



November 18, 2014

Dear Parents,

With the ever-changing nature of technology, we frequently need to assess the policies we have in place regarding the way our students use technology in our district. These policies become the driving force for appropriate and responsible use of technology in our classrooms.

A recent review of our primary technology policy, our Acceptable Use Policy, highlighted the need to update and modify some language regarding the way we use technology now in our schools. Whenever there is a substantial change to this policy, we ask all parents to re-authorize their child to use the technology that we provide in the district.

We would ask that you review the revised policy and regulation which can be found on our policy website: <http://goo.gl/S1A8cJ>. We would call your attention to our newest section, Section VIII, regarding the use of Google Apps for Education in our schools. Upon review of this, please read and complete the attached authorization form and return to your child's homeroom teacher. You must complete a separate form for each child that you have in the district.

All forms must be returned to your child's homeroom by **Friday, December 12th**. Failure to return the authorization form may result in a loss of computer privileges in school by your child.

Thank you for your time and attention to this matter.

A handwritten signature in black ink that reads "Matthew Hladun". The signature is fluid and cursive.

Matthew Hladun
Director of Instructional Technology

STUDENT Access Release and Authorization Form

Before using the Queensbury School data network, the student must sign this form, have it signed by his/her Parent or Legal Guardian, and return this form to his/her classroom teacher or the school's designated point of contact.

To ensure the privacy and safety of our students, and to protect data and our resources, we ask students and parents to become familiar with policies and regulations that have been established for technology use in the district. The District's Acceptable Use Policy and Regulation (4526 and 4526-R) is available on the district's website in the Board of Education policy section.

I understand the use of the data network and access to public networks (i.e. the Internet) is a privilege, and I agree to the following:

1. The Queensbury School District owns all material stored on any communications or computer system provided by the District. I hereby waive any rights I may otherwise have to such material.
2. All information and services available on the Internet and the data network are placed there for informational purposes.
3. Queensbury School District will be utilizing Google Apps for Education and that in doing so, I understand that this gives permission for my child or the District to publish student work, documents, and/or data to the District's Google Apps for Education domain (as per COPPA requirements for children under 13).
4. The Queensbury School District does not warrant the function of the data network or any component accessible through the data network to meet any requirements that are beyond those established by the District, nor does it guarantee that the data network will be error free or uninterrupted. District staff members are not liable for damages incurred in connection with the use, operation, or one's inability to access the data network.
5. In consideration for using the data network and having access to public networks, I hereby release the Queensbury School District and its officers, employees, and agents from any claims and damages arising from my use or inability to access the data network.
6. I will abide by such rules as adopted by the Queensbury School District. I understand and accept that it is my responsibility to read and comply with the Acceptable Computer Use Policy, Internet Safety Regulation, Acceptable Computer Use in Instruction Regulation, Students and Personal Electronic Devices, Internet Safety Policy and other relevant technology policies. I also understand that any violation of such rules is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action may be taken.

Student Name: (please print) _____

Date of Birth: _____ Grade Entering: _____

Please note: Student's computer password will be your cafeteria PIN # followed by 00 (ex. 419400)

Student Signature: _____ Date: __

Parent Signature: _____ Date: _____

To be completed by District Computer Office:
LOGIN ID: _____ Date Received: _____