

FRANCIS TUTTLE Forms & Agreements

HANDBOOK - Please Review...

Available on the Francis Tuttle website: <https://www.francistuttle.edu/student-experience/student-handbook>

EMAIL RELEASE FORM

I understand that Family Educational Rights and Privacy Act (FERPA) protects my records, including grades, and that schools can't send grades to me via e-mail without my permission. I further understand that FERPA has put this requirement in place because there is no guarantee of confidentiality on the Internet. My signature below will signify my understanding that e-mail is considered an unsecured electronic form of communication (i.e. person or persons other than the student may see or intercept e-mail communication).

By providing my e-mail address and signing this release, I am requesting that Francis Tuttle Technology Center send my grades and other communication concerning my school records and account via e-mail. This may include: course grade reports, attendance status, account balances, financial aid status, and other student information. Any electronic transmission of grades is not considered an official transcript.

I further understand that this authorization will continue until it is revoked in writing and such revocation is delivered to my instructor. The school will assume no responsibility of such release of records.

MEDIA RELEASE

I authorize and grant permission to Francis Tuttle Technology Center and their representatives: the irrevocable and unrestricted rights to use and publish/broadcast photographs, video, and audio recordings of me, or in which I may be included, for editorial, trade, advertising, social media, and any other purpose and in any manner and medium; to alter the same without restrictions; and to copyright the same.

This Release includes but is not limited to recruiting brochures, newsletters, magazine display boards, Francis Tuttle websites, or other electronic forms of media, or for use or to distribute for use in non-technology center publications, electronic or otherwise, at Francis Tuttle's discretion and without further notice to me.

I hereby agree to release, forever discharge and hold harmless Francis Tuttle, its Board of Education, employees and agents, from and against any claims, damages or liability that I had, have, or may have in the future, arising from or related to any Francis Tuttle use or use by a third party with or without Francis Tuttle's permission, of photographs, including but not limited to, any editing, reproduction, sale, re-use, blurring, alterations, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution, or in subsequent use.

For Adults

I am 18 years of age and I am competent to sign this release and contract in my own name. By my signature below, I release Francis Tuttle Technology Center, its Board of Education, agents, employees or other representatives from any liabilities, known or unknown, arising out of the use of this material. I have read the Media Release and fully understand the terms and conditions outlined. I certify that I have full legal capacity to sign this Media Release. I give permission to use my photograph or likeness as described above.

For Minors

By my signature below, I release Francis Tuttle Technology Center, its Board of Education, agents, employees or other representatives from any liabilities, known or unknown, arising out of the use of this material. I have read the Media Release and fully understand the terms and conditions outlined. I certify that I have full legal capacity to sign this Media Release on behalf of myself and my child. I give permission to use my child's photograph or likeness as described above.

TECHNOLOGY USE AGREEMENT

Student-Created Content

Students will be creating web content that is directly related to their school projects or portfolio.

Student web content should:

- Contain their **original** work; content, writing, artwork, photography (etc.) should all be constructed by the student
- Be professional in nature as this will serve as their portfolio. The brand the students create for themselves should exemplify them, their work, and the program
- Not contain creepy or daunting material (such as skeletons, devils, guns, gore, etc.)

Use

Use of the district's networks, computers, software, and Internet access is considered a privilege, not a right. Inappropriate use may result in school disciplinary action which could include revocation of user privileges, suspension, and/or dismissal from Francis Tuttle.

Francis Tuttle Acceptable Use of Technology – Use of the district's technology (networks, computers, software, and internet resources) must only be in support of educational objectives and/or district business. Any individual who uses the district's resources to access the Internet or engage in any electronic or digital communication is required to participate in the district's education efforts (undertaken pursuant to the Children's Internet Protection Act) and comply with the district's technology policies.

Francis Tuttle Unacceptable Use of Technology – Unacceptable use of the district's technology (networks, computers, software, and internet resources) includes sending or receiving any material in violation of any federal, state, or local regulations. This includes, but is not limited to, copyrighted material, threatening material, obscene material, pornographic material, and/or material protected by trade secret.

District technology may not be used for personal gain; advertising products; promoting political points of view; or to vandalize, damage, disable, or disrupt the property of the district, another individual, organization, or the network.

Expressly prohibited activities involving district technology include, but are not limited to:

Illegal activities are strictly forbidden.

Security. You may not:

- Initiate unauthorized transmissions of District-owned or maintained information.
- Use another person's user IDs, passwords, identifying codes, or personal identification numbers.
- Share your own user IDs, passwords, identifying codes, or personal identification numbers.
- Access and/or reveal personal addresses, phone numbers, social security numbers, credit card numbers, or personal information of others.

- Use another person's files, system, or data without permission.
- Attempt to circumvent or subvert system security measures.
- Execute any form of network monitoring which will intercept data. Participate in any form of identity spoofing or theft.

Copyright. You may not:

You may not:

- Download, upload, or transmit copyrighted materials (software, music, movies, etc.) not legally obtained.
- Make unauthorized copies of copyrighted materials, such as licensed software, music, movies, etc.
- Remove any proprietary markings, modify, make derivative works of, adapt, translate, decompile, or reverse engineer copyrighted software.

Content and Language. You may not:

- Transmit information, which contains obscene, indecent, or lewd material or other material, which explicitly or implicitly refers to sexual conduct.
- Use email, messaging services, or social media to bully, harass, or intimidate another person, for example, by distributing unsolicited messages or email.
- Use inappropriate language (swearing, vulgarities, etc.).

Network Disruptions. You may not:

Cause security breaches or disruptions of network communication with actions such as:

- o Network sniffing
- o Ping floods
- o Packet spoofing
- o Denial of service
- o Forged routing information.
- o Propagating viruses
- o Damaging files

Port and/or security scan for malicious intent

Email. District provided electronic mail (email) is not guaranteed to be private or secure. Email must adhere to Content and Language guidelines.

Disclaimer

Francis Tuttle is not responsible for the accuracy or quality of information obtained through the Internet. Francis Tuttle takes precautions to eliminate the access of inappropriate Internet sites.

COLLEGE LEVEL AND CAREER PREPARATORY ART/DESIGN CONTENT

As a parent, I authorize my student to use resources designed for college-level students and to view portfolio websites used in the animation industry by professionals of all ages. As a student, I understand that I should use discretion while viewing and should not create art that is outside what is acceptable for younger students who tour our building.

GRIEVANCE POLICY

I acknowledge that I have been given access to the Francis Tuttle grievance policy in the Francis Tuttle Handbook available on the Francis Tuttle website: <https://www.francistuttle.edu/student-experience/student-handbook>

SIGNATURES

Student Name Printed _____

Student Mobile Phone Number _____

Student Signature_____

Parent/Guardian Name Printed _____

Parent Phone Number _____

Parent Email _____

Parent/Guardian Signature _____

Date _____