

# ANNUAL RELEASE AND NETWORK ACCESS FORM

Student Name: \_\_\_\_\_ School Year: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Track: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Please read the attached Instruction Sheet carefully before signing this document. The **parent/guardian** must complete all three sections below: (1) Restrict Release of Directory Information; (2) Media Release; and (3) Computer Network Access.

### 1. RESTRICT RELEASE OF DIRECTORY INFORMATION (to be completed by **parent/guardian**)

FERPA allows the Clark County School District to release Directory Information (which is defined in the "Instruction Sheet") without the consent of the parent/guardian. However, a parent/guardian has the right to opt-out of that disclosure. I hereby request that Directory Information for my student **NOT** be released to the following agencies or organizations:

If you do **NOT** want to restrict the release of Directory Information leave this section #1 **blank**.

- Withhold Directory Information from Military Only
- Withhold Directory Information from all outside agencies
- Withhold Directory Information from all outside agencies, and also restrict Directory Information in CCSD school publications such as the annual yearbook, playbills, honor roll or other recognition lists, graduation programs, newsletters, and sports activity programs/sheets.

### 2. MEDIA RELEASE (to be completed by **parent/guardian**)

I  **give**  **do not give** permission for the Clark County School District to release my student's name, photograph, and/or audio/video/film reproduction for use in **internal** media publications, newspaper articles, television coverage, newsletters (including school newsletters, other than Directory Information in school newsletters which is covered in #1 above), video presentations, and/or school district presentations. I understand that the material may be reduced to either print or electronic format, and may be utilized in internal media sources.

I  **give**  **do not give** permission for the Clark County School District to release my student's name, photograph, and/or audio/video/film reproduction for use in **external** media publications, newspaper articles, television coverage, websites (including CCSD.net), newsletters (including school newsletters when posted on external websites), video presentations, and/or school district presentations. I understand that the material may be reduced to either print or electronic format, and may be utilized in external media sources.

### 3. COMPUTER NETWORK ACCESS (to be completed by **parent/guardian**)

I  **give**  **do not give** permission for my student to access, produce, video conference, and communicate information on the District computer network resources in accordance with the Acceptable Use Policy of the Clark County School District. Student work, artwork, or projects will be identified by first name, grade, and school only. Students who do not have parent/guardian permission to use the District's computer network will be given alternative educational activities.

The signature of the parent/guardian below applies to **all three sections** set forth above.

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

### COMPUTER NETWORK ACCESS (to be completed by **student**)

I understand and will abide by the Acceptable Use Policy of the Clark County School District. I understand that violating the Acceptable Use Policy may result in loss of network privileges and/or other District disciplinary measures.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## ANNUAL RELEASE AND NETWORK ACCESS FORM INSTRUCTION SHEET

Please read the following carefully before signing the attached document. You will be expected to abide by the policies described herein. The **parent/guardian** must complete all three sections on the attached Annual Release and Network Access Form: (1) Restrict Release of Directory Information; (2) Media Release; and (3) Computer Network Access.

Once signed and dated, the attached form shall remain in effect until the end of the current school year. At any time during the school year, however, you may revoke this permission for future use by notifying, in writing, the principal of your student's school.

### 1. RESTRICT RELEASE OF DIRECTORY INFORMATION (to be completed by **parent/guardian** only)

The Clark County School District releases Directory Information to qualified agencies upon request. Qualified agencies include, but are not limited to, public colleges and universities, Nevada State Treasurer's Office, and the military branches. Release to military branches is mandated by federal legislation – NO CHILD LEFT BEHIND Act. Directory Information is information not generally considered harmful or an invasion of privacy if disclosed. See District Regulation 5125.1.

The term "Directory Information" means one or more of the following:

1. Student name
2. Date and place of birth
3. Address
4. School attended
5. Grade level
6. Photographs (only when used in **printed** school publications as defined in 5125.1)
7. Participation in officially recognized activities and sports
8. Weight and height of members of athletic teams
9. Degrees and awards received

Parents have the right to have Directory Information restricted upon request. Please indicate your directions to the District regarding the release of your student's Directory Information, by checking the appropriate box on the attached form.

### 2. MEDIA RELEASE (to be completed by **parent/guardian** only)

At times during and after the school day, school personnel, contracted vendors, and/or news media may ask to interview, photograph, audiotape, film and/or videotape students. The material that may be utilized in media includes, but is not limited to, the following: newspaper articles, television coverage, websites (including CCSD.net), internal or external publications, newsletters (including school newsletters, other than Directory Information in school newsletters which is covered in #1 above), video presentations, and/or school district presentations. The material may be reduced to either print or electronic format, and may be utilized in either internal or external media sources.

If you choose to allow releases, your signature on the attached form authorizes the school and/or school district to release your student's name, photograph, and/or audio/video/film production for publication related to school functions and activities. Examples may include, but are not limited to, student activities, individual or group achievements, sporting events, musical or theatrical presentations, and/or discussion forums.

### 3. COMPUTER NETWORK ACCESS

#### **Parent Agreement:**

Please read the terms and conditions for the Clark County School District's Acceptable Use Policy. Access to the Clark County School District's educational network resources is designed for educational purposes, and the District has taken precautions to eliminate access to controversial material. However, please recognize it is impossible for the District to restrict access to all controversial materials. Furthermore, if your student does not follow the Clark County School District's Acceptable Use Policy, privileges to access the District computer network resources may be revoked.

#### **Student Agreement:**

Students must also indicate that they understand and will abide by the Acceptable Use Policy of the Clark County School District. Furthermore, they must understand that violating the Acceptable Use Policy may result in loss of network privileges and/or other district disciplinary measures.