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Dear Parents/Guardians of Bentonville Schools Students,

This letter is to notify you of the Bentonville Schools Student Handbook. You may access the Student Handbook via our website at www.bentonvillek12.org. The Student Handbooks are located within the parent tab. If you would like a hardcopy, please visit your child's school and they will provide one for you.

The Student Handbook answers questions regarding policies, practices and procedures of Bentonville Schools. The information contained in the handbook is valuable to both parents/guardians and students. We encourage you to contact a school administrator with questions after reviewing the handbook.

Please complete, sign and return the signature pages attached to this letter.
We wish you a successful 2018-2019 school year.

Bentonville Schools

 BENTONVILLE SCHOOLS HANDBOOK VERIFICATION

Date: _____ Name of Student: _____ Age: _____

Grade: _____ Teacher/Homeroom: _____

This handbook contains procedures and policies for students of Bentonville Schools including discipline, access to computer services, lab safety contract (secondary), Smart Core requirements, and academic integrity. The policies published in this handbook as well as all Bentonville Schools policies will be enforced by Bentonville Schools employees. The complete Bentonville Schools policy manual may be found at www.bentonvillek12.org.

Medicaid/Arkansas Kids 1st will be billed, where applicable, for hearing and vision screenings conducted at school unless the district receives written notification from parent/guardian to decline within 60 days of receipt of handbook.

The District must have permission from parent/guardian for students to access the District's computer network. *4.31 Internet Safety and Electronic Device Use* policy is included in the handbook. Please read the policy and sign the agreement provided. No student will be granted Internet access or email access until and unless an agreement has been signed and submitted to the school.

Our signatures below signify that we have accessed the digital copy/received a copy of the Bentonville Schools Student Handbook, and that I have read and fully understand the paragraphs written above.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

 MEDIA CONSENT AND RELEASE AGREEMENT FOR PARENTS/GUARDIANS AND STUDENTS

Parents, guardians and students who attend or participate in the Bentonville School District programs or events are occasionally asked to be part of the county, statewide and/or national publicity, promotion, marketing and/or public relations activities or projects and/or appear in educational and curriculum materials developed by the District.

I, as the parent or guardian of _____, hereby give Bentonville School District and its employees, representatives, and authorized media organizations permission to print, photograph, and record myself and/or my child for use in audio, video, film, or any other electronic, internet, digital and printed media. I understand that neither the Bentonville School District nor its representatives will reproduce the photographs, interviews, or likenesses for any commercial value or receive monetary gain for their use. I further understand that I will not receive monetary compensation for my participation or my child's participation and release and relieve Bentonville School District, its Board of Directors, employees, and other representatives from any liabilities, known or unknown, arising out of the use of this material. I certify that I have read this Media Consent and Release Agreement and fully understand its terms and conditions.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

 **OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION**

In accordance with the Federal Educational Rights and Privacy Act of 1974 (FERPA), as amended, a student’s education records are maintained as confidential and, except for a limited number of special circumstances listed in the law, will not be released to a third party without the parent/student’s prior written consent. The law, however, allows schools to release student “directory information” without obtaining the prior consent of the parent/student. Examples of directory information include: name, telephone number, photographs, date of birth, place of birth, permanent or home address, e-mail address, dates of attendance, most recent building attended, weight/height, class standing (e.g. sophomore), participation in officially recognized activities and sports, and awards and honors received.

If you do not want the release of directory information without your prior consent, you may choose to “opt-out” of this FERPA exception by checking one of the blanks and signing below.

_____ I object and wish to deny the disclosure of publication of directory information to all public and school sources, within the District’s control. By selecting this option I understand this will prohibit the release of directory information and **result in the student’s directory information not being included in the school’s yearbook and other school publications.**

_____ I object and wish to deny the disclosure of publication of directory information to all public and school sources within the District’s control, **but permit my student’s directory information to be included in the school’s yearbook and other school publications.**

Name of Student (print): _____ Grade: _____

Signature of Parent (or student, if 18 or older) Date: _____

*This form must be filed with the office of the appropriate building principal within ten (10) school days from the beginning of the school year or the date the student is enrolled in school in order for the District to be bound by this objection. **If you do not object, you do not need to sign or return the form.***

4.31F—STUDENT ELECTRONIC DEVICE AND INTERNET USE AGREEMENT

Name of Student: _____ Grade: _____ Date: _____ Campus: _____

The District agrees to allow the student identified above (“Student”) to use the District’s technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, “electronic device” means anything that can be used to transmit or capture images, sound, or data):

1. Conditional Privilege: The Student’s use of the District’s access to the Internet is a privilege conditioned on the Student’s abiding to this agreement. No student may use the District’s access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the District’s Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student’s school or class, whether those rules are written or oral.
3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.
4. “Misuse of the District’s access to the Internet” includes, but is not limited to, the following:
 - a. using the Internet for other than educational purposes;
 - b. gaining intentional access or maintaining access to materials which are “harmful to minors” as defined by Arkansas law;
 - c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - d. making unauthorized copies of computer software;
 - e. accessing “chat lines” unless authorized by the instructor for a class activity directly supervised by a staff member;
 - f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
 - g. posting anonymous messages on the system;
 - h. using encryption software;
 - i. wasteful use of limited resources provided by the school including paper;
 - j. causing congestion of the network through lengthy downloads of files;
 - k. vandalizing data of another user;
 - l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - m. gaining or attempting to gain unauthorized access to resources or files;
 - n. identifying oneself with another person’s name or password or using an account or password of another user without proper authorization;
 - o. invading the privacy of individuals;
 - p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
 - q. using the network for financial or commercial gain without District permission;
 - r. theft or vandalism of data, equipment, or intellectual property;
 - s. attempting to gain access or gaining access to student records, grades, or files;
 - t. introducing a virus to, or otherwise improperly tampering with the system;
 - u. degrading or disrupting equipment or system performance;
 - v. creating a web page or associating a web page with the school or District without proper authorization;
 - w. providing access to the District’s Internet Access to unauthorized individuals;
 - x. failing to obey school or classroom Internet use rules; or

y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the District or any of its schools.

z. Installing or downloading software on District computers without prior approval of the technology director or his/her designee.

5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the District may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.

7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: _____

Parent/Legal Guardian Signature: _____

 BENTONVILLE SCHOOLS BRING YOUR OWN DEVICE (BYOD) AGREEMENT (4.33)

Please fill out and return this section to the school

Student Agreement and Parental Authorization:

By signing below, you are indicating that you have read the Bentonville Schools Bring Your Own Device policy and agree to the terms and conditions set forth in the policy.

Student Information:

Student Name (Printed): _____

Grade: _____ Homeroom Teacher: _____

Will student be attending after school Adventure Club? Yes No

Student Signature: _____

Guardian Information:

Parent/Guardian Name (Printed): _____

Parent Phone: _____

Parent E-Mail: _____

Parent Signature: _____

Please submit the following device information:

Device Type: (e.g., tablet, laptop, phone) _____

Device Brand: _____ Serial #: _____

Device Type: (e.g., tablet, laptop, phone) _____

Device Brand: _____ Serial #: _____

Device Type: (e.g., tablet, laptop, phone) _____

Device Brand: _____ Serial #: _____



Student Name _____

Campus _____

Grade _____

Media Recording Release Agreement

I, _____, Parent/Legal Guardian of _____ (student's name), hereby grant permission to the Arkansas Department of Education (ADE) to use the above-named student's photo, video, and likeness for promotional purposes by the ADE in all manners, including, but not limited to: news releases, photographs, video, audio, website, and other electronic or printed published media. I agree that these images and/or voice recordings may be used for a variety of purposes without further notifying me. I understand the ADE shall not use any of the student's personally identifying information, except for the student's first name, the school that he/she attends, and the student's grade, without first obtaining my express permission. The ADE has my permission for this use until I submit written revocation of my permission to the ADE Communications Office at Four Capitol Mall, Room 404-A, Little Rock, AR 72201, ADE.Communications@Arkansas.gov, or you may call 501-682-2155. I understand the ADE does not have control over a third party who retrieves my student's information published by the ADE and uses it without my permission. I agree to hold the ADE harmless for such misuse of my student's information.

Parent/Legal Guardian Name

Parent/Legal Guardian Signature

Date