



# MEQUON-THIENSVILLE SCHOOL DISTRICT

CITY OF MEQUON AND VILLAGE OF THIENSVILLE

5000 W. MEQUON ROAD

MEQUON, WI 53092

PHONE (262) 238-8504 - FAX (262) 238-8520

WWW.MTSD.K12.WI.US

## Parent/Guardian Signature Slip Acknowledging Review of Parent/Student Handbook & Permissions

To help ensure that the school and the home work together in sharing the responsibility of helping children grow, learn, and develop positive values of social responsibility and behavior, you are requested to sign and return this page when registering for school.

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It is hoped that the Parent/Student handbook will be helpful to you and your child in understanding the school, its offerings, opportunities, and expectations. You will receive a copy of the handbook upon registering for school.

The Parent/Student Handbook contains the Student **Technology Access** statement (copy attached to this document). Please review this statement and indicate below if you **do not** wish for your student to have access to the district's electronic communication system.

\_\_\_\_\_ I **do not** want my child to have access to the district's electronic communication system. This includes all computer access.

Please also read the statement regarding **Directory** Information (attached to this document and also included in the Parent/Student Handbook. Indicate below if you **do not** grant the release of information.

\_\_\_\_\_ I choose **not to** grant the Mequon-Thiensville School District permission to release information related to my student.

Please review the notification on use of **Photos of Students** (attached to this document and also included in the Parent/Student Handbook. Indicate below if you **do not** grant permission for the district to publish photographs of your child:

\_\_\_\_\_ I **do not** want my child's photograph used in any form on the district cable channel, district web page, press releases, or other communication produced by district staff members.

**Your signature below indicates you and your student will, upon receipt of the Parent/Student Handbook, review it in its entirety, including the above-mentioned Student Technology Access Policy, Directory Information Statement, and notification on Use of Student Photos. Your signature also indicates that you and your student agree to follow the policies and procedures contained in the Parent/Student Handbook.**

\_\_\_\_\_  
Your School

\_\_\_\_\_  
Your Homeroom Teacher

\_\_\_\_\_  
Please PRINT parent/guardian name

\_\_\_\_\_  
Please PRINT student name

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

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

\_\_\_\_\_  
Date

**Please return this form at registration.**



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Hughes B. George, Director of Pupil Services

Gail M. Grieger, Director of Business Services

## STUDENT TECHNOLOGY ACCESS STATEMENT

Instructional technology has become a commonly used educational tool. Instructional technology is an all-inclusive term referring to the use of computers, AlphaSmart keyboards, calculators, laser disks, electronic card catalogs, CD ROMS, telecommunications, etc. These tools are available for student use in classrooms, computer labs and the IMC. In order to meet student needs, storage disks or server access are made available for use in all classroom situations. However, due to the increased use of instructional technology, it is important to recognize the privilege as well as the responsibility for proper technology usage.

Students using Mequon-Thiensville School District instructional technology materials are subject to the following rules governing access to these services. Noncompliance may result in disciplinary action ranging from the loss of computer access to referral to the school's principal.

1. Commercially developed, copyrighted material should not be traded or copied. Unauthorized duplication and use of software violates the U.S. Copyright Law. Installation of any software program on district owned computers without the permission of the instructional technology coordinator is prohibited.
2. Submitting copied programs and files as your own work is plagiarism. Giving another person access to your files for this purpose is contributing to plagiarism. Plagiarism is cheating and will be disciplined appropriately.
3. Any student who willfully, knowingly, and/or without authorization, accesses, modifies, destroys, or takes possession of files or programs, will be subject to the actions as determined by the staff and school administration.
4. Tampering with storage disks or files, attempting to circumvent the menu/security programs, altering school software, compromising passwords or tampering with hard drives will be treated as acts of vandalism.
5. Students will be expected to handle all district instructional technology materials with respect. Any malicious misconduct in the use of these materials will be disciplined appropriately.
6. Any student who uses school modems, networks or telecommunications software in an inappropriate manner will be subject to disciplinary action. Inappropriate use might include accessing objectionable material, dialing unauthorized numbers, or using this equipment without proper authorization and parental/guardian permission.
7. Before being given access to the District's electronic communication system, all users will sign an annual agreement. This annual agreement is met when signing the "Parent/Guardian Agreement Signature Slip". The agreement stipulates the terms for using the district's electronic communication system. Users may receive or access a booklet that contains the "Acceptable Use Policy, Agreement, and Guidelines for Computers, Computer Networks, and the Internet." A full copy of the booklet is available upon request or may be accessed via the district web page at <http://mtsd.k12.wi.us>. **If you do not want your child to**

**have access to the district's electronic communication system, please indicate that on the Parent/Guardian Agreement Signature Slip.**

8. Any student who brings their own electronic device (i.e., laptop) to school will not be allowed to connect to the district's electronic communication system.
9. The District operates and maintains a district cable channel (7/22) and a district web site <http://mtsd.k12.wi.us>. At times, photographs of students may appear on this channel or be used on the web page. The use of student photographs is governed by the "Standards and Responsibilities for the MTSD Web Pages" and the "Guidelines for Use, Production, or Broadcast of Multimedia". A full copy of these guidelines is available upon request or may be accessed via the district web page at <http://mtsd.k12.wi.us>.

As a student using the Mequon-Thiensville instructional technology materials, you are required to respect the rights of all students. This includes leaving the instructional technology materials and computer labs in the condition in which you found them. If you encounter any malfunctioning equipment, please report it to the supervising staff member promptly. (6.18.08)



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## Directory Information Statement

The Mequon-Thiensville School District designates the following personally identifiable information contained in a student's education record as "directory information." The District may release that information to appropriate persons and the media, unless the parent/guardian of a minor student or an adult student refuses the release of all or any part of the directory information, in writing of their own initiative within fifteen (15) days of the receipt of this notice.

1. The student's name
2. The student's address
3. The student's phone number
4. The parent's e-mail address
5. The student's date and place of birth
6. The student's major field of study
7. The student's participation in officially recognized activities and sports
8. The student's weight and height if a member of an athletic team
9. The student's dates of attendance
10. The student's photograph
11. The student's degrees and awards
12. The name of the school most recently previously attended by the student.

A copy of this statement will be provided by the School District with the routine school opening and fall registration materials. For students enrolling after the Fall enrollment period, this Directory Information Statement will be given to the student's parent/guardian or the eligible student at the time and place of enrollment, and the parent/guardian or adult student may refuse to release all or any part of the directory information, provided such notification is given to the District Office within fifteen (15) days of the receipt of the Directory Information Statement.

Legal Reference: Wisconsin Statutes §118.125(1)(b); (2)(j)  
Family Education Rights and Privacy Act (FERPA)



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## **Photos of Students**

From time to time the Mequon-Thiensville School District may use photos of students in articles released to the press, on our web page, on cable channel productions and/or other school district related communications. If you do not want your child's photo used for Mequon-Thiensville School District purposes, please inform us by indicating this choice on the Parent/Guardian Signature Slip for Review of Parent/Student Handbook & Permissions Form (available at any school office).