



Orange County Public Schools  
Parent Technology, Media, and Information Consent Forms

Orange County Public Schools respects that families have the right to make educational decisions for their child. The forms consolidated below provide parents/legal guardians with the right to make important decisions involving how their child can use available technology resources, how the district uses available media of their child, and what personally identifiable information is released about their child. Please carefully read the information below, complete the information, and make the appropriate choices for your child. Information collected in this form will be available to schools through the district's Student Information System to guide your child's education.

Thank you.

Parent/ Legal Guardian Name \_\_\_\_\_ Parent/ Legal Guardian Signature \_\_\_\_\_  
(First) (Last)

Relationship to Child \_\_\_\_\_ Phone Number \_\_\_\_\_

Permanent Address \_\_\_\_\_  
(Number/Street) (City) (State) (Zip Code)

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_  
(First) (Last)

Student Number \_\_\_\_\_

Email Confirmation Receipt to: \_\_\_\_\_ (Optional)



OCPS is committed to providing a safe, positive, productive, and nurturing educational environment. OCPS believes that all students should have access to technology (e.g. software, Internet, and network access) when they act in a responsible, efficient, courteous, and legal manner.

**Educational Purpose**

Technology access has been established for educational purposes and will be consistent with the district's curriculum and the Florida Standards. The term "educational purpose" includes academic activities that directly improve upon 21st century skills such as creativity, innovation, critical thinking, problem solving, communication, and collaboration.

As a student, I will:

- ✓ Use technology for educational purposes
- ✓ Follow the Code of Student Conduct rules
- ✓ Follow local and state laws

As a student, I will not:

- Use district technology for commercial purposes
- Offer, provide, or purchase products or services using any OCPS resource

**Student Internet Access**

All students will have district-supervised access to the Internet through the classroom, media center, or computer lab. In accordance with Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA), all OCPS web access is filtered. However, this does not preclude the possibility that inappropriate sites are not blocked.

As a student, I will:

- ✓ Use OCPS Internet access for educational purposes

As a student, I will **not**:

- Use OCPS Internet to access profane or obscene pornographic material
- Use OCPS Internet to advocate illegal acts
- Use OCPS Internet to advocate violence or discrimination towards people

**Responsible Uses**

In order to ensure a safe, positive, productive, and nurturing educational environment for all, students are expected to demonstrate the following responsible technology uses.

**Personal Safety**

As a student, I will:

- ✓ Keep private information, such as my address, phone number, birthday, and other identifiable information private
- ✓ Keep my password secure and not provide it to another student

- ✓ Report anyone who tries to use technology to hurt or harass me to a teacher or other OCPS employee
- ✓ Tell a teacher or other OCPS employee when someone or something makes me uncomfortable

As a student, I will **not**:

- Log in to any account other than my own
- Use OCPS technology to engage in any illegal acts. For example, arranging for a drug sale, the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of another person
- Cyber-stalk\* or cyberbully\* another person
- Coerce\* or extort\* another person
- Make threats of violence or harm against another person

**Inappropriate Language**

As a student, I will:

- ✓ Treat others with respect
- ✓ Use appropriate language
- ✓ Offer constructive criticism when appropriate

As a student, I will **not**:

- Use obscene, profane, lewd, vulgar, rude, threatening, or disrespectful language
- Harass another person
- Knowingly or recklessly communicate false or defamatory information about a person or organization
- Share a privately sent message without permission of the person who sent the message
- Share private information about another person
- Participate in sexting
- Use discriminatory language

**System Security**

As a student, I will:

- ✓ Allow any teacher, administrator, or OCPS IT staff to review my work and activities created on a school device or OCPS network at any time
- ✓ Ask for permission before connecting my own device to the OCPS network
- ✓ Make sure any devices I use on the OCPS network are approved by the district

As a student, I will **not**:

- Use technology to gain access to student grades or private student records, or other student information
- Download unauthorized software, apps, extensions, or plug-ins on a school device
- Intentionally spread computer viruses
- Bypass, destruct, disrupt, modify, or abuse OCPS network access



**Plagiarism and Copyright**

As a student, I will:

- ✓ Credit my sources when I am using other people's files, information, images, or other material
- ✓ Respect the work of other students and people

As a student, I will **not**:

- Submit another person's files, information, images, or material and claim it as my own
- Assist another student in plagiarizing
- Illegally download and or share files online
- Copy, damage, or delete the work of other students

**Student Rights**

**Free Speech**

Student rights to free speech, as set forth in the *Code of Student Conduct*, also apply to communication on the Internet and World Wide Web. The OCPS Internet is considered a limited forum, similar to a school newspaper, and therefore OCPS may restrict speech for valid educational reasons. However, speech will not be restricted on the basis of a disagreement with the opinions a student expresses.

**Search and Seizure**

Parents and legal guardians have the right to request to see the contents of their student's files residing on any district-owned storage. OCPS will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted on the OCPS network.

An individual search will be conducted if there is reasonable suspicion that students have violated this Agreement, OCPS Policies, the Code of Student Conduct, or the law. The investigation will be reasonable and related to the suspected violation.

**Due Process**

Administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through OCPS network access. If the violation also involves a violation of the *Code of Student Conduct*, it will be handled in a manner described in that document.

**Limitation of Liability**

OCPS makes no guarantee that the functions or the services provided by or through the OCPS network will be error-free or without defect. OCPS will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. Students are responsible for making a backup copy of all files upon graduation or leaving the school. OCPS is not responsible for the accuracy or quality of the information obtained through or stored on the network. OCPS will not be responsible for financial obligations arising through the unauthorized use of the network as the result of intentional misuse.

Violation or abuse of electronic and Internet or communication devices or any School Board adopted policy related to the use of telecommunication or electronic devices may result in discipline in accordance with the *Code of Student Conduct*. OCPS administrators have sole discretion to determine whether any electronic communication, image, or illustration violates this agreement and the *Code of Student Conduct*.

**PARENT/LEGAL GUARDIAN AGREEMENT**

***Your child reads and signs the agreement above each time they log on to a district computer.***

I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable and that, even though OCPS uses a filtering system to block as many of these sites as possible, no filtering system is capable of blocking 100% of the inappropriate material available on the Internet.

I consent to the use of approved social media platforms for the purpose of educational activities (HS ONLY)

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*Note to parents/legal guardians: We promote Orange County Public Schools ("OCPS") students and programs through photos, videos, on Facebook, on our website, in the newspaper, and by any other means available. This form gives us your permission for your child to be in OCPS informational or promotional sites or materials for current or future use.*

For and in consideration of benefits to be derived from the furtherance of the educational programs of the School Board of Orange County, Florida (the "Board"), (I) (We), personally and on behalf of

\_\_\_\_\_ ("Student"), do hereby consent, authorize and grant permission to the Board and OCPS and their respective members, superintendent, agents, employees, and representatives of each to take photographs, video, footage, or likenesses with or without sound (collectively, "Images") of the Student, and do further consent that such Images may be broadcast or published in perpetuity by all public media now known and in the future including, but not limited to, local newspapers, the Internet, websites, online, television, or any other type of social media or any duplication of same for any purposes the Board and OCPS deem appropriate.

In granting such permission, (I) (We) give to the Board and OCPS all right, title, and interest (I) (We) may have in the pictures, negatives, reproductions, or copies of the Images and waive any and all right to approve of the use of the Images and waive any right to compensation for the publication or other use of the Images. The parent or legal guardian releases, discharges, covenants not to sue, indemnifies, and holds harmless the Board and OCPS and the respective members, superintendent, agents, employees, and representatives and assigns of each (collectively, the "Released Parties") from any and all claims, damages, injuries to persons or property, causes of action, threats of litigation, loss, costs, expenses (including attorney fees), and liabilities of any nature whatsoever arising from or in any way related to the use of the Images.

**PARENT/LEGAL GUARDIAN AGREEMENT**

*I consent to student's photographs, video, footage, or likenesses with or without sound in OCPS informational or promotional materials for current or future use.*

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### PARENT RIGHTS: STUDENT RECORDS

As a parent, The Family Educational Rights and Privacy Act (FERPA) affords you certain rights with respect to your student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. You must submit a written request to the principal that identifies the record(s) you wish to inspect. The principal will make arrangements for access and notify you of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that you believe is inaccurate or misleading. You must write the principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record, as requested, the school will notify you of the decision and advise you of your right to a hearing regarding the request for amendment.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff; the person elected to the school board; or, a person or company with whom the district has contracted to perform a specific task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Personally identifiable information will be released without consent to appropriate officials in emergency situations, to comply with a lawfully issued subpoena and in cases involving compulsory school attendance and child abuse.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

### RELEASE OF DIRECTORY INFORMATION

Orange County Public Schools may release the following "directory information" without your permission unless you notify the principal in writing, within ten (10) calendar days of the receipt of the public notice.

**Directory Information:** Student's name, address, grade level (if junior or senior), dates of attendance, participation in school sponsored activities and sports, weight and height of members of athletic teams, and awards and honors received. (Military recruiters may also obtain telephone numbers of high school students.)

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), you have the right to withhold the release of the directory information above. **If you decide you do not want the school to release the information** listed above, any future request for the "directory information" from individuals, organizations, or other entities not affiliated with the school or district will be refused. Please check the line below if you request to withhold the items listed above.

**I do not want my child's directory information released as described above.**

If this form is not received by the school principal within ten (10) calendar days, it will be assumed that the above information may be released for the remainder of the school year.