



**YPSILANTI**  
COMMUNITY SCHOOLS

## School Enrollment Requirements

**Welcome to Ypsilanti Community Schools!** It's our desire that your family's experience with YCS will be one of fulfillment, enrichment and exceptional opportunities. Once you have completed the enrollment application forms and gathered the required documentation, you will need to drop off your packet to the main office. A YCS staff member will review your student's enrollment material and contact you if any further documentation is needed.

**Each of the following documents must be provided to enroll your child.**

— **PROOF OF PARENT/GUARDIAN RESIDENCY**

- Utility Bill
- Lease or Purchase Agreement

— **Schools of Choice Form** -Child is not a resident of Ypsilanti Community Schools  
(District of Residence information is to be entered into Power School on State/Province page)

— **Valid Birth Certificate**- (with raised seal), student passport or visa (Kindergarten students must be five (5) years old as of September 1 to enroll.)

— **Immunization Record (UPDATED)** - Due upon registration.  
— **Waiver**- Provided by Washtenaw County Public Health Department

— **Completed Household Survey Application**- Free and Reduced Meals

— **Student Registration**

— **Network Use Student Account Agreement**

— **Records Request Form**- Required if transferring from another State or School District

*Thank you for registering your child with YCS, we look forward to building a partnership with you toward a successful future for your student.*

**Registration Complete:** \_\_\_\_\_



# YPSILANTI

COMMUNITY SCHOOLS  
1885 Packard Rd  
Ypsilanti MI 48197  
Phone (734) 221-1200 Fax (734) 221-1214

# STUDENT ENROLLMENT FORM

STUDENT INFORMATION (page 1 of 2)

**STUDENT INFORMATION (PLEASE PRINT)** Enter student's full name as it appears on his or her birth certificate.

\_\_\_\_\_  
Student's Legal Last Name                      First Name                      Middle/Suffix (Jr., III)

\_\_\_\_\_  
Address Number and Street Name                      Apartment/Lot #

\_\_\_\_\_  
City                      Zip Code                      Date of Birth                      Grade at Enrollment                      Age

\_\_\_\_\_  
Home Phone Number                      Unlisted Yes/No                      Gender M/F                      Birthplace (City, State, Country)

### STUDENT'S ETHNIC GROUP

### PREVIOUS SCHOOL ATTENDED

Part A: Is the student of Hispanic/Latino descent? Yes  No   
(A person of Cuban, Mexican, Puerto Rican, South or Central America or Spanish culture or origin, regardless of race.)

Part B: Student's Race: Circle one or more  
1. American Indian or Alaskan      4. Asian  
2. Caucasian                      5. Middle Eastern  
3. African American/Black      6. Native Hawaiian/Pacific Islander

Note: both parts A and B must be completed. We encourage you to select an answer for both parts. If either part A or B is not answered, the US Department of Education requires the school district to supply an answer on your behalf.

\_\_\_\_\_  
School Name                      City, State, Zip  
\_\_\_\_\_  
School mailing address                      Phone Number                      Fax Number

1. Which school would you like for you child to attend? \_\_\_\_\_

2. Are there any physical or personal problems for which the student might require special attention or help from school personnel (e.g. severe allergies, asthma, etc.)?  
Yes  No

3. Has the student had the chickenpox?  
Yes  No

4. Has the student received any IEP/IFSP/IEP/MET Special Education Services or a 504 Plan?  
Yes  No   
If yes, please complete the Special Education Survey.

5. Is a language other than English spoken in the home?  
Yes  No  If Yes, what language? \_\_\_\_\_  
If yes, please complete the Home Language Survey.

6. Has the student had a long-term suspension or expulsion from another school and/or district?  
Yes  No

If yes, please complete the Affirmation of Prior Discipline Record. Expulsion does not automatically disqualify a student from enrollment but YCS reserves the right to review the enrollment and determine the appropriateness of his/her enrollment.

#### FOR OFFICE USE ONLY

Survey Given   
Health

Survey Given   
Special Ed

Survey Given   
Home Language

Survey Given   
Affidavit of Prior Discipline Record

#### FOR OFFICE USE ONLY

Student ID \_\_\_\_\_ Year of Grad \_\_\_\_\_ Counselor \_\_\_\_\_  
Registration Date \_\_\_\_\_ Residency \_\_\_\_\_ Perm to Pub \_\_\_\_\_  
Date of Entry \_\_\_\_\_ Immunization \_\_\_\_\_ Comp Use Form \_\_\_\_\_



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# STUDENT ENROLLMENT FORM

PARENT/GUARDIAN INFORMATION (page 2 of 2)

### PARENT/GUARDIAN INFORMATION (PLEASE PRINT)

(1) Parent/Guardian Last Name, First Name

Name of Employer/Occupation

Relationship to Student

Does student reside with the person?

Yes  No

Is this person the custodial parent?

Yes  No

(2) Parent/Guardian Last Name, First Name

N/A

Name of Employer/Occupation

Relationship to Student

Does student reside with the person?

Yes  No

Is this person the custodial parent?

Yes  No

(3) Parent/Guardian Last Name, First Name

N/A

Name of Employer/Occupation

Relationship to Student

Does student reside with the person?

Yes  No

Is contact allowed?

Yes  No

Not allowed per court order. Copy of court order must be provided. Law entitles non-custodial parents the right to receive mailings upon request.

(4) Parent/Guardian Last Name, First Name

N/A

Name of Employer/Occupation

Relationship to Student

Does student reside with the person?

Yes  No

Is contact allowed?

Yes  No

Not allowed per court order. Copy of court order must be provided. Law entitles non-custodial parents the right to receive mailings upon request.

### (5) Sibling Information

Student Last Name, First Name

Grade

School

Date of Birth

Student Last Name, First Name

Grade

School

Date of Birth

Student Last Name, First Name

Grade

School

Date of Birth

I certify that the information provided herein is current and true, and by my signature below acknowledge Ypsilanti Community Schools' lawful right to disenroll my child and to charge prorated tuition to the family of any student who has been found to have misrepresented residency.

Parent/Guardian Signature

Date



### Emergency Contact Information

In case of emergency, school staff will try to contact the student's parent or guardian first, either at home or at work. List the names and telephone numbers of other people to contact if the parent(s) cannot be reached in an emergency.

Contact Name	Relationship	Type of Phone			Number
		<input type="checkbox"/> Cell	<input type="checkbox"/> Home	<input type="checkbox"/> Work	
		<input type="checkbox"/> Cell	<input type="checkbox"/> Home	<input type="checkbox"/> Work	
		<input type="checkbox"/> Cell	<input type="checkbox"/> Home	<input type="checkbox"/> Work	

#### Medical Practitioners

Doctor \_\_\_\_\_  
Name Office Telephone Number

Dentist \_\_\_\_\_  
Name Office Telephone Number

#### *Emergency Medical Treatment Authorization*

I authorize YCS staff to seek emergency treatment for \_\_\_\_\_  
Student's Name

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

#### *Other Medical Considerations*

*Please describe any medical and/or other health-related issues that the school should be aware of:*



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# REQUEST FOR EDUCATIONAL RECORDS

School Requesting Records:

Address:

Phone #/ Fax #:

Date:

To: \_\_\_\_\_  
 School Name

\_\_\_\_\_

Street Address

\_\_\_\_\_

City State Zip

\_\_\_\_\_

Phone Number

We have just enrolled the following child/children in our school. Please send records, including medical, social, psychological and any other reports that would assist us in placing and evaluating this student.

These reports should be forward to the above address.

Student Legal Name (Last, First)	Grade	Date of Birth (Required)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent/Guardian Name Signature Date



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## AFFIRMATION OF PRIOR DISCIPLINE RECORD

Ypsilanti Community Schools Rights and Responsibilities govern the behavior of students who attend YCS. The Rights and Responsibilities provides that a student who has engaged in misconduct resulting in expulsion or long-term suspension in another school system, or who has withdrawn from said school system before misconduct was established by an appropriate hearing, which misconduct, if true, is of sufficient gravity to pose a threat to the health and welfare of students or district personnel, or makes the presence of the student in the school district disruptive to the educational process, may be subject to a suspension or expulsion due process hearing prior to admission to Ypsilanti Community Schools. Such conduct, if established, may make a student ineligible to enroll in and attend Ypsilanti Community Schools.

In order to process the student's enrollment, the parent or legal guardian (if student is under 18 years of age) or student (if the student is 18 or older) must answer the questions below:

1. Has the student been convicted of a crime, or are any felony charges pending against the student?

No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, please explain:

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2. Has the student had a longer-term suspension (more than 10 days) or expulsion from another school district?

No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, please explain:

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3. Has the student withdrawn from a school district in lieu of being charged with conduct that may have resulted in a long-term suspension or expulsion?

No \_\_\_\_\_ Yes \_\_\_\_\_

Parent/Guardian Signature

Date



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# HEALTH INFORMATION SURVEY

Student Last Name

First Name

Gender M/F

Date of Birth

Grade

School Attending

School Year

Please note any physical or personal problems for which the student might require special attention or help from school personnel (e.g., severe allergies, asthma, mental health issues, etc.)

My child's health concerns include:

- Asthma
- Diabetes
- Medications
- Seizures
- Severe food or bee allergy
- Heart condition
- Other: \_\_\_\_\_

Medications (Please list all):

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If your child does have a medical concern, the YCS office staff will contact you to obtain more information as needed, to plan for the upcoming school year.

Parent/Guardian Name

Parent/Guardian Signature

Date

Best Contact Phone Number

Email Address

If your student will or may require medication at school, please contact the school's office. This form is not a medication authorization form.



# Ypsilanti Community Schools

## HOME LANGUAGE SURVEY (For students new to the district)

NAME OF STUDENT \_\_\_\_\_ GRADE \_\_\_\_\_

AGE \_\_\_\_\_ SCHOOL BUILDING \_\_\_\_\_

In order to determine those students who are potentially eligible for additional instruction in English as a Second Language, we request the following information:

1. City and country of birth \_\_\_\_\_

2. Is English the first language that the student learned to speak? YES NO

If NO, what is the first language the student learned to speak? \_\_\_\_\_

3. Is English regularly (most of the time) spoken in the home? YES NO

If NO, what is the language regularly spoken in the home? \_\_\_\_\_

4. Is this the first time your child has enrolled in a school in the United States? YES NO

If NO, when did your child first enroll in a school in the United States? Month \_\_\_\_\_ Year \_\_\_\_\_

5. What is the student's English language proficiency? (give your opinion.)

Check all that apply:

\_\_\_\_\_ speaks no English

\_\_\_\_\_ speaks limited English

\_\_\_\_\_ speaks English well

\_\_\_\_\_ reads no English

\_\_\_\_\_ reads limited English

\_\_\_\_\_ reads English well

\_\_\_\_\_ writes no English

\_\_\_\_\_ writes limited English

\_\_\_\_\_ writes English well

6. Do you consider yourself a refugee? YES NO

If YES, from what country? \_\_\_\_\_

\_\_\_\_\_  
Parent/ Guardian's Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Telephone Number





# Ypsilanti Community Schools

## ENCUESTA DE LENGUAJE

(Para estudiantes que entran en el distrito por la primera vez)

NOMBRE DEL ESTUDIANTE \_\_\_\_\_ GRADO \_\_\_\_\_

EDAD \_\_\_\_\_ ESCUELA \_\_\_\_\_

Para determinar qué estudiantes pudieran calificar para recibir instrucción adicional en inglés como segundo idioma, le solicitamos la siguiente información:

-Por favor llene en inglés-

1. País de nacimiento \_\_\_\_\_

2. ¿Es el inglés el primer idioma que aprendió a hablar el estudiante? Sí NO

Si respondió NO, ¿cuál fue el primer idioma que aprendió a hablar el estudiante? \_\_\_\_\_

3. ¿Se habla inglés regularmente (la mayoría del tiempo) en el hogar? Sí NO

Si Respondió NO, ¿cuál es el idioma que se habla regularmente en el hogar? \_\_\_\_\_

4. ¿Es esta la primera vez que su hijo/a se matricula en una escuela en los Estados Unidos?

Sí NO

Si respondió NO, ¿cuándo se matriculó su hijo/a por primera vez en una escuela en los Estados Unidos?

Mes \_\_\_\_\_ Año \_\_\_\_\_

5. ¿cuál es el nivel de aptitud en inglés del estudiante? (Dé su opinión)

Marque todo lo que corresponda:

\_\_\_\_\_ No habla nada de inglés      \_\_\_\_\_ No lee nada de inglés  
\_\_\_\_\_ Habla un poco de inglés      \_\_\_\_\_ Lee un poco en inglés  
\_\_\_\_\_ Habla bien inglés      \_\_\_\_\_ Lee bien en inglés

\_\_\_\_\_ No escribe nada en inglés  
\_\_\_\_\_ Escribe un poco en inglés  
\_\_\_\_\_ Escribe bien en inglés

6. ¿Es usted un refugiado? Sí NO

Si respondió Sí, ¿de qué país es un refugiado? \_\_\_\_\_

\_\_\_\_\_  
Nombre de padre/ madre/guardia

\_\_\_\_\_  
Firma de padre/madre/guardian

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Dirección de casa

\_\_\_\_\_  
Número Telefónico



**Family Educational Rights and Privacy Act (FERPA)**

**Notice for Directory Information**

The *Family Educational Rights and Privacy Act (FERPA)*, a federal law, requires Ypsilanti Community Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Ypsilanti Community Schools may disclose appropriately designated *directory information* without written consent, unless you have advised YCS to the contrary. The primary use of this information is for the school directory, but also includes school publications such as yearbook, recognition lists and graduation programs. Directory information includes name, address, phone number and graduation year.

**To exempt** your student from the directory information indicate your choice below:

- Do not include my student’s directory information in school publications

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, the District’s yearbook publisher and data processor. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act Of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.<sup>1</sup>

**To exempt** your student from release of directory information to military recruiters indicate your choice below:

- Do not release directory information to military recruiters

<b>Signature</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>
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<sup>1</sup> These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.



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# STUDENT RESIDENCY QUESTIONNAIRE

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

School: \_\_\_\_\_

This questionnaire applies to all students to ensure our district remains in compliance with federal law, McKinney-Vento. Your answers will help school staff determine if the student is eligible for certain rights under federal law and supportive services.

The student lives in the following situation:

- Owner-occupied home.
- Rental unit.
- Shelters\*
- Transitional Housing\*
- Awaiting Foster Care Placement/Temporary Foster Care\*
- Doubled-up\*
- Hotel/Motel\*
- Unsheltered\*

\* Living in these situations may qualify you for services, including immediate enrollment, transportation, school supplies, educational advocacy and community referrals.

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**If you are living in temporary shared housing, please answer the following questions.**

1. Is the living situation intended to be temporary or long-term? \_\_\_\_\_
2. How long have you lived there? \_\_\_\_\_
3. Do you consider yourself a guest in the home?  Yes  No
4. Are you paying rent?  Yes  No
5. Are you looking for another place to live?  Yes  No
6. Do you plan to move out soon?  Yes  No
7. Does the student have a legal right to be in the home?  Yes  No
8. Can the student or family be asked to leave at any time with no legal recourse?  
 Yes  No
9. Did the student move into the home as an urgent measure to avoid being on the street or in another precarious situation?  Yes  No
10. How many people live in the home? \_\_\_\_\_ How many bedrooms are there? \_\_\_\_\_
11. Where does the student sleep? \_\_\_\_\_



WASHTENAW COUNTY PUBLIC HEALTH

...focused on prevention

555 Towner St. P.O. Box 0915  
Ypsilanti, MI 48197-0915

## *Immunization Waiver Policy*

Michigan has instituted new rules on immunization waivers. Parents and guardians are now required to receive education from local public health prior to waiving any required vaccines. Many diseases that have been eliminated or had become rare are making a comeback. There have been large increases in pertussis (whooping cough), measles, and chickenpox throughout the United States. While many people may only become moderately ill with these diseases, the most vulnerable in our community; infants and those with chronic medical conditions, could suffer serious consequences such as hospitalization and death. Some previously healthy people also have developed these same consequences.

It is our responsibility to ensure that parents/guardians have an opportunity to have their questions answered, discuss concerns, and be offered scientific-based education on the benefits of vaccination and the risks of disease before signing a waiver.

### *What if you don't immunize your child?*

- Your child is at greater risk of catching a vaccine-preventable disease
- Your child may infect others in our community if they come down with the disease
- Your child may be excluded from daycare, pre-school, or school for several days or weeks to prevent them catching or spreading a vaccine-preventable disease

### *What to do to obtain a nonmedical waiver:*

**We strongly encourage you to immunize your child, but if you have chosen to waive your child's immunizations, you must make an appointment at the Washtenaw County Public Health Immunization Clinic to speak with a nurse.** The clinic is located at 555 Towner Street in Ypsilanti. To make an appointment, call 734-544-6700.

**Please note that the schools will no longer have waivers.** You must receive a certified waiver from the health department for it to be a valid waiver.

**Medical waivers** must be obtained from your doctor. The medical waiver forms can be found at [www.michigan.gov/immunize](http://www.michigan.gov/immunize) under the Health Care Professionals/Providers link.



February 26, 2015

## *Required Childhood Immunizations for Michigan School Settings*

School communicable disease rules are the minimum standard for preventing disease outbreaks in school settings. To best protect patients from all diseases we have the power to prevent, healthcare providers in Michigan should follow the 2013 Recommended Immunization Schedule at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines) or [www.michigan.gov/immunize](http://www.michigan.gov/immunize).

<b>Entry Requirements for All Public &amp; Non-Public Schools</b>		
Age → Vaccine**↓	4 years through 6 years	7 years through 18 years including all 6th grade students
Diphtheria, Tetanus, Pertussis	4 doses DTP or DTaP, one dose must be on or after 4 years of age	4 doses D and T <b>OR</b> 3 doses Td if #1 given on or after 7 years of age. 1 dose of Tdap*** for children 11 through 18 years <b>IF</b> 5 years since the last dose of tetanus/diphtheria containing vaccine.
Polio	4 doses, if dose 3 administered on or after 4 years of age, only 3 doses are required	3 doses
Measles,* Mumps,* Rubella*	2 doses on or after 12 months of age	
Hepatitis B*	3 doses	
Meningococcal****	None	1 dose for children 11 years of age or older upon entry into 6 <sup>th</sup> grade or higher
Varicella* (Chickenpox)	2 doses of varicella vaccine at or after 12 months of age <b>OR</b> current lab immunity <b>OR</b> reliable history of disease	

\* Current laboratory evidence of immunity is acceptable instead of immunization with antigen.

\*\* All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.

\*\*\*Tdap is required at 11 years of age or older regardless of grade.

\*\*\*\*Meningococcal is not assessed in MCIR/SIRS if the child is 11 years of age and in a grade lower than 6<sup>th</sup> grade.





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**SPECIAL EDUCATION  
SURVEY**

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

In order to ensure that your student receives the appropriate evaluations and services, please provide the following information:

1.) Has the student received any IEPC/IEP Special Education Services? \_\_\_\_ Yes \_\_\_\_ No

From what school district? \_\_\_\_\_

2.) Has the student had a 504 plan? \_\_\_\_ Yes \_\_\_\_ No

From what school district? \_\_\_\_\_

Parent/Guardian Name

Signature

Date



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# Student Enrollment Form

Release Request (page 1 of 1)

## Picture, Audio Taping and Video Taping Release Form

Throughout the year, photographs, video/digital recordings are taken of students for use in Ypsilanti Community School classes, web page, community publications and advertising. Students may occasionally be video/digital and/or audio taped to document instructional practices, student performance issues, extra or co-curricular events at Ypsilanti Community Schools, or to allow the news media to cover such events. A student will not be able to be individually identified without parent consent. Please sign below if you give permission for Ypsilanti Community Schools to photograph, video/digital or audio tape your child.

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Parent Signature

Date

---

Student Signature

Date

## YCS COPPA Compliance form

Dear Parents,

In order for this school, part of the Ypsilanti Community Schools, to continue to be able to provide your student 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.

Our district utilizes several computer software applications and web-based services, operated not by this school, but by third parties. These include Prezi, Animoto, Shelfari, Custom Typing, and similar educational programs. A complete list of the programs with the privacy policy for each can be found on our district website <http://www.ycschools.us>.

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 entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtm>.

The law permits schools such as ours 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 when completed below and on file will constitute consent for our school to provide personal identifying information for your child consisting of first name, last name, an email address and username to the following web-operators Prezi, Animoto, Shelfari, Custom Typing and to the operators of any additional web-based educational programs and services which our school may add during the upcoming academic year.

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

[STUDENT ID #]: \_\_\_\_\_

Parent/Guardian Name (PLEASE PRINT): \_\_\_\_\_

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

Date: \_\_\_\_\_



# Ypsilanti Community Schools Acceptable Use Policy for Students' General Computer Use

## COMPUTER/Technology USE GUIDELINES – FOR STUDENTS

The following are the Administrative Guidelines for Ypsilanti Community Schools' computer user and is established for the responsible use of software and hardware in our classrooms and labs.

These guidelines are for the use of all computer systems and related equipment within Ypsilanti Community Schools. Every student is expected to abide by these *Computer User Guidelines*. For elaboration on Internet Use, please see the companion *District's Acceptable Use Policy for Students' Internet Use*.

It is expected that the student will...

- use district technology only to facilitate learning, district curriculum and instructional goals.
- comply with etiquette rules including restricting others' access to the network, conservation of time and file space.
- maintain the privacy of passwords and are prohibited from publishing or discussing passwords with other system users.
- responsibly seek assistance to solve problems effectively.
- maintain appropriate use of electronic mail. Violation of privacy and the receipt of inappropriate communications will be promptly reported to a program instructor.
- properly use and care for hardware (including keyboards, mice, and cameras) and software within computer labs and classrooms.
- respect copyright laws by not downloading or copying any executable or program file into any computer workstation.
- not access or display pornography, obscenities, or other material deemed inappropriate for educational purposes, including any site blocked by the district's content filter.
- not access the district network of the Internet with any device not provided or approved by the school.
- not attempt to bypass the district's content filter by means of proxies or any other method.
- maintain Internet security by not revealing your personal information or that of anyone else online.
- be prohibited from utilizing Internet and District technology for private gain or product advertisement.

Vandalism of school computer systems will result in disciplinary action. Vandalism includes any malicious attempt to harm or destroy data of another student or hardware. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism may constitute a criminal offense and may result in criminal prosecution.

The smooth operation of the computer labs and classroom technology relies on the proper conduct of the student. These guidelines are provided so that the student is aware of the responsibilities he or she is about to acquire.

I (the student) agree to abide by the Ypsilanti Community Schools <i>Computer Use Guidelines</i> and understand that there will be consequences for not abiding by these rules.		
_____ Student Name Printed	_____ Student Signature	_____ Today's Date
_____ Student Number	_____ Birthdate	_____ Homeroom Teacher/Grade
I (the parent/guardian) support the Ypsilanti Community Schools <i>Computer Use Guidelines</i> and understand that there will be consequences for not abiding by these rules.		
_____ Parent/Guardian Name Printed	_____ Parent/Guardian Signature	_____ Today's Date

# Ypsilanti Community Schools

## Acceptable Use Policy for Students' Internet Use

*Student & Parent/Guardian must sign on page 4 after reading this document*

### Introduction

Internet access is available to students in the Ypsilanti Community Schools district. Our educational system is pleased to bring this access, and believes that the Internet offers vast, diverse, and unique educational resources.

The Internet is an electronic highway connecting millions of computers and individual subscribers all over the world. Our goal in providing this service to students is to enhance innovative educational opportunities. These resources will improve learning and teaching through research, professional development, communication, collaboration, and dissemination of successful educational practices, methods, and materials.

The District's Acceptable Use Policy for Students' Internet Use is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms and other forms of direct electronic communications or equipment provided by the District (the "network").

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are *obscene, pornographic, and harmful to minors* over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, digital media, network and/or Internet access or files, including email.

Terms and Conditions are provided so that Internet users are aware of the responsibilities they are about to assume. The user's and parent/guardian's signature at the end of this form are legally binding and indicates that he/she has read the **Terms and Conditions** carefully and agrees to abide by them.

### Terms and Conditions

#### **1. Personal Safety and Privacy**

- a. Users will not post personal contact information about themselves or any other people. Personal contact information includes home address, phone number, home email address, school address, work address, etc.
- b. Personal photos and work can be published only if a signed district release form is on file.
- c. Users will not physically meet or agree to meet, with someone they have met online without appropriate approval. Inappropriate contacts should be reported to school authorities immediately.
- d. Students under the age of eighteen should only access YCS accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use

#### **2. Illegal Activities**

- a. Users will not attempt to gain unauthorized access to any computer system or another person's account or files.
- b. Users will not intentionally attempt to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.
- c. Users will not engage in any other illegal act, such as drug sales, engaging in criminal gang activity, threatening the safety of a person or person's, etc.
- d. Users will not attempt to defeat or circumvent the Internet filtering system to obtain inappropriate material.

### **3. Security**

- a. Users are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no condition should users give their password to another person.
- b. Users will immediately notify school authorities if they have identified a possible security problem. Looking for security problems may be construed as an illegal attempt to gain access.
- c. Users will not attempt to gain unauthorized access to the network or attempt to access another person's files.
- d. Users will avoid the spreading of computer viruses.
- e. Users will only use disks, usb flash drives, and other storage and media devices that have been scanned and found to be free of viruses.

### **4. Inappropriate Language**

- a. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. This includes personal attacks or harassment of another person.
- b. Users will not post information that could cause damage, pose a danger or disruption, or incite confusion or panic.
- c. Users will not post false or defamatory information about a person or organization.

### **5. Inappropriate Material**

- a. Users shall not use the network to access material that is profane or obscene (pornography), advocates the use of illegal drugs, advocates illegal or dangerous acts, or advocates violence or discrimination toward other people. A special exception may be made for users to conduct advanced research which is approved by and closely monitored by the principal, the teacher, and a parent or guardian.
- b. If a user inadvertently accesses such information, s/he must immediately disclose the situation to a teacher/administrator. This disclosure shall protect users against an allegation that they have intentionally violated the Acceptable Use Policy

### **6. Respecting Resource Limits**

- a. Users will use the system only for educational and professional or career development activities.
- b. Users will not download large files, streaming videos or music, unless approved by the Ypsilanti Community Schools technology coordinator. Educational videos downloaded from Learn 360/LPB/United Streaming are permitted.
- c. Users will not post chain letters or send annoying or unnecessary messages to others.
- e. Users will subscribe only to high-quality discussion group mail lists that are relevant to educational, professional or career development activities.

### **7. Plagiarism and Copyright Infringement**

- a. Users will not take the ideas or writings of others and present them as if they were their own.
- b. Users will respect copyrighted materials.
- c. Users will not download or install copyrighted software from any source on a school computer.
- d. Users will immediately report to school authorities any site they access with inappropriate information.

### **8. Teacher Selection of Materials**

- a. Teachers shall select material that is appropriate to the age of the students and that is relevant to the course objectives.
- b. Teachers will preview the materials and sites they require students to access and determine the appropriateness of the material contained.

## **9. Responsibilities of Schools and Teachers**

- a. Access to the Internet by students shall be monitored by their teacher or other staff member.
- b. The teachers shall circulate among computers being used to access the Internet, or all monitors shall be in full view of the teacher.

## **10. Search and Seizure**

- a. The content of a student's e-mail, electronic files, computer devices, and records of their online activity while using the Ypsilanti Community Schools network are subject to review at any time. Routine maintenance and monitoring of the system may lead to discovery that a student has or is violating the Ypsilanti Community Schools Acceptable Use Policy, the disciplinary code, or the law.
- b. If a Ypsilanti Community Schools technology coordinator, school administrator, supervisor, or superintendent discovers a potential violation by a student, s/he shall notify the appropriate supervisor. Ypsilanti Community Schools personnel shall cooperate in the subsequent investigation. An individual investigation shall be conducted if reasonable suspicion exists that a student has violated the law or the disciplinary code. The inquiry shall be reasonable and focus on the nature of the alleged violation. Ypsilanti Community Schools is authorized to conduct individual computer file searches. Ypsilanti Community Schools shall cooperate with local, state, and federal authorities in any investigation they might be conducting of an individual student. Such violations of the law, disciplinary code or this policy by students could result in criminal prosecution.

## **11. Consequences of Misuse and Due Process**

- a. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of privileges by administration, faculty, and staff.
- b. Users should expect no privacy of the contents of personal files and email on the district system. Messages relating to or in the support of illegal activities must be reported to the authorities.
- c. Ypsilanti Community Schools allows for suspension of students for inappropriate or illegal use of the Internet. Other disciplinary action may also be warranted.
- d. Misuse of the system can result in possible prosecution, and will require restitution for costs associated with system restoration, hardware, or software costs.
- e. Users bringing illegal and/or inappropriate materials into the system's electronic environment will be subject to disciplinary action.
- f. Ypsilanti Community Schools shall cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the Ypsilanti Community Schools network.
- g. If a student is believed to have violated this Acceptable Use Policy, the user shall be provided with a notice and opportunity to be heard in the manner set forth in the student discipline policy handbook policy and procedures handbook. Disciplinary action shall be tailored to specifically address the violation and to encourage appropriate student use of the network. If the alleged violation is an infraction of the student code, the violation shall be handled according to applicable provisions of the code.
- h. An administrator may terminate a student's access privileges by providing notice to the student and their parent or guardian.
- i. In sum, misuse may also lead to disciplinary and/or legal action for students, including suspension, expulsion, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

## **12. Parental Notification and Responsibility**

- a. A parent or guardian must sign the Parent Internet Contract to allow their child(ren)'s access privileges.
- b. A parent or guardian may request alternate activities that do not require Internet access be provided for the child(ren).
- c. A parent or guardian may request the termination of their child(ren)'s access privileges.

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

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STUDENT: I understand and will abide by the provisions and conditions of this contract and realize my computer privilege is designed for educational purposes only. I understand that any violation of the above provisions will result in disciplinary action, the revoking of my user privileges, and any appropriate legal action. I will not hold my teacher, my school, or Ypsilanti Community Schools responsible for or legally liable for the materials distributed to or acquired from the network (Internet). I also agree to report any misuse of the Internet to the system administrator or to my teacher. Misuse can come in many forms, but can be viewed as any materials sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described above.

Student Name: \_\_\_\_\_ (Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PARENT/GUARDIAN: As the parent/guardian of \_\_\_\_\_, I have read this contract and understand that Internet access is designed for educational purposes only. I also understand that it is impossible for School to restrict access to all controversial materials. I will not hold the teacher, their school or the Ypsilanti Community Schools responsible for or legally liable for materials distributed to or acquired from the network (Internet). I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the electronic network. This includes, but is not limited to claims that may arise from the unauthorized use of the network components. I give permission for my child to access all components of the district electronic network which includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. I also agree to report any misuse of the information system to the school director or teacher. Misuse can come in many forms, but can be viewed as any materials sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described above. I accept full responsibility for my student's Internet use and understand that my child will be held responsible for any disregard of the Acceptable Use Policy. I hereby give my permission for my student to have Internet access and certify that information contained on this form is correct.

Parent/Guardian Name: \_\_\_\_\_ (Print)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Ypsilanti Community Schools Military Information 2015-2016

Student Name: \_\_\_\_\_  
School: \_\_\_\_\_  
Grade: \_\_\_\_\_

Siblings: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Name: \_\_\_\_\_

Active Military      Yes                   No

Retired Military    Yes                   No

Branch: \_\_\_\_\_

Please also include the name & relationship of any other immediate family member (i.e., grandparent, sibling, aunt, uncle) who is either active in or retired from the military.

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Name	Relationship	Active/Retired
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Name	Relationship	Active/Retired
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