



# Northshore Charter School

Where Academic Excellence is the Norm

111 Walker Street  
Bogalusa, Louisiana 70427  
Phone (985)732-0005  
Fax (985)732-0580

2017 - 2018

## Registration Packet

This packet of information must be completed and returned to **Northshore Charter School** for the student application process to proceed.

### Registration Checklist

- ✓ Completed Registration Packet
- ✓ Copy of student's birth certificate
- ✓ Copy of student's social security card
- ✓ Copy of student's current shot record
- ✓ Copy of student's current report card (If Applicable)
- ✓ Copy of Special Education Records/IEP

Please hand deliver or mail all information to:

Northshore Charter School  
111 Walker Street  
Bogalusa, Louisiana 70427

**Please complete each form in this packet in its entirety. NO INCOMPLETE APPLICATIONS WILL BE ACCEPTED.**

If you have any questions, please contact Data Coordinator Alicia D. Harvin at (985)732-0005, ext. 310. Notification letters will be given to all parents/guardians of their child's acceptance or waiting list status.

## STUDENT INFORMATION (Please print clearly)

<b>STUDENT INFORMATION (Please print clearly)</b>					
Last Name		First Name		Middle Name	
Home Address (Include Apt. #) NO PO BOX		City		State	Zip Code
Social Security Number		Date of Birth		Gender	<i>Grade Entering or in</i>
Home Phone		Home Language		Ethnic Code	1 = Native American 2 = Black/African American 3 = Asian/ Pacific Islander 4 = Hispanic/Latino 5 = Caucasian/White
Student's Email Address (If Applicable)		Country of Birth (If other than U.S.)			Date of Entry into U.S.
Student's Cell Phone (If Applicable)		Last School Attended including Pre-K and Year		City and State	
List any Special Education Services that apply:		Student lives with		Parish / County of System	

## PARENT/GUARDIAN INFORMATION (Please print clearly)

<b>FATHER or Guardian</b>		Step-Parent (If Applicable)			
Relationship to Student					
Home Address (Include Apt. #)		City		State	Zip Code
Home Phone		Cell Phone		Employer and Employer Phone	
Email Addresses – (If Applicable)					
<b>MOTHER or Guardian</b>		Step-Parent (If Applicable)			
Relationship to Student					
Home Address (Include Apt. #)		City		State	Zip Code
Home Phone		Cell Phone		Employer and Employer Phone	
Email Addresses – (If Applicable)					

*The above information is correct to the best of my knowledge.*

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY

\_\_\_\_\_ Date/Time Received

\_\_\_\_\_ Received by

\_\_\_\_\_ Enter Date \_\_\_\_\_ Exit Date

### Student Medical Information

Medic Alert

*Circle all that apply to your student*

NONE   Asthma   Diabetes   Epilepsy   Seizures   Other: \_\_\_\_\_

ALLERGIES        Food        Drug        Insects        Other: \_\_\_\_\_

Please list specific items:

### SIBLINGS (List names, birth dates, and grades entering of any other children in the family.)

Name	DOB	Grade entering (if applicable)
Name	DOB	Grade entering (if applicable)
Name	DOB	Grade entering (if applicable)
Name	DOB	Grade entering (if applicable)
Name	DOB	Grade entering (if applicable)
Name	DOB	Grade entering (if applicable)

### Emergency Contacts: (Other than Parents)

NAME	RELATIONSHIP	PHONE NUMBERS

### Check-Out Authorization (Other than Parents)

*Only these individuals will be allowed to check your child/children out of school in case of illness or emergency. All individuals will be asked to present their Driver's License or State Issued ID.*

NAME	PHONE NUMBERS

**PERSONS RESTRICTED FROM PICKING UP STUDENT**

*These individuals are NOT allowed under any circumstance to leave campus with my child/children.*

NAME

**Student Transportation**

<input type="radio"/> Bus
<input type="radio"/> Morning Car Drop Off
<input type="radio"/> Afternoon Car Pick Up

**Student Support Services**

*All this information is confidential.*

*Circle all that apply to your student*

Gifted Migrant Resource Speech Language 504 Adaptive PE ESL Physical Therapy

Occupational Therapy Other: \_\_\_\_\_

*The above information is correct to the best of my knowledge.*

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

PARENTAL PERMISSION AND MEDICAL AUTHORIZATION FORM

**Student's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

I give permission for my child (named above) to attend the events, field trips, and service projects associated with Northshore Charter School. I further give permission for my child to be transported to and from events by hired and volunteer drivers' authorized by Northshore Charter School.

**Medical Release**

I hereby authorize the NCS administration and/or staff, hospitals, licensed medical or dental providers, and their agents and employees to have access to the information contained in this form and to provide all medical or dental care, routine tests, treatment, and necessary transportation advisable for the health and safety of my child. This authorization includes the authority to consent to any x-ray examinations, anesthetic, medical procedure or treatment, and hospital care under the supervision, and upon the advice of or to be rendered by, a physician or surgeon licensed under the Medical Practice Act or Dentist licensed under the Dental Practice Act for my child.

**Custody Release**

I further authorize the administration and/or staff of NCS to receive physical custody of my child upon completion of any treatment, and I specifically instruct any treating health facility to surrender physical custody of my child to said adult until such time that a parent/guardian arrives on scene. *(This is not a change in permanent custody of child.* This just allows a health facility (hospital/clinic) to release the child to DWCS staff while waiting for a parent/guardian to arrive.)

**Activity Release**

I further give permission for my child to participate in all supervised activities except as noted:

\_\_\_\_\_  
**Signature of Parent or Legal Guardian**                      **Printed name of Parent or Guardian**                      **Date**

**EMERGENCY CONTACT INFORMATION**

**Parent(s)/Guardian(s)**

\_\_\_\_\_  
 Name(s)

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 City                                      State      Zip

Phone Numbers	Phone Type (Home, Mobile, etc.)

\_\_\_\_\_  
 Parent/Guardian's Email Address

\_\_\_\_\_  
 Secondary Email Address

**Other Emergency Contact(s)**

\_\_\_\_\_  
 Name(s)                                      Relationship to Student

Phone Numbers	Phone Type (Home, Mobile, etc.)

## HEALTH CARE INFORMATION

**Student Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

Physician Name	Dentist Name
Physician Phone	Dentist Phone
Medical Insurance Company	Dental Insurance Company
Policy/Group Number	Policy/Group Number
Name of Policy Holder	Name of Policy Holder

Please list any allergies to drugs, foods, plants, insects, etc.:

Please list any prescription medication to be taken by the student (including what it is taken for, when it is to be taken, dosage information, and any special procedures):

Please list any additional information relevant to participating in NCS activities (dietary needs; surgeries or serious injuries; chronic or recurring illness; medical conditions such as epilepsy or diabetes; psychiatric counseling or indications, etc.):

# AUTHORIZATION FORM TO RELEASE SCHOOL RECORDS

We, the undersigned, grant authority to officials of the **Northshore Charter School** to obtain my child's school and health records. We understand that the information is confidential and is to be kept secure in cumulative folders at the Northshore Charter School.

***Please check whether your child is a Regular Education or a Special Needs child.***

Child's Name	Entering Grade	Name of Previous School City & State of Previous School	Regular Ed	Special Ed

---

Parent/Guardian's Signature

Date

Records should be sent to the following address:

**Attention: Alicia D. Harvin  
Northshore Charter School  
111 Walker Street  
Bogalusa, LA 70427  
Phone (985) 732-0005  
Fax (985) 718-1417**

Please note: If your child has been classified as a Special Needs student and has received Special Education services, the school will not usually release those records except to a Special Education Supervisor. A letter will follow this one asking your permission to release your child's Special Education records.

## Published Student Information Release Form

**Student's Name** \_\_\_\_\_

**Grade** \_\_\_\_\_

I give permission for my child to be photograph and works (arts, written papers, voice, verbal statements, etc.) to appear on the NORTSHORE CHARTER SCHOOL'S Internet website, newsletter, yearbook, or bulletin boards. I also give permission for my child's full name, photograph and/or works to appear in the newspaper, print copies, news broadcasts, and online newspapers.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date



## Home Language Survey

In order for NCS to provide appropriate language instructional programs for all our students, we ask that all parents complete the survey below. If you need additional help completing this survey, please contact your child's teacher and we will provide assistance.

Student's Name: \_\_\_\_\_

1. What is/was the student's first language? \_\_\_\_\_
2. Does the student speak a language(s) other than English?

Yes     No

If yes, specify language(s): \_\_\_\_\_

3. What language(s) is/are spoken in your home? \_\_\_\_\_

4. Has the student attended any United States school in any 3 years during his/her lifetime?

Name of School	State	Dates Attended
_____	_____	_____
_____	_____	_____
_____	_____	_____

Person completing this form (If other than Parent/Guardian): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

\*The school has the responsibility under federal law to serve students who are limited English proficient and need English instructional services. Given this responsibility, the school has the right to ask for the information it needs to identify English Language Learners (ELLs). As part of the responsibility to locate and identify ELLs, the school may conduct screenings or ask for related information about students who are already enrolled in the school as well as from students who enroll in the school in the future.

## SPECIAL EDUCATION & SECTION 504 INFORMATION

Please check if your child is receiving special education services.

\_\_\_\_\_ Yes, my child has a current IEP and receives special education services. I will attach the current IEP and evaluation to this packet. You can obtain this through your child's current school board office or school office.

\_\_\_\_\_ Yes, my child has a current Section 504 plan. I will attach the current Section 504 plan to this packet. You can obtain this through your child's current school board office or school office.

If you do not let us know that your child is receiving special education services or Section 504 accommodations, this may cause a delay in your child receiving services and/or accommodations.

Check which services your child receives through special education?

\_\_\_\_\_ Special Education Teacher Assistance

\_\_\_\_\_ Physical Therapy through Special Education, NOT through private therapy

\_\_\_\_\_ Speech Therapy through Special education, NOT through private therapy

\_\_\_\_\_ Occupational Therapy through Special education, NOT through private therapy

\_\_\_\_\_ Other

---

---

**\*\*\*If you take your child to therapy after school, this is not special education.** We only need to know if your child receives therapy DURING SCHOOL because they are being served their IEP minutes.

# Release for Consent for Medical Screenings

Student's Name: \_\_\_\_\_

The following is a list of screenings that will be performed throughout each school year for your child. Please mark the appropriate blank for each area.

Vision Screening (Pre-K, K, 1, 3, 5, 7, 9 grades)

\_\_\_\_\_ Yes, may screen

\_\_\_\_\_ No, may not screen

Hearing Screening (Pre-K, K, 1, 3, 5, 7, 9 grades)

\_\_\_\_\_ Yes, may screen

\_\_\_\_\_ No, may not screen

Scoliosis Screen (4<sup>th</sup> & 6<sup>th</sup> grade)

\_\_\_\_\_ Yes, may screen

\_\_\_\_\_ No, may not screen

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date



# Louisiana Student Residency Questionnaire Form

Louisiana School District **Northshore Charter School** District **Washington**

Your child may be eligible for additional educational services through Title I Part A, Title I Part C-Migrant, and/or Title X, Part C, Federal McKinney-Vento Assistance Act. Eligibility can be determined by completing this questionnaire.

1. Where are you and your family currently staying? Check one box.

<b>Section A</b> <input type="checkbox"/> Rent/own my own home. <b><u>STOP: If you rent/own your own home, sign under item 5 and submit form to school personnel.</u></b>	
<b>Section B</b> <input type="checkbox"/> Temporarily with another family because we cannot afford or find affordable housing. <input type="checkbox"/> With an adult that is not a parent or legal guardian, or alone without an adult. <input type="checkbox"/> In a hotel/motel. <input type="checkbox"/> In a vehicle of any kind, trailer park or campground without running water/electricity, abandoned building or substandard housing. <input type="checkbox"/> In an emergency/transitional shelter. <input type="checkbox"/> Other <b><u>CONTINUE: If you checked a box in Section B, complete the remainder of this form.</u></b>	<b>For School Use Only:</b> <input type="checkbox"/> Doubled-Up <input type="checkbox"/> Doubled-Up/ Unaccompanied Youth <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> Unsheltered <input type="checkbox"/> Sheltered <input type="checkbox"/> Unknown

2. Have you moved in the past 3 years to seek work as a paid laborer in any type of farming (sod, dairy, chicken, vegetable, citrus, or other) or fishing? (Check One)  Yes  No

3. If you checked a box in Section B, your child/children may be eligible for additional educational services through Title I, Part A, Title I Part C-Migrant, or Title X, Part C- Federal McKinney-Vento Assistance Act.

Student(s) Name		S.S.#	M/F	D.O.B.	Grade	School Name
First	Last					

4. Would you like to be contacted by a member of the school system's Education for Homeless Children and Youth Program Staff?  Yes  No

5. The undersigned certifies that the information provided above is accurate.

Print Parent/Guardian's Signature

Date

(Area Code) Phone number

Street Address

City

State

Zip

School Use Only

Free or Reduced Price Meals Form submitted/signed

Referral Form completed/submitted

Jeanna Wheat  
 Print School Contact

Food Services Supervisor

Title

Signature (required)

Date



# Northshore Charter School

## Responsible Use Agreement Elementary

### What is the RUA?

RUA stands for Responsible Use Agreement. It means that you agree to only do “responsible” things when you are using Northshore Charter School technology. NCS has rules that all students have to follow when they use the Internet. The Responsible Use Agreement tells you and your parents what is “responsible use.” It is a contract you and your parents must sign for you to be allowed to use Trinity’s technology.

### Why does NCS have an RUA?

Many people use NCS’s network and technology. We need to make sure that everyone feels comfortable and safe using them. We all also need to make sure that all of our technology is in working order for everyone to use.

### Why do I have to be responsible for what I do on the network?

Using the Internet in school is a *privilege* not a right. The Trinity network, web pages, and email accounts are NOT private. Trinity staff is able to “monitor” everything you do on the school’s technology. This means someone can read what you write and see the web pages that you visit. THINK -- before you do anything online that you would not do in front of your teachers or parents.

### What happens if I do not follow the RUA?

Our school has consequences for students who use the Internet in unacceptable ways. Just like when someone breaks classroom rules, there are consequences if you don’t follow the RUA. You need to report to a teacher or other adult anything you see online that does not follow the RUA. If you do not follow this agreement, you can lose your technology privileges in school and possibly receive other consequences as determined by school administration. In addition, police will get involved if a student breaks a law.

### So what does all of this really mean?

As a student at NCS please:

- Be empowered. Do awesome things. Share with us your ideas and what you can do. Amaze us.
- Be nice. Help foster a school community that is respectful and kind.
- Be smart and be safe. If you are uncertain, talk with us.
- Be careful and gentle. Our resources are limited. Help us take care of our devices and networks.



# Northshore Charter School

## Responsible Use Agreement Elementary

- 1. I AM RESPONSIBLE FOR ALL OF MY COMPUTER AND ONLINE ACCOUNTS.** I will not give my password to anyone. I will logout from my accounts when I am finished. If I see another person's work on a device's screen I am about to use, I will tell that person or an adult. I will wait to use the device until that person or an adult has removed the material.
- 2. I AM RESPONSIBLE FOR MY LANGUAGE.** I will only use language in my work with all technology that I would use in the classroom with my teacher. I will not use bad words when I use technology.
- 3. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE.** I will not write anything mean or hurtful to or about another person. I will not be a bully or make fun of anyone. I will not "stalk" any person online or by text message. I will tell a teacher if I see anything hurtful to another student online.
- 4. I AM RESPONSIBLE FOR MY USE OF NCS's NETWORK.** I will not look for web pages with pictures, words, or sounds that are not appropriate in school. I will not look for web pages or documents about sex, violence, or weapons, and I will not download any files, including music and video files, unless a teacher gives me permission.
- 5. I AM A RESPONSIBLE MEMBER OF MY SCHOOL WHEN I AM ONLINE.** I will not write anything or post pictures or video that is hurtful or embarrassing to anyone while I am online.
- 6. I AM RESPONSIBLE TO BE HONEST ABOUT WHO I AM ONLINE.** I will not pretend to be anyone else online (unless part of an assignment). I will only send email, create an account, or post any words, pictures, or sounds using my own name. I will not use another person's login name or password to any computer or online account.
- 7. I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF NCS's NETWORK.** I will not try to change security settings or install any software on school computers without permission. I will not use a phone, personal laptop, or any electronic device in school without a teacher's permission.
- 8. I AM RESPONSIBLE FOR PROTECTING NCS' PROPERTY.** I will not break or destroy any computer equipment on purpose. I will not move or disconnect any equipment, including keyboards and mice, without permission.
- 9. I AM RESPONSIBLE FOR PROTECTING OTHER PEOPLE'S PROPERTY ONLINE.** I will not "plagiarize." When I use information from a website, I need to let people know where I got the information. I will obey copyright laws and will not download words, pictures, video, or music that belongs to someone else unless I have written permission from the owner.
- 10. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES IF I PUBLISH ONLINE.** I will not publish any material online without permission. I will not publish a picture, including my picture, with the person's first or last name identifying who is in the picture.



# Northshore Charter School

## **COPPA and Verifiable Parental Consent (Children Under 13)**

In order for Northshore Charter School to continue to be able to provide your child with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Northshore Charter School utilizes several computer software applications and web-based services, operated not by Northshore Charter School, but by third parties. These include Google Apps, Apple ID, IRead, and similar educational programs.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address, must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools such as Northshore Charter School to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.

This form will constitute consent for Northshore Charter School to provide personal identifying information for your child consisting of first name, last name, email address and username to the following web operators: Google, Apple, iRead and to the operators of any additional web-based educational programs and services which Northshore Charter School may add during the upcoming academic year.

Please be advised that without your consent, Northshore Charter School will be unable to provide your child with the full complement of resources and opportunities offered within our learning program.



# Northshore Charter School

## Responsible Use Agreement and COPPA Consent Elementary

**Parent or Guardian:**

As the parent or guardian, I have read the NCS Responsible Use Agreement, and I have discussed it with my child. I understand that technology access is provided for educational purposes in keeping with the academic goals of NCS, and that student use for any other purpose is inappropriate. I recognize it is impossible for Northshore Charter School to restrict access to all inappropriate materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school. I hereby give permission for my child to use technology resources at Northshore Charter School.

---

Parent or Guardian's Name (Please Print)

---

Parent or Guardian's Signature

---

Date

**Student:**

I promise that I will be a responsible technology user. I will use NCS's technology in a safe way. I understand that if I do not use technology safely, I may have my technology privileges taken away. I understand and will obey NCS's RUA. I will use NCS's technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other users. I understand that consequences of my actions could include possible loss of computer privileges and/or school disciplinary action as determined by school administration and/or prosecution under state and federal law.

---

Student Signature

---

Date

**COPPA Consent**

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

---

Parent or Guardian's Initials





# Northshore Charter School

## Responsible Use Agreement Middle School

Northshore Charter School's (NCS) information resources include a variety of valuable instructional technology tools, including but not limited to computers, electronic notebooks, tablets and related devices, audio-visual equipment, as well as Internet access and email. Our goal is not only to use technology to effectively enhance the school's academic curriculum, but also to teach students to use these resources appropriately and successfully as digital citizens.

Access to these technologies is a *privilege*. With this privilege, comes responsibility. All students and users must adhere to the following guidelines for utilizing the school's technology, equipment, and network facilities and resources, as well as any personal devices that a user brings to school. This agreement applies to all equipment, devices, and resources used on campus, whether owned by the school or the students.

NCS has taken precautions to ensure that students are using technology for appropriate educational means. Students use of the Internet and multimedia resources occurs throughout the school day and during after school programs. We strive to supervise student use; however, we cannot guarantee that students will be individually monitored and we cannot guarantee that they will refrain from locating inappropriate sources, intentionally or otherwise. We encourage parents and guardians to discuss proper use of electronic equipment and devices, software, and the Internet with your children.

Below are examples, but not an exhaustive list, of online conduct that may constitute a violation of federal and/or state criminal laws relating to cyber-crimes:

**Criminal Acts:** These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, threatening/harassing email, cyber-stalking, child pornography, vandalism, unauthorized tampering with computer systems, using misleading domain names, using another person's identity and/or identity fraud.

**Libel Laws:** Publicly defaming people through publishing material on the Internet, email, etc...

**Copyright Violations:** Copying, selling, or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

### So what does all of this really mean?

As a student at Northshore Charter School, please:

- Be empowered. Do awesome things. Share with us your ideas and what you can do. Amaze us.
- Be nice. Help foster a school community that is respectful and kind.
- Be smart and be safe. If you are uncertain, talk with us.
- Be careful and gentle. Our resources are limited. Help us take care of our devices and networks.



# Northshore Charter School

## Responsible Use Agreement Middle School

- 1. I AM RESPONSIBLE FOR ALL OF MY COMPUTER AND ONLINE ACCOUNTS.** I understand that passwords are private and that I should not share my passwords with anyone. I understand that I am responsible for all activities done through my accounts. I will not allow others to use my accounts' names and passwords, or try to use those of others. I understand that I will be in violation of the law if I attempt to electronically capture another person's password. I understand that it is important to logout of my accounts and off the computer at the end of every session so another user cannot use my password.
- 2. I AM RESPONSIBLE FOR MY LANGUAGE.** I will use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities, or any other inappropriate language as determined by school administrators.
- 3. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE.** I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not send or post hateful or harassing comments, make discriminatory or derogatory remarks about anyone, or engage in bullying, harassment, or other antisocial behaviors while in or out of school.
- 4. I AM RESPONSIBLE FOR MY USE OF NCS's NETWORK.** I will use NCS's technology resources responsibly. I will not search, retrieve, save, circulate, or display hate-based, offensive, inappropriate, or sexually explicit material. I will not search, retrieve, save, or circulate images or information about weapons using any NCS resources unless authorized by school administrator/teacher as part of a school assignment. I understand the use of the NCS network for illegal or commercial activities is prohibited.
- 5. I AM RESPONSIBLE FOR MY CONDUCT ON ALL ONLINE SITES.** I understand that what I do on web sites such as social networking sites should not negatively impact the school learning environment and/or my fellow students, teachers and administrators.
- 6. I AM RESPONSIBLE FOR BEING HONEST ABOUT WHO I AM ONLINE.** I understand that impersonating, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio, or video) in someone else's name.
- 7. I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF NCS's NETWORK.** I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software including file sharing, shareware, or freeware on school computers.
- 8. I AM RESPONSIBLE FOR PROTECTING NCS's PROPERTY.** I understand that vandalism is prohibited, both digitally and physically. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resources. I understand that I need authorization from a school administrator/teacher to use personal electronic devices that I bring to school, including, but not limited to, memory storage devices (i.e. USB drives).

**9. I AM RESPONSIBLE FOR PROTECTING OTHER PEOPLE'S PROPERTY ONLINE.** I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright including, but not limited to, music and movies.

**10. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES IF I PUBLISH ONLINE.** I will follow all guidelines set forth by NCS and/or my teachers when publishing any school work online (e.g. to a website, blog, wiki, discussion board, podcasting or video server). I understand that it is unsafe to post any personal information about myself, including but not limited to: my name, address, phone number, or school. I will not post photos of students with their first and last names on any online site.

## **Social Media Guidelines**

At Northshore Charter School, we believe a world-class education includes allowing our students and teachers to share with and learn from peers, organizations, and experts around the world. While we recognize the importance of social media tools to accomplish this task, we have developed these simple guidelines to educate everyone about safe and responsible methods of utilizing them effectively. All members of our NCS community should remember that material shared and accessed, both personally and professionally, is a reflection on the school community and is subject to our policies. For this reason, when accessing, creating, or contributing to any social media sites for classroom or personal use, we ask you to keep these guidelines in mind. Should a school administrator learn of and deem a particular social media post inappropriate, it is his/her right and responsibility to insist that the post be immediately removed.

### **1. Connect with the world; Be smart about it.**

Social media tools can be fun and they allow all of us to interact socially as well as for learning purposes. In either case, students, faculty, and staff must conduct themselves online as in school.

### **2. Passwords were meant to be private.**

Giving someone the password to your social networking site is like leaving the keys to your house on your doorstep before going on vacation. It's just not smart. Keep passwords secure by not sharing them with others (except parents).

### **3. Follow each site's rules on age appropriateness.**

Many sites require that children be a certain age before creating an account. If a faculty member plans to use a particular social networking site within a class, s/he will either use a tool made specifically for a school environment or will follow the explicit guidelines of the site being used while also communicating this use with families.

### **4. Only create accounts as yourself.**

None of us can claim that we are Drew Brees, Taylor Swift, Will Smith, or even another person within the NCS community. We should not attempt to impersonate them online either. Only create accounts using your identity.

### **5. Post as if the world will see it.**

Only post or link to material that you wouldn't mind posting publicly in the school hallway or having your grandmother read (even if your account is "private"! ). What you present online can be easily shared beyond your intended audience and represents you forever.

### **6. Does your post reflect you being gentle, generous, truthful, kind, and brave?**

When posting and responding to others, ask yourself if you are living up to NCS expectations of being gentle, generous, truthful, kind, and brave.

## **7. Personal information should be kept personal.**

Connecting with others online can build upon and extend learning experiences, but you have to be smart about the types of information you share. Online “friends” and “followers” are not people with whom you should be sharing personal information.

## **8. Posting of Northshore Charter School news, resources, events, and classroom happenings.**

Northshore Charter School has a presence on several social media sites, including Facebook, Twitter, and Instagram. These “official” sites are maintained by designated school administration/staff and are the only ones that have official standing within our community. In addition, a growing number of faculty members include the sharing of articles, projects, photos, class news, class trips, etc. on their personal and/or class social media accounts, as these spaces are vital links within their personal learning communities. When their sharing includes connections with the NCS community, they will often use hashtags such as #NCSbogalusa and #NCSExplores. It is our expectation that all members of our school community will practice professionalism within these posts and will follow our photo guidelines of not personally identifying students in their photos and respecting the wishes of those who have opted out of photographs appearing online within NCS’s Publication Agreement. Our goal, across all online publications, is to never match students’ names with their images.

## **COPPA and Verifiable Parental Consent (Children Under 13)**

In order for Northshore Charter School to continue to be able to provide your child with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Northshore Charter School utilizes several computer software applications and web-based services, operated not by Northshore Charter School, but by third parties. These include Google Apps, Apple ID, IRead, and similar educational programs.

In order for our students to use these programs and services, certain personal identifying information, generally the student’s name and email address, must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools such as Northshore Charter School to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.

This form will constitute consent for Northshore Charter School to provide personal identifying information for your child consisting of first name, last name, email address and username to the following web operators: Google, Apple, iRead and to the operators of any additional web-based educational programs and services which Northshore Charter School may add during the upcoming academic year.

Please be advised that without your consent, Northshore Charter School will be unable to provide your child with the full complement of resources and opportunities offered within our learning program.



# Northshore Charter School

## Responsible Use Agreement, Social Media Guidelines and COPPA Consent Middle School

### Parent or Guardian:

As the parent or guardian, I have read the NCS Responsible Use Agreement and Social Media Guidelines, and I have discussed them with my child. I understand that technology access is provided for educational purposes in keeping with the academic goals of Northshore Charter School, and that student use for any other purpose is inappropriate. I recognize it is impossible for Northshore Charter School to restrict access to all inappropriate materials, and I will not hold the school responsible for materials acquired on the school network. I understand that my child's computer activities at home should be supervised as they can affect the academic environment at school. I hereby give permission for my child to use technology resources at Northshore Charter School.

Parent or Guardian's Name (Please Print)

---

Parent or Guardian's Signature

---

Date

### Student:

I promise that I will be a responsible technology user. I will use NCS's technology in a safe way. I understand that if I do not use technology safely, I may have my technology privileges taken away. I understand and will obey NCS's Responsible Use Agreement and Social Media Guidelines. I will use NCS's technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other uses. I understand that consequences of my actions could include possible loss of computer privileges and/or school disciplinary action and/or prosecution under local, state, and federal laws.

---

Student Name (Please print)

---

Student Signature

---

Date

## **COPPA Consent**

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

\_\_\_\_\_  
Parent or Guardian's Initials

## **Use of Personal Devices:**

Under certain circumstances, as prescribed by school teachers and/or administration, students may be allowed to bring personal devices and electronic equipment, such as tablets, e-readers, mobile phones, and similar devices, to school. These items are to be used only for academic purposes while on school premises. Use of such items is subject to these guidelines, and such other guidelines as teachers may require in connection with use of such personal devices at school. Northshore Charter School does not require that students use personal devices at school for their schoolwork, though such use may be encouraged.

Parents and guardians as well as students must acknowledge that Northshore Charter School is not responsible for loss, misuse, damage or other harmful actions to these personal devices or their data, during times of school-related or unrelated use. Students are expected to use personal devices under the same Responsible Use Agreement as school-owned technology.

\_\_\_\_\_  
Parent or Guardian's Initials



# Northshore Charter School

## Responsible Use Agreement High School

Northshore Charter School's (NCS) information resources include a variety of valuable instructional technology tools, including but not limited to computers, electronic notebooks, tablets and related devices, audio-visual equipment, as well as Internet access and email. Our goal is not only to use technology to effectively enhance the school's academic curriculum, but also to teach students to use these resources appropriately and successfully as digital citizens.

Access to these technologies is a *privilege*. With this privilege, comes responsibility. All students and users must adhere to the following guidelines for utilizing the school's technology, equipment, and network facilities and resources, as well as any personal devices that a user brings to school. This agreement applies to all equipment, devices, and resources used on campus, whether owned by the school or the students.

NCS has taken precautions to ensure that students are using technology for appropriate educational means. Students use of the Internet and multimedia resources occurs throughout the school day and during after school programs. We strive to supervise student use; however, we cannot guarantee that students will be individually monitored and we cannot guarantee that they will refrain from locating inappropriate sources, intentionally or otherwise. We encourage parents and guardians to discuss proper use of electronic equipment and devices, software, and the Internet with your children.

Below are examples, but not an exhaustive list, of online conduct that may constitute a violation of federal and/or state criminal laws relating to cyber-crimes:

**Criminal Acts:** These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, threatening/harassing email, cyber-stalking, child pornography, vandalism, unauthorized tampering with computer systems, using misleading domain names, using another person's identity and/or identity fraud.

**Libel Laws:** Publicly defaming people through publishing material on the Internet, email, etc...

**Copyright Violations:** Copying, selling, or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

### So what does all of this really mean?

As a student at Northshore Charter School, please:

- Be empowered. Do awesome things. Share with us your ideas and what you can do. Amaze us.
- Be nice. Help foster a school community that is respectful and kind.
- Be smart and be safe. If you are uncertain, talk with us.
- Be careful and gentle. Our resources are limited. Help us take care of our devices and networks.



# Northshore Charter School

## Responsible Use Agreement High School

- 1. I AM RESPONSIBLE FOR ALL OF MY COMPUTER AND ONLINE ACCOUNTS.** I understand that passwords are private and that I should not share my passwords with anyone. I understand that I am responsible for all activities done through my accounts. I will not allow others to use my accounts' names and passwords, or try to use those of others. I understand that I will be in violation of the law if I attempt to electronically capture another person's password. I understand that it is important to logout of my accounts and off the computer at the end of every session so another user cannot use my password.
- 2. I AM RESPONSIBLE FOR MY LANGUAGE.** I will use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities, or any other inappropriate language as determined by school administrators.
- 3. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE.** I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not send or post hateful or harassing comments, make discriminatory or derogatory remarks about anyone, or engage in bullying, harassment, or other antisocial behaviors while in or out of school.
- 4. I AM RESPONSIBLE FOR MY USE OF NCS's NETWORK.** I will use NCS's technology resources responsibly. I will not search, retrieve, save, circulate, or display hate-based, offensive, inappropriate, or sexually explicit material. I will not search, retrieve, save, or circulate images or information about weapons using any NCS resources unless authorized by school administrator/teacher as part of a school assignment. I understand the use of the NCS network for illegal or commercial activities is prohibited.
- 5. I AM RESPONSIBLE FOR MY CONDUCT ON ALL ONLINE SITES.** I understand that what I do on web sites such as social networking sites should not negatively impact the school learning environment and/or my fellow students, teachers and administrators.
- 6. I AM RESPONSIBLE FOR BEING HONEST ABOUT WHO I AM ONLINE.** I understand that impersonating, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio, or video) in someone else's name.
- 7. I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF NCS's NETWORK.** I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software including file sharing, shareware, or freeware on school computers.
- 8. I AM RESPONSIBLE FOR PROTECTING NCS's PROPERTY.** I understand that vandalism is prohibited, both digitally and physically. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resources. I understand that I need authorization from a school administrator/teacher to use personal electronic devices that I bring to school, including, but not limited to, memory storage devices (i.e. USB drives).



**9. I AM RESPONSIBLE FOR PROTECTING OTHER PEOPLE'S PROPERTY ONLINE.** I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright including, but not limited to, music and movies.

**10. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES IF I PUBLISH ONLINE.** I will follow all guidelines set forth by NCS and/or my teachers when publishing any school work online (e.g. to a website, blog, wiki, discussion board, podcasting or video server). I understand that it is unsafe to post any personal information about myself, including but not limited to: my name, address, phone number, or school. I will not post photos of students with their first and last names on any online site.

### **Social Media Guidelines**

At Northshore Charter School, we believe a world-class education includes allowing our students and teachers to share with and learn from peers, organizations, and experts around the world. While we recognize the importance of social media tools to accomplish this task, we have developed these simple guidelines to educate everyone about safe and responsible methods of utilizing them effectively. All members of our NCS community should remember that material shared and accessed, both personally and professionally, is a reflection on the school community and is subject to our policies. For this reason, when accessing, creating, or contributing to any social media sites for classroom or personal use, we ask you to keep these guidelines in mind. Should a school administrator learn of and deem a particular social media post inappropriate, it is his/her right and responsibility to insist that the post be immediately removed.

#### **1. Connect with the world; Be smart about it.**

Social media tools can be fun and they allow all of us to interact socially as well as for learning purposes. In either case, students, faculty, and staff must conduct themselves online as in school.

#### **2. Passwords were meant to be private.**

Giving someone the password to your social networking site is like leaving the keys to your house on your doorstep before going on vacation. It's just not smart. Keep passwords secure by not sharing them with others (except parents).

#### **3. Follow each site's rules on age appropriateness.**

Many sites require that children be a certain age before creating an account. If a faculty member plans to use a particular social networking site within a class, s/he will either use a tool made specifically for a school environment or will follow the explicit guidelines of the site being used while also communicating this use with families.

#### **4. Only create accounts as yourself.**

None of us can claim that we are Drew Brees, Taylor Swift, Will Smith, or even another person within the NCS community. We should not attempt to impersonate them online either. Only create accounts using your identity.

#### **5. Post as if the world will see it.**

Only post or link to material that you wouldn't mind posting publicly in the school hallway or having your grandmother read (even if your account is "private"! ). What you present online can be easily shared beyond your intended audience and represents you forever.

#### **6. Does your post reflect you being gentle, generous, truthful, kind, and brave?**

When posting and responding to others, ask yourself if you are living up to NCS expectations of being gentle, generous, truthful, kind, and brave.

## **7. Personal information should be kept personal.**

Connecting with others online can build upon and extend learning experiences, but you have to be smart about the types of information you share. Online “friends” and “followers” are not people with whom you should be sharing personal information.

## **8. Posting of Northshore Charter School news, resources, events, and classroom happenings.**

Northshore Charter School has a presence on several social media sites, including Facebook, Twitter, and Instagram. These “official” sites are maintained by designated school administration/staff and are the only ones that have official standing within our community. In addition, a growing number of faculty members include the sharing of articles, projects, photos, class news, class trips, etc. on their personal and/or class social media accounts, as these spaces are vital links within their personal learning communities. When their sharing includes connections with the NCS community, they will often use hashtags such as #NCSbogalusa and #NCSExplores. It is our expectation that all members of our school community will practice professionalism within these posts and will follow our photo guidelines of not personally identifying students in their photos and respecting the wishes of those who have opted out of photographs appearing online within NCS’s Publication Agreement. Our goal, across all online publications, is to never match students’ names with their images.

## **COPPA and Verifiable Parental Consent (Children Under 13)**

In order for Northshore Charter School to continue to be able to provide your child with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Northshore Charter School utilizes several computer software applications and web-based services, operated not by Northshore Charter School, but by third parties. These include Google Apps, Apple ID, IRead, and similar educational programs.

In order for our students to use these programs and services, certain personal identifying information, generally the student’s name and email address, must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools such as Northshore Charter School to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.

This form will constitute consent for Northshore Charter School to provide personal identifying information for your child consisting of first name, last name, email address and username to the following web operators: Google, Apple, iRead and to the operators of any additional web-based educational programs and services which Northshore Charter School may add during the upcoming academic year.

Please be advised that without your consent, Northshore Charter School will be unable to provide your child with the full complement of resources and opportunities offered within our learning program.



# Northshore Charter School

## Responsible Use Agreement, Social Media Guidelines and COPPA Consent High School

### Parent or Guardian:

As the parent or guardian, I have read the NCS Responsible Use Agreement and Social Media Guidelines, and I have discussed them with my child. I understand that technology access is provided for educational purposes in keeping with the academic goals of Northshore Charter School, and that student use for any other purpose is inappropriate. I recognize it is impossible for Northshore Charter School to restrict access to all inappropriate materials, and I will not hold the school responsible for materials acquired on the school network. I understand that my child's computer activities at home should be supervised as they can affect the academic environment at school. I hereby give permission for my child to use technology resources at Northshore Charter School.

---

Parent or Guardian's Name (Please Print)

---

Parent or Guardian's Signature

---

Date

### Student:

I promise that I will be a responsible technology user. I will use NCS's technology in a safe way. I understand that if I do not use technology safely, I may have my technology privileges taken away. I understand and will obey NCS's Responsible Use Agreement and Social Media Guidelines. I will use NCS's technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other users. I understand that consequences of my actions could include possible loss of computer privileges and/or school disciplinary action and/or prosecution under local, state, and federal laws.

---

Student Name (Please print)

---

Student Signature

---

Date

## **COPPA Consent**

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

\_\_\_\_\_  
Parent or Guardian's Initials

## **Use of Personal Devices:**

Under certain circumstances, as prescribed by school teachers and/or administration, students may be allowed to bring personal devices and electronic equipment, such as tablets, e-readers, mobile phones, and similar devices, to school. These items are to be used only for academic purposes while on school premises. Use of such items is subject to these guidelines, and such other guidelines as teachers may require in connection with use of such personal devices at school. Northshore Charter School does not require that students use personal devices at school for their schoolwork, though such use may be encouraged.

Parents and guardians as well as students must acknowledge that Northshore Charter School is not responsible for loss, misuse, damage or other harmful actions to these personal devices or their data, during times of school-related or unrelated use. Students are expected to use personal devices under the same Responsible Use Agreement as school-owned technology.

\_\_\_\_\_  
Parent or Guardian's Initials