the school about any problems with the device, comply with all copyright laws, and make sure the device is fully charged for school each day. DO NOT allow others to use the device. DO NOT install or delete any software. DO NOT try to repair the device. The parent/guardian may be called to bring the device to school if the student comes to school without it.

_____	_____
Signature of Student	Date
_____	_____
Signature of Parent/Guardian	Date

# PATERSON PUBLIC SCHOOLS

## STUDENT/PARENT AGREEMENT

### ACCEPTABLE USE OF TECHNOLOGY AND THE INTERNET

The Paterson Public School District recognizes that the responsible use of technology and the Internet will enrich teaching and learning in the 21st Century and will prepare students for success in higher education and in their chosen careers. While it is important to ensure that schools have access to these resources, it is equally important for students to use them responsibly and for families to understand that some of the information accessible on-line may be inaccurate or even offensive. Our district 1:1 initiative will afford all high school students an opportunity to receive a device to aide them in their academic programs.

Before allowing your child to access technology and the Internet in school, please review this form with him or her and acknowledge that you each understand and agree to the following terms:

- Students may use technology and the Internet in school for educational purposes only, under the supervision of a teacher or other staff member. The District has no obligation to give students access to these resources.
- Students are expected to avoid inappropriate content on the Internet. If a student accidentally gains access to an inappropriate web site, they must use their browser's "BACK" button to quickly escape the site. The student must immediately inform the teacher so that the situation may be handled appropriately.
- Students are expected to exercise due care and good judgment when viewing, posting, and sharing information and social media content on computers and mobile devices. Students are advised to follow the attached Internet safety guidelines.
- Students are expected to treat all members of the school community with respect, in person and on-line. Students must not use or transmit inappropriate language or hateful messages on-line, or respond to such messages if they are received. District policy also prohibits students from using technology to harass, intimidate, bully, defame, or otherwise discriminate against any individual on or off school grounds.
- Students are expected to be considerate of the work of others when using technology and the Internet. Students must not violate copyright laws, plagiarize information found on-line, or interfere with the work of other technology users.
- Students must not download, install or modify any software on District technology devices without the permission and supervision of a teacher or other staff member.
- Students who misuse technology or the Internet for illegal, inappropriate, offensive, or unapproved purposes will face appropriate disciplinary sanctions under the Pupil Code of Conduct, mandatory loss of technology privileges, and possible prosecution by law enforcement. Additionally, the student and their parent or guardian may be held liable for monetary damages that result from misuse.

**STUDENTS:** Please sign below only if you agree to use technology and the Internet according to the above terms and to accept consequences for misuse that may be assigned by the school faculty/administration and/or your parents.

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Student's Signature

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

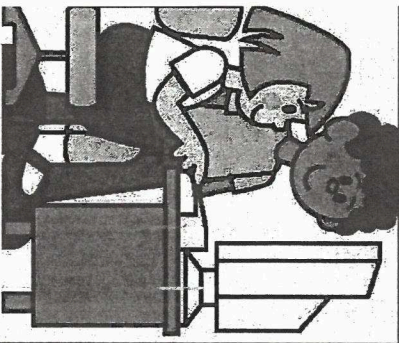
**PARENTS:** Please sign below to acknowledge that you and your child reviewed this form, that both of you understand it, and that you grant permission for your child to use technology and the Internet in school. By signing below, you agree to release, hold harmless, and indemnify the District and its employees, officers, agents, and representatives against all known and unknown claims of liability that might arise in connection with this consent form or your child's use of technology or the Internet in school. Be sure to keep a copy of this Agreement for your records.

\_\_\_\_\_  
Printed Name of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

# SURFING THE NET SAFELY



## RULE 1

### Keep an Adult Nearby

Cyberspace can be fun, but it is also a place where kids can get into serious trouble.

It is important to learn about the dangers, and how to protect yourself in dangerous situations.

The best protection is to make sure that an adult is nearby to answer questions, and to help keep both you and your computer safe.

## RULE 2

### Protect Your Computer

Make sure your computer contains up-to-date virus-protection software.

Never eat or drink near your computer. Never place a magnet near your computer.

Make sure your computer is plugged into a surge protector.

Shut down your computer during a lightning storm. Cover your computer when it's shut down.

## RULE 3

### Protect Your Privacy

The folks you meet in chat rooms are strangers. Never tell anyone private information about yourself.

Never use your real name. Invent a special nickname, or use your initials.

Never give anyone your address or phone number.

Never tell your age, or where you go to school. Never tell when or where you're going on vacation. Never send your picture.

## RULE 4

### Protect Your Password

A password is private. Never tell your password to anyone, not even to your best friend.

Don't use something obvious, like your name, address, phone number or date of birth. Make up something unique that only you would know.

Write your password down and keep it in a safe place in case you forget it. Change your password from time to time.

## RULE 5

### Protect the Privacy of Others

Never give out private information about your family or friends.

Never tell anyone where your parents work.

Never give anyone private numbers such as credit card numbers.

Never tell anyone the real names of your friends or where they live.

Never enter the email or text files of anyone else without permission.

## RULE 6

### Beware of Contests, Clubs, Prizes and Gifts

Always ask permission from a trusted adult before you...

...enter a contest; ...join a club; ...accept a prize or gift; ...buy a toy, game, book or anything else.

You could be giving someone private information about yourself or your family without being aware of doing so.

## RULE 7

### Beware of Strangers

NEVER! agree to meet a stranger in person.

NEVER! agree to speak on the phone.

NEVER! send your picture.

NEVER! let anyone send a picture to you.

If a stranger asks to meet or phone you, asks for your picture or wants to send a picture, **DON'T WAIT!** Tell a parent or teacher right away.

## RULE 8

### Don't Break the Law

Illegal activities can get you into serious trouble.

NEVER! let anyone talk you into breaking the law.

NEVER! send hateful or threatening email.

NEVER! use other people's passwords.

NEVER! try to access other computers.

NEVER! copy and use commercial software or music files. NEVER! make a bomb.

## RULE 9

### Practice "Netiquette"

Treat others with courtesy and respect.

Don't use nasty language. Don't be cruel.

Don't spread rumors or lies. Don't SHOUT.

Don't hold down the ENTER key when you're not sending a message.

Never answer a message that makes you feel bad or uncomfortable. Show all weird messages to a parent or teacher right away.