



Frank Hackett, Ed.D.
Superintendent of Schools

James Lee
Assistant Superintendent of Schools

Handbook Acknowledgment Form

Welcome back from the faculty and staff of the Braintree Public Schools. We look forward to an exciting and rewarding school year.

We truly believe that parents/guardians, faculty and students must all work together to ensure that your child learns and grows. To that end, we ask that parents/guardians review the Parent and Student Handbook with their children. A copy can be found on the district website, www.braintreeschools.org/handbooks, or hardcopy can be provided by contacting your school office.

Student's Grade: _____

Student's Homeroom Teacher: _____

Both parents/guardians and students must sign below to acknowledge that you have read the handbook and understand all materials contained within it.

Parent/Guardian's Name: _____

Student's Name: _____

Parent/Guardian's Signature: _____

Date: _____

Student's Signature: _____

Date: _____

Students should initial on each line below indicating that they understand, and will abide by, all guidelines and policies including:

_____ Code of Conduct

_____ Transportation Policy

_____ Homework Policy

_____ Network & Technology Responsible Use Policy

_____ Bullying, Harassment, Sexual Harassment, Discrimination, Hate Crimes and Hazing Policy

Please return this form to your child's homeroom teacher during the first week of school.



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Opening Day Materials Receipt

Parent/Guardian's Name: _____

Student's Name: _____

Student's Grade: _____

Student's Homeroom Teacher: _____

Both parents/guardians and students must sign below to acknowledge that you understand the Contract Regarding Use of the Internet. In addition, you must agree to accept all financial and legal liabilities which may result from use of the Braintree Public School's internet connection.

Parent/Guardian's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

The following materials are also attached. Please initial before each document name to acknowledge that you have received it.

_____ Emergency Information Card

_____ Student Personal Data Form (Students in grades 1-5 filled these out last year - please review, and if there are changes, please return with corrected information noted)

Please return with:

- Children's Online Privacy Protection Act/G Suite for Education (Google) Consent Form *(Elementary & Middle School Students Only)*
- CodePlay Media & Data Release Form *(Students in Grades 3-8 Only)*
- Phone & Email Communication Preferences Form *(please return only if you are unable to complete the online form)*
- Photography/Videography Consent Form
- Student Early Dismissal Form *(Elementary Students Only)*

Kindly complete the above forms by legibly printing the necessary information and returning them to your child's homeroom teacher during the first week of school.



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Contract Regarding the Use of the Internet

I agree to abide by all rules which are listed in the Braintree Public School's School Student/Parent Handbook regarding internet and network use with electronic devices.

I realize that the primary purpose of the Braintree Public Schools' internet connection is educational, and that as such, educational purposes shall take precedence over all others.

I realize that the use of internet is a privilege, not a right. I accept that inappropriate behavior, as determined by the Braintree Public Schools, may lead to penalties including revoking of my account, disciplinary action, and/or legal action.

I agree not to participate in the transfer of inappropriate or illegal materials through the Braintree Public School's internet connection. I agree not to participate in the transfer of materials when such transfer of material would involve the infringement of a copyright and/or a trademark. I realize that in some cases, the transfer of such materials may result in legal action against me.

I agree not to participate in the transfer of materials which may be considered treasonous or subversive via the Braintree Public Schools' internet connection.

I agree not to allow other individuals to use my account for internet activities nor will I give anyone my password.

I release the Braintree Public Schools, and all other organizations related to the Braintree Public Schools' internet connection, from any liability or damages that my result in any way from my use of the internet connection. In addition, I will accept full responsibility and liability for the results of my actions with regards to the use of internet. I release the school and related organizations from any liability relating to consequences resulting from my use of the internet.



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Children’s Online Privacy Protection Act (COPPA)/G Suite for Education Consent

Federal law requires students age 13 and under to have parent permission in order to be issued an account on a service that collects personally identifiable information. The privacy policies associated with use of G Suite for Education can be found at gsuite.google.com/terms/education_privacy.html. Google’s User Agreement allows the Braintree Schools to act on behalf of students with parent permission in this regard.

We believe that bringing these digital tools into our learning environment at this age is important and appropriate. Via the Braintree Public Schools’ internet connection, all middle students have G Suite for Education accounts in the domain braintreeschools.org. The accounts include the following resources and apps, which students agree to use responsibly and in accordance with district policy: Drive, Docs, Sheets, Slides, Forms, Classroom, Cast, Keep, Calendar, Maps, Earth, and YouTube (for educationally approved videos only). Additional apps with equivalent privacy and security safeguards may become available during the school year.

In addition to these apps, Braintree Public Schools uses other online software products in compliance with COPPA. These include Adobe products, Bloomz, BrainPop, Class Dojo, Code.org, Discovery Education, EdPuzzle, Edulastic, FamilyZone, GradeCam, Houghton Mifflin products, Kahoot, Origo, Pearson products, Screencastify, Swift Education products, Texthelp's Google Read & Write, and others. In each case, students will not be asked to disclose any personally identifiable information beyond first/last name, teacher or class, local school identification number, and any associated account activity on the service with that name. The G Suite email address may be used as a username or identification number.

Please sign below.

I give permission for my child to be assigned a Braintree Public School District G Suite for Education account. This means my child will receive a “school only” email account and access to Google Drive and other approved G Suite for Education apps, as well as access to selected COPPA-compliant, non-Google services. I understand that my student is bound by the district’s Network and Technology Responsible Use Policy. I understand that I may ask for my child's account to be removed at any time.

Student’s Name: _____

Grade: _____ Homeroom: _____

Parent/Guardian’s Signature: _____ Date: _____

Please contact your child’s principal or Rebecca Kidwell, Director of Technology & Accountability, if you have any questions or concerns (rebecca.kidwell@braintreeschools.org; 781-848-4000 x7815).



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CodePlay Media & Data Release Form

As you know, your child is participating in the Educational Gaming Environments group (EdGE) at TERC¹ and the Braintree Public Schools' (BPS) creation of and research around *CodePlay*. This National Science Foundation-funded project will develop a set of resources, digital and non-digital, that bring computational thinking into existing curriculum for grades 3-8. Over the past year, students and teachers have participated in activities across the curriculum to help students develop the thinking and problem solving skills that can make them better scientists, mathematicians, engineers, researchers, coders, and writers. This has included game-type activities, simulations, and design projects.

As an additional layer, BPS and EdGE would like permission to share data and photograph and video-record your child as she/he participates in *CodePlay* activities in their classroom. Your child's teachers and courses will be identified by name while using *CodePlay*. This will allow EdGE to do two things: (1) follow up with the teachers directly about technical issues related to the operation of the website, and (2) collect user data based on specific digital activities. Teachers will use the random Username your child received last year to create accounts with any TERC-sponsored and non-TERC digital resource such as BlocksCAD, Scratch, and other computational thinking related resources.

All digital log data is stored on secure servers, separate from demographic data that has already been shared anonymously. EdGE researchers observing classrooms do not have access to digital log or demographic data.

The photos/videos are not part of the research study and will not be linked to your child's *CodePlay* research data. These photos and videos may be used for informational and/or promotional purposes undertaken by TERC, such as an NSF Video Showcase, EdGE website, and TERC brochures or newsletters. These media will not be misrepresented or otherwise identified in ways inappropriate to their content. Your child will not be identified by name in association with the media, but photos and videos, by their nature, are not confidential, as your child may be recognizable in them.

You or your child may opt your child out of the data collection at any time. Opting out will have no impact on their grade or relationship with their teacher. If your child opts out, they will remain in class when the teacher uses *CodePlay* activities but will not use any digital activities requiring a UserID. Without this digital information, teachers will not be able to use the CodePlay tools to personalize CT instruction for your child. If at any time you or your child wish to stop participating in this study, we will delete all digital information already collected at your request. To opt out, please contact your child's teacher and ask them to send us your child's UserID along with your request.

¹ TERC is a non-profit research & development company in Cambridge, MA.

Signing this form is voluntary. Your child can still participate in *CodePlay* activities even if you do not give permission for us to photograph/video-record your child. By signing this form you agree to the above (on page one) and the following:

I grant permission to Braintree Public Schools and EdGE to share data on my child's teacher and courses, in addition to the demographic data that has been shared anonymously.

I hereby grant permission to the Educational Gaming Environments group (EdGE) and TERC (2067 Massachusetts Ave, Cambridge, MA, 02140) to use photographs, videos, and audio recordings of my child that were taken by TERC and/or its representatives.

I hereby grant permission to TERC to copyright these media and to publish, in any format or on any platform, these same aforementioned media, in whole or in part, and individually or in conjunction with other photographs, videos, or audio recordings.

I have read this agreement fully and state that I agree to this release of my own free will and without expectation of financial compensation.

Parent/Guardian's Name: _____

Student's Name: _____

Student's Grade: _____

Student's Homeroom Teacher: _____

Parent/Guardian's Signature: _____

Date: _____



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Phone & Email Communication Preferences

Our school uses an automated system that can send voice calls, text messages, and emails to communicate with families. We use this system for messages about closures, delayed openings, and early releases; to alert guardians when a student is absent; and to provide updates about school and district events. In order to make sure your family receives this information how and where you want to see it, please complete our online form at the following web address:

www.braintreeschools.org/familycontact

If you do not have access to complete the online form, please specify so below.

I would like to be contacted regarding my family's communication needs.

Please use our school website as your main source of information, as our newsletters and flyers for community events will all be posted there. Electronic copies will also be emailed directly to your attention at the addresses you list on the online form (above).

If you do not have access to email and require printed copies of newsletters and flyers, please specify so below.

I would like to receive paper copies.

Student's Name: _____

Student's Grade: _____

Parent/Guardian's Name: _____

Daytime Phone Number: _____

Parent/Guardian's Signature: _____

Date: _____



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Photography/Videography Consent

Occasionally students take part in programs which are photographed or videotaped for local newspapers, school newsletters, school/district web sites, school/district social media accounts, public access programming or local news.

Please fill out the information below regarding permission for including your child in any photos or videos.

- Permission is granted to use a photo or video of my child
- Permission is NOT granted to use a photo or video of my child

If you do not respond, we will assume that permission is granted.

Student's Name: _____

Student's Grade: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____



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Instructions For Unexpected Early Student Dismissal

In the event of an unexpected early dismissal, we will be utilizing our automated telephone message system. This system, when prompted, will call each family's home phone number simultaneously with a recorded message for early dismissal and the time students will be dismissed.

Student's Name: _____ Teacher: _____

In the event of an **emergency** early dismissal, my child has been instructed to: (please check one)

Regular Walkers

- Walk home
- Walk to the home of:

Name _____ Address _____ Phone #: _____

- Walk home with:

Name _____ Address _____ Phone #: _____

- Wait for me to pick him/her up at school

Bus Students

- Take the regular bus and go home
- Take the regular bus to their regular stop and go to the home of:

Name _____ Address _____ Phone #: _____

- Wait for me to pick him/her up at school

Students Who Attend Daycare

- Attend daycare as it will run even if school is dismissed early (please be sure to verify that your child's program will run as some, i.e. YMCA program, cancel if school is dismissed early)

Name of Daycare: _____ Phone #: _____

- Walk home (if a scheduled walker)
- Take regular bus and go home (if a bus student)
- Take regular bus to regular stop and go to the home of:

Name _____ Address _____ Phone #: _____

- Wait for me to pick him/her up at school

Please Notify the School if any of the Information on this Form Changes During the School Year