

Proof of Residency

PLEASE RETURN WITH 1 DOCUMENT LISTED BELOW

Student Residency Information: in order to comply with our obligations under Rhode Island Education Funding Formula and transportation legislation, The Met must acquire verification of your child’s place of residency. **Therefore, The Met is asking you to provide one of the following documents as proof of residency.**

Homeowner

- Mortgage Statement
- Municipal or State Tax Bill
- Current Gas or Electric Bill
- Water or Sewer Bill

Renter

- Current Lease with Landlords current contact information
- Current Section 8 Housing Agreement or other Government housing agreement
- Municipal or State Tax Bill
- Current Gas or Electric Bill

I cannot provide any of the following due to my current residency being temporary and at this time I am residing

- in a shelter in a motel/hotel in a car at a campsite
- in another location that is not appropriate for people (e.g., and abandoned building) with family
- I cannot provide any of the above documents and therefore I am requesting that an affidavit of Residency be provided for my completion.

Please note that the current address and legal parent/ guardian name must be listed on the document being provided.

All residency documentation must be dated after June 1, 2023 to count for the 2023-24 school year and must be submitted prior to August 21, 2023. Your child's spot at the Met will not be held if proof of residency is not submitted by this date.

Proof of residency can be mailed or sent electronically to the Metropolitan Regional Career and Technical Center by scanning or taking a photo of your proof of residency and emailing it to chayman@metmail.org.

If your current residency is temporary, our Director of Social Work, Vivian Acevedo, will be in Contact with you to provide assistance with completing the necessary residency documents and speak with you about additional assistance available to you under the federal McKinney- Vento Act and Title I Provisions.

If you cannot provide any of the above documents, your student's building school coordinator will be in contact with you to provide assistance with completing an affidavit of residency.

The Met must be notified in writing at The Metropolitan Regional Career and Technical Center's Central Office, at 325 Public Street, Providence, RI 02905, of any changes in residency throughout the school year within 15 days of such change.



Student Residency Questionnaire

The federal McKinney-Vento Homeless Assistance Act requires all school districts to ensure access to public education for children and youth experiencing homelessness and to ensure their success in school once enrolled.

The information on this form will be used to ensure that The Met High School is meeting program expectations under **Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.)**, also known as the **McKinney-Vento Act**. The goal of the Met High School is to effectively serve students and families in transition and to provide support as needed. To determine if your child meets eligibility, please complete the following student residency questionnaire.

Date: _____ Building: _____

Student Last Name: _____ Student First Name: _____ Student DOB: _____

Parent/Guardian Name: _____ Parent/Guardian Phone Number: _____ Parent/Guardian DOB: _____

Student's current living situation (where the student sleeps each night):

Street Address: _____ City/Town: _____ Zipcode: _____

Type of housing:

- Staying with family and/or friends due to loss of housing, economic hardship, or natural disaster
- Shelter: _____ (name of shelter)
- Hotel/Motel: _____ (name of motel/hotel)
- Transitional housing program: _____ (name of program)
- Unsheltered location (tent, car, truck, park, bus/train station, abandoned building, other)
- Other setting that is not designated for, or ordinarily used as a regular sleeping accommodation: _____ (please specify)
- None of the above apply – **NO FURTHER INFORMATION REQUIRED AT THIS TIME. Please go to the bottom of page 3 to sign your name. If your housing situation changes, please notify the school.**

How long has the student resided at this location? _____

Does the student live with their parent or guardian?

- Yes
- No (please provide contact information to an adult in the same household): _____

What other adults reside in the same household as the student (please include name and relationship)? _____

For additional information and questions regarding McKinney-Vento, please reach out to the Met school's McKinney Vento liaison, Jessica Rivera, at 401-752-3409 or visit <https://www.ride.ri.gov/studentsfamilies/educationprograms/homelessstudents.aspx>



Student Residency Questionnaire

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Please list **all** children (21 and under) residing in the same household as student:

Name: _____ DOB: _____ Relationship to student: _____		
Grade: _____ Current School: _____		
Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Race: <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White	Ethnicity- Hispanic or Latino? <input type="checkbox"/> Y <input type="checkbox"/> N

Name: _____ DOB: _____ Relationship to student: _____		
Grade: _____ Current School: _____		
Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Race: <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White	Ethnicity- Hispanic or Latino? <input type="checkbox"/> Y <input type="checkbox"/> N

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Student Residency Questionnaire

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Signature of Parent/Guardian

_____ Date

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<https://www.ride.ri.gov/studentsfamilies/educationprograms/homelessstudents.aspx>

Household Income Form

School Year 2023-2024

Please fill in the form below. Then sign and return this form to The Met School.

Completing this form will allow for The Met to receive additional State and Federal aid to support your child's education.

There's more information on the back.

PART I: What Children Live in Your Home?

List Name of Child(ren) in School (K through grade 12)			Name of School	Grade Level	Foster Child? Y or N
Last	Middle	First			
1.					
2.					
3.					
4.					
5.					
6.					

PART II: How many people are in your Home?

Check the number of people in your home: 1 2 3 4 5 6 7 8 Other _____

PART III: Does anyone in your house hold get SNAP or RI Works Benefits?

If yes, fill in below. Then skip to PART V

Does any member of your Home get SNAP or RI Works Benefits?
 If yes, write their:
 Name: _____ and Case Number: _____

PART IV: Who has Income in Your Home? (if you listed a name & case number above, skip this part)

Gross Home Income and how often it was received:

List Home Members	Amount if Paid Once a Week	Amount if Paid Twice a Month	Amount if Paid Every 2 Weeks	Amount if Paid Once a Month	Amount if Paid Once a Year
1..	\$	\$	\$	\$	\$
2.	\$	\$	\$	\$	\$
3.	\$	\$	\$	\$	\$
4.	\$	\$	\$	\$	\$
5.	\$	\$	\$	\$	\$
All other Income	\$	\$	\$	\$	\$

PART V: Adult Signs

I promise this information provided is true. I have included all income.

Date Sign as the Adult Household Member Print Your Name Here

Family Address (number, street, city, state) Phone number or Cell Phone number

Form Instructions

School Year 2023-2024

Please follow the below instructions when completing the Household Income Form

1. Who should I count in "Home Size"?

- Include yourself and all people living in your home who share income and expenses.
 - This could include children, foster children, grandparents, other relatives, or friends who live with you.

2. What is counted in "Total Home Income"?

- **Gross earnings from work:**
 - Gross income is the amount **earned before** taxes and other deductions are taken out of your pay - it's not your "take-home" pay!
 - Gross earnings usually can be found on your pay stub.
 - Net income should only be listed for self-owned business, farm, or rental income.
- **RI Works, Child Support, Alimony**
- **Pensions, Retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits**
- **Military Housing Allowances and Combat Pay:**
 - Include off-base housing allowances.
- **All Other Income:**
 - Worker's compensation
 - Unemployment or strike benefits
 - Regular contributions from people who do not live in your household, and
 - Any other income received.
- **Do not include income from:**
 - WIC
 - Federal education benefits and
 - Foster payments received by your household.
 - Military Privatized Housing Initiative or combat pay
 -

Overtime Pay: Include overtime pay ONLY if you receive it on a regular basis.

Have you lost your job recently? Enter zero for income

3. How do I list income if some people are paid weekly, or twice per month, or every 2 weeks, monthly, or once a year?

Here are some examples of how to list income on the front of this form:

List Home Members who have income:	Amount if Paid Once a week	Amount if Paid Twice a Month	Amount if Paid Every 2 Weeks	Amount if Paid Once a Month	Amount if Paid Once a Year
1. Mary Bazil	If Mary earns \$175 each week – list it here		If Mary earns \$20 every 2 weeks – list it here	If Mary gets \$100 each month in child support – list it here	
2. David Waters		If David earns \$233 2 times a month – list it here		If David receives \$75 from SSI each month – list it here	

SCHOOL USE ONLY

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24 Monthly x 12

Total Income \$: _____ per: <input type="checkbox"/> Week <input type="checkbox"/> Every 2 Weeks <input type="checkbox"/> Twice A Month <input type="checkbox"/> Month <input type="checkbox"/> Year Household size: _____	Up to 100% of FPG based on:		Between 100% and 185% of FPG based on:	Over 185% of FPG based on:
	<input type="checkbox"/> Homeless <input type="checkbox"/> Migrant <input type="checkbox"/> Runaway <input type="checkbox"/> income	<input type="checkbox"/> Head Start <input type="checkbox"/> SNAP or RI Works <input type="checkbox"/> Foster Child <input type="checkbox"/> Household's Income	<input type="checkbox"/> Household's income	<input type="checkbox"/> Household's Income

Signature of Determining Official _____ Date _____

The information submitted on this form is a confidential educational record and is therefore protected by all relevant federal and state privacy laws that pertain to educational records including, without limitation, the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (20 U.S.C. § 1232g; 34 CFR Part 99.

Students/Parent/Guardian. Emergency Contact Information

2023-2024

STUDENT INFORMATION

Students Full Name:	Grade:	DOB	
Home Address:	City	State	Zip
Mailing Address:	City	State	Zip
Cell Phone: ()	Personal Email		

PARENT/ GUARDIAN INFORMATION

Primary Parent/Guardian Name	DOB	Primary Language:	
Relation to Student:			
Home Phone:	Cell Phone:	Work Phone	
Personal Email:	Work Email:		

Secondary Parent/Guardian Name	DOB	Primary Language:	
Relation to Student:			
Home Phone:	Cell Phone:	Work Phone	
Personal Email:	Work Email:		
Lives w/ Student Yes___ No___, If no, Please provide Address			
Home Address:	City	State	Zip

EMERGENCY CONTACTS

Please note: Parent/ Guardians are automatically added to the Emergency Contact List

2023-2024

Name	Authorized Pick Up?	Phone	Relation
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

The Metropolitan Regional Career and Technical Center Travel Consent

Travel and out-of-classroom educational activities are an important part of a student's education. To that end, students travel throughout the State of Rhode Island and the surrounding States of Massachusetts and Connecticut as part of their Learning through Internships (LTIs) ("Offsite Education Activities"). You will always receive a separate permission slip for advisory trips/field trips and for all other trips that are beyond the region and/or overnight. Many times students will be driven in a Met-owned vehicle driven by a Met staff person, and at times students will take public transportation such as RIPTA and Amtrak.

I _____ (name of parent/guardian) give my child _____ (name of student) permission to travel and participate in Offsite Education Activities.

I understand and acknowledge that The Met is not an insurer of my son/daughter or any other party's behavior, actions, or participation in Offsite Education Activities and that The Met assumes no liability whatsoever for personal injuries or property loss/damages to my child or to third persons arising out of the participation in Offsite Education Activities. I understand that if a problem arises with my son/daughter's behavior during Offsite Education Activities, including the use of drugs or alcohol, s/he will be sent home immediately at my expense.

I also waive, release, discharge, indemnify and hold harmless The Met, The Met Board of Trustees, and all officers, employees, agents and representatives, and assigns (herein collectively referred to as "The Met"), including payment of all attorney's fees and costs, from any and all liability arising out of, or in connection with participation in Offsite Education Activities, and INCLUDING LIABILITY ARISING FROM THE MET'S NEGLIGENCE. I also understand that The Met will not be responsible for any medical expenses that arise from my child's participation in Offsite Education Activities.

For the purposes of this Agreement, "liability" means any and all claims, demands, actions and causes of action whatsoever that my child and/or my child's heirs, personal representatives, and assigns may have against The Met because of accident, illness, injury or death that may be sustained by The Met during or by reason of the Offsite Education Activities, or for loss or damage to any property belonging to The Met occurring during or by reason of the Offsite Education Activities, or any settlements or judgments related thereto.

In case of an emergency, please list contact people and phone numbers:

First Call: _____
Name Relationship to student Phone #

If no answer, try: _____
Name Relationship to student Phone #

If the above listed people are not available, is there anyone else to call?

Name Relationship to student Phone #

I affirm that my child's health is good and that my child is not under a physician's care for any undisclosed condition that bears upon my child's ability to participate in Offsite Education Activities. In the event of a medical emergency, or if my child is injured in any way during Offsite Education Activities, I permit a representative of The Met to seek medical attention for my child as that person deems necessary for my child to receive emergency medical/hospital care, including necessary transportation. Under such circumstances, I further authorize any designated licensed physician to undertake such care and treatment of my child as the licensed physician considers necessary, including any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment.

Parent/guardian signature: _____ Date: _____

The Metropolitan Regional Career and Technical Center
Student Health Information Form

STUDENT NAME:		GRADE:	
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Please check off any condition(s) your student has:

ASTHMA
 SEIZURE DISORDER
 DIABETES
 CARDIAC DISORDER
 OTHER MEDICAL CONDITION _____

ALLERGIES: <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, PLEASE EXPLAIN:	EPI-PEN REQUIRED:	<input type="checkbox"/> YES <input type="checkbox"/> NO
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IS YOUR CHILD ON ANY OTHER MEDICATION(S) THAT MAY AFFECT BEHAVIOR OR HEALTH AT SCHOOL?

YES NO
 IF YES, PLEASE EXPLAIN:

DOES YOUR CHILD HAVE ANY HEARING DIFFICULTY? YES NO

DOES YOUR CHILD WEAR GLASSES? YES NO

HEALTH SCREENINGS

Students will receive non-invasive health screenings pursuant to RI Health Department mandates. Non-invasive screenings may include vision, hearing and dental. Parents or guardians, however, have the right to request an exemption in writing. If satisfactory documentation is presented to the school that the same screening has been completed by a private provider, the child can be exempted from these screenings.

MEDICAL RECORDS

I hereby understand and agree that my child's medical record or other medical information that I provide to the school, and treatment records or other medical records created by health care personnel at the school, will be shared with school officials who have legitimate educational purposes for accessing such medical records and information.

OVER THE COUNTER MEDICATION

The Met High School will administer over the counter medications approved by a child's parent/guardian under the discretion of the school nurse in consultation with the school doctor. **The following medications may be given to my child:**
 TYLENOL
 BENADRYL
 ANTACID
 COUGH DROPS
 LORATADINE

In case of accident or serious illness, I request the school to contact me. If the school is unable to reach me, I hereby authorize the school to call the physician indicated or to make such emergency arrangements as are deemed necessary.

HEALTH INSURANCE INFORMATION

Does your child have health insurance? YES NO
 Type of insurance? (Blue cross, United Health, etc.) _____
 Insurance Card Number: _____ Policy Number: _____
*You may provide a photocopy of the insurance card. **Health Insurance information is not a prerequisite for your child receiving care at The Met.***

Emergency Contact 1: Phone Number:	Emergency Contact 2: Phone Number:
Parent/Guardian Signature:	Date:

Annual Student Parent/Guardian Consent Form

Consent for the Release of Student Name, Address and Phone Number

The Met may be requested to provide the names and addresses of high school students to military recruiters, colleges, and other groups. **You do not have to participate in this program.** Please **check** below to indicate whether you wish to have your child's name, address and telephone number disclosed to the groups that may request it.

- I AUTHORIZE The Met to disclose my child's name, address and phone number as part of the school directory
 - DO NOT DISCLOSE my child's contact information without prior permission
-

Permission for Student to Ride in Other Student's Car

The Met's policy allows students to drive to and from school, lunch and school events in their own vehicles (this includes to and from internship sites, "LTI's"). Students **are not allowed** to drive to and from long-distance school activities (like trips to New York or Boston).

In order to ensure the safety of all of our students, Met policy requires that ALL students riding as passengers in other students' cars have permission to do so from their parent/guardian.

Please be aware that The Met cannot be held responsible for students while they are driving their own cars or are passengers in other students' vehicles.

Please **check** below to indicate if you give permission for your child to ride in another student's car at any time during school hours or to/from a school function *

- I GIVE permission for my child to ride in another student's car at any time during school hours or to/from a school function
 - I DO NOT give permission for my child to ride in another student's car at any time during school hours or to/from a school function
-

Photo, Video, & Audio Release

At any time during the school year, The Met and The Big Picture Company may record your child's voice and likeness for indefinite use in media productions for purposes related to education and schooling only.

Please **check** below to indicate if you give permission for your child's voice and likeness to be used by The Met and The Big Picture Company.

- I GRANT the Met and The Big Picture Company the full and irrevocable right to produce, copy, distribute, exhibit and transmit my child's voice and/or likeness in connection with The Met and/or The Big Picture Company by means of broadcast, internet, videotape, film, audio recording or any similar electronic or mechanical method. I acknowledge that any picture or recording taken under the terms of this release form becomes the sole and exclusive property of The Met and/or The Big Picture Company in perpetuity. I further acknowledge that The Met and The Big Picture Company shall have the right to use my child's name, photo and/or voice to promote the production and to authorize others to do the same. However, nothing requires The Met and The Big Picture Company to use my child's name, photo, and/or voice in any of the manners described in this release form.
- I DO NOT GRANT The Met and Big Picture full and irrevocable right to produce, copy, distribute, exhibit and transmit my child's voice and/or likeness in connection with The Met and/or The Big Picture Company by means of broadcast, internet, videotape, film, audio recording or any similar electronic or mechanical method

Off-Site Activity Permission Consent

Each Met student's personal learning program is built upon real work -in business, in a craft or trade, in government or social service, in student-run business, and on community projects. Students move outside of the school into the "real world" and learn by doing hands-on work in job shadows and internships at their LTI's (Learning through Internships).

In the course of any given school day, students may go from school to an office or workshop or hospital or government agency. There may be some days they go straight to a workplace before coming to school. To get to these sites, they may walk or travel in Met vehicles, personal vehicles or via public transportation. This is different from traditional school settings where, during the school day, students stay within the school building or travel only on planned field trips.

To affect this kind of education, the Met has purchased student accident insurance for injury that may occur when a student is not at the school site but is in/at school-related activities. This insurance however, does not cover transportation, except if traveling in a Met vehicle.

Parental/guardian agreement is required to accommodate transportation needs.

Please note that separate parental/guardian permissions will be required for advisory trips/field trips as these trips are sometimes to destinations outside of Rhode Island and/or overnight.

Please **check** below to indicate that you understand the transportation requirements and that you give permission for your child to participate in these individual and group activities, as required.

- I have read the above explanation and understand that my child will be involved in off- site activities while enrolled at the Met, and I give permission for her/him to participate in these individual and group activities, as required.

School Counseling

The Met offers counseling and support services that are incorporated into our programming. The Met's School Social Work Team includes social workers and interns (from social work and psychology graduate programs) as well as other consultants who work together to provide education, social-emotional support and intervention, and can also assist students and their families in getting outside support for difficulties when needed. The Social Work Team is an integral part of the school culture and it is likely that your student will have contact with members of the team during their time at The Met.

The program's goals are to offer students socio-emotional support, help them interact successfully with peers and staff, and achieve academically at the Met. Social workers may meet with students to assess their needs and identify strategies that will support the student in the school setting. We are very pleased to be offering this valuable program to students in our school.

You may revoke consent for your child to meet with the school social worker/counselor by indicating below or at any time by submitting a signed and dated written notice to the Director of Social Work, Vivian Acevedo, LICSW, 362 Dexter Street, Providence, RI 02907

I REVOKE consent for my child to meet with the school social worker/counselor.

Governance and Student Work (Family Educational Rights and Privacy Act, FERPA)

Big Picture Learning (BPL) Schools open their doors so that others can see the learning that is going on and can contribute to it. We believe that by sharing our work, and receiving feedback, we get better. In the spirit of openness, the work of staff and students at BPL Schools is much more visible than in most other schools. For example, at exhibition time, student work is viewed by peers, parents and mentors, as well as members of the school staff and community members. To understand and improve our work across all of the schools, Big Picture Learning sometimes shares student work with other schools, researchers, partners, and consultants.

By agreeing to this framework, you are providing consent for your child's work and other materials to be shared in this way and with the people explained below. In every case, work will only be shared with those with legitimate educational interests.

Student Learning Plan: | Written by student and advisor. It may be viewed by student him/herself, other students, own parents, mentor and parents, advisors, assigned school specialists and principals in BP Schools as well as BP Staff.

Digital Portfolio: | Work uploaded by student. Advisors and other Met staff review student work samples to evaluate evidence of student's proficiency in each of the learning areas required for graduation in the state of Rhode Island. It may be viewed by student him/herself, other students, own parents, mentor and parents, advisors, assigned school specialists and principals in BP Schools as well as BP Learning Staff

Other uses of student work: | If a student is working with a Met partner organization, work will be reviewed and may be used internally by that organization as a sample or model. Also, from time to time, the school or BP Learning School Network will request permission to publish samples of student work for the general public (non-BPL Schools). Students and their parents will be asked to sign a letter granting permission for publishing specific documents.

Federal law requires that students and their parent/guardian acknowledge their understanding about disclosure of documents. By selecting "Yes" below, you are agreeing to the framework for viewing one another's work. If you do not agree to the framework, the school principal will work with you one-to-one to formulate an individual plan for modified access by third parties. The school will save these files electronically for one year.

Yes, I AGREE to and accept the framework as described above.

No, I DO NOT agree to and accept the framework as described above

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- Yes, I AGREE to and accept the framework as described above.
 - No, I DO NOT agree to and accept the framework as described above
-

Acceptable Use and Internet Safety Policy

The Metropolitan Regional Career and Technical Center (The Met) is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for The Met to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's advisors and other Staff will make reasonable efforts to supervise student of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Attached, is the Acceptable Use and Internet Safety Policy ("Policy") of The Metropolitan Regional Career and Technical Center and the Data Acquisition Site that provides Internet access to The Met. Upon reviewing and agreeing to the terms of this Policy, each student will be given the opportunity to enjoy Internet access at School. The Met cannot provide access to any student if they and their parents or guardians fail to review and agree to the terms of the Policy. It will be Policy of The Met that all Students, regardless of age must have the consent of a parent or guardian.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

- As a student of The Met, I HAVE read, understand and agree to abide by the terms of the Acceptable Use and Internet Safety Policy of The Met. Should: commit any violation or in any way misuse my access to The Met's computer network and the Internet, understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

 - As the parent or legal guardian of the above student, I HAVE read, understand and agree that my child or ward shall comply with the terms of The Met's Acceptable Use and Internet Safety Policy for the student's access to The Met's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy. I am therefore signing this Agreement and agree to indemnify and hold harmless the School, The Met and the Data Acquisition Site that provides the opportunity to The Met for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the Acceptable Use and Internet Safety Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting. I hereby give permission for my child or ward to use the building- approved account to access The Met's computer network and the Internet.
-

School Sports

Students at the Met are eligible to try-out/play on their sending district's school team. Are you interested in playing on a high school sports team?

Yes, if yes, which sport(s)?

No

Signature, Authorization and Attestation

In signing below, you are acknowledging that you have read the above documentation and that you are granting your consent, approval, authorization, and permission to the Metropolitan Regional Career and Technical Center for the items you have annotated as such above. You also attest to the accuracy of the information contained in this document. You understand that a perjured or fraudulent statement may lead to your prosecution under the criminal statutes of the State of Rhode Island and that this document may be used in a court of law as evidence against you.

Name of Parent/ Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

Name of Student: _____

Signature of Student: _____

ACCEPTABLE USE AND INTERNET SAFETY POLICY
FOR THE COMPUTER NETWORK OF

The Metropolitan Regional Career and Technical Center

The Metropolitan Regional Career and Technical Center (The Met) is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for The Met to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's advisors and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of The Metropolitan Regional Career and Technical Center and the Data Acquisition Site that provides Internet access to The Met. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. Each Student must have his or her parents or guardians read and sign the Policy. The Met cannot provide access to any student who fails to sign and submit the Policy to the School or does not return the Policy as directed with the signatures of the student and his/her parents or guardians. It will be the Policy of The Met that all Students, regardless of age must have the consent of a parent or guardian.

Listed below are the provisions of your agreement regarding computer network and Internet use.

If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

Acceptable Use and Internet Safety Policy

II. TERM OF THE PERMITTED USE

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which they have agreed will have computer network and Internet access during the course of the school

year only. Students will be asked to sign a new Policy each year during their enrollment at The Met.

III. ACCEPTABLE USES

A. **Educational Purposes Only.** The Met is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

B. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1 uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by The Met's Disciplinary Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2 uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3 uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, **don't disclose or share your password with others**; don't impersonate another user.

4 uses that are commercial transactions. **Students and other users may not sell or buy anything over the Internet.** You should not give others private information about you or others, including credit card numbers and social security numbers.

C. **Netiquette.** All users must abide by rules of network etiquette, which include the following:

1 Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

2 Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

3 Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

4 Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

IV. INTERNET SAFETY

- A. **General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

- B. **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission. Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

- C. **“Hacking” and Other Illegal Activities.** It is a violation of this Policy to use the School’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

- D. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Rhode Island law, for internal administrative purposes or approved educational projects and activities.

E. **Social Networking and Cyber Bullying**

The following uses of the electronic technologies and district network (“electronic technologies”) are considered unacceptable in regard to Social Networking and Cyber Bullying:

Social Networking

Users will not use the district’s electronic technologies to access, review, upload, download, complete, store, print, post, receive, transmit or distribute:

1. Pornographic, obscene or sexually explicit material or other visual depictions;

2. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language;

3. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process.
4. This paragraph specifically prohibits the use the district's electronic technologies to post private or confidential information about another individual, employee or student, on social networks.
5. Users will not repost or resend a message that was sent to the user privately without the permission of the person who sent the message.
6. Users will not attempt to gain unauthorized access to the district's electronic technologies or any other system through the district's electronic technologies, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Users must keep all account information and passwords private.

Cyber Bullying

Cyber Bullying is defined as tormenting, threatening, harassing, humiliating, embarrassing or otherwise targeting by another minor student using the Internet, interactive and digital technologies or mobile phones. It has to have a minor on both sides, or at least have been instigated by a minor against another minor.

1. Users will not use the district's electronic technologies to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks as defined above.
2. Users will not use the district's electronic technologies to engage in any illegal act or violate any local, state or federal laws.
3. Users will not use the district's electronic technologies to post information in public access areas regarding private or confidential information about another person. Private or confidential information is defined by board policy, state law, and federal law.
4. Users may not post materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment, discrimination or threatens the safety of others.

- E. **Active Restriction Measures.** The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions

or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

V. PRIVACY

Network and Internet access is provided as a tool for your education. The Met reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of The Met and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which The Met may refuse to reinstate for the remainder of the student's enrollment in The Met. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The Met may also take other disciplinary action in such circumstances.

VII. WARRANTIES/INDEMNIFICATION

The Met makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, The Met, the Data Acquisition Site that provides the computer and Internet access opportunity to The Met and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside The Met's network.

VIII. UPDATES

Users, and if appropriate, the user's to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

IX. CIPA AMENDMENT 7/1/2012

The Metropolitan Regional Career and Technical Center or designated representatives will provide age-appropriate training for students who use the The Metropolitan Regional Career and technical Center Internet facilities. The training provided will be designed to promote the The Metropolitan Regional Career and Technical Center's commitment to:

- The standards and acceptable use of Internet services as set forth in the The Metropolitan Regional Career and technical Center Internet Safety Policy:
- Student safety with regard to:
- safety on the Internet
- appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
- cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

The Metropolitan Regional Career and Technical Center currently provides the following to meet requirements of CIPA:

Each of The Metropolitan Regional Career and Technical Center schools uses time regularly provided through PMU (Pick Me Up) sessions where the whole school is involved in discussion, training and education on various pertinent subjects including acceptable internet usage, bullying and cyber-bullying as outlined in the school and state guidelines.

Specific attention is given to the areas of social networking, bullying and cyber-bullying (including bystander intervention), LGBT bullying and awareness, sexual harassment and racism.

Follow-up training is then provided on an individual basis in the classroom on a case-by-case basis for those who do not comply with school policy.

All of the above are reinforced throughout the year with the result of The Metropolitan Regional Career and Technical Center being identified as the safest school environment in the State of Rhode Island for the last 16 years.

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies. This is done through an Internet Usage Contract signed by students and parents/guardians.

Technology Contract

Computer Technology Guidelines for The Metropolitan Regional Career and Technical Center

Computer use at The Met is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy and/or delete all files and records created or stored on school owned computers. This guideline covers all computers utilized at The Met.

Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff or school administration.

- 1 All Students must "Log-on" to the network when using a computer in the school.
- 2 Students may NOT give out passwords for network log-on to anyone.
- 3 Students MUST "Log-Off" when leaving the computer.
- 4 Files stored on school computers are restricted to school related assignments only. Personal files may not be stored. It is highly recommended that students use their own removable media for storage.
- 5 Students shall not copy (without permission), damage, or alter any hardware or software. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program or computer.
- 6 Students shall not use or alter another person's files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
- 7 All non-school software and removable media MUST be checked for viruses and approved for use by the computer technology director before being used on any computer and are subject to inspection and approval by school personnel at all times. All media used by students are subject to inspection.
- 8 Use of all telecommunications is restricted to school related projects and must be supervised by the teacher or technology instructor. Internet users must complete an Internet Consent form, which must be approved before using the Internet. Internet users must be supervised.
- 9 No students shall attempt to establish or establish computer contact into restricted programs.
- 10 No student will attempt to run or install unauthorized programs.
- 11 Do NOT attempt to use programs you are unauthorized to utilize.
- 12 **It is not permitted to change existing computer settings. This includes program settings and/or windows environment settings.**
- 13 Students will be responsible for any malicious damage to computers in the school system

STUDENT'S AGREEMENT

Every student must read and sign below:

I have read, understand and agree to abide by the terms of the Acceptable Use and Internet Safety Policy of The Met. Should I commit any violation or in any way misuse my access to The Met's computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

Student name (PRINT CLEARLY)

Home phone

Address

Student signature

Date

PARENT'S OR GUARDIAN'S AGREEMENT

Student's name

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of The Met's Acceptable Use and Internet Safety Policy for the student's access to The Met's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy. I am therefore signing this Agreement and agree to indemnify and hold harmless the School, The Met and the Data Acquisition Site that provides the opportunity to The Met for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the Acceptable Use and Internet Safety Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting. I hereby give permission for my child or ward to use the building-approved account to access The Met's computer network and the Internet.

Parent or Guardian name(s) (PRINT CLEARLY)

Home phone

Parent or Guardian signature(s)

Date

Address

ADOPTED: REVISED: *Legal References:* Children’s Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554) Communications Act of 1934, as amended (47 U.S.C. 254[h],[i]) Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)