

**BRIARFIELD ACADEMY
STUDENT INFORMATION SHEET**

Student's Full Name _____ Grade _____
Last First Middle

Social Security Number ____ - ____ - ____ Birthday _____ Age _____

Mother's Full Name _____
First Maiden Last

Father's Full Name _____
First Middle Last

Mailing Address _____

Home Phone _____

Father Work Phone _____ Father Cell Phone _____

Father E-Mail _____

Mother Work Phone _____ Mother Cell Phone _____

Mother E-Mail _____

Additional contact in case of emergency _____
Relationship _____ Phone Number _____

Please list those people that will regularly pick up your child from school:

Please list any specific persons that are not allowed to pick up your child from school (if any):

Family Doctor _____ Office Number _____

Please list any medical conditions your child has that the school should be aware of (allergies, etc.): _____

Does the school have permission to administer common medicines such as Tylenol, Benadryl, Pepto Bismol, etc. to your child as needed? _____ (yes or no)

MEDICATION PERMISSION SLIP

**MY CHILD, _____, HAS MY PERMISSION TO
TAKE AN OVER THE COUNTER MEDICATION FOR A HEADACHE. I
UNDERSTAND THAT I WILL BE CALLED IF HE/SHE HAS FEVER.**

PARENT'S SIGNATURE

DATE

**MY CHILD, _____, TAKES PRESCRIPTION
MEDICATION. I WILL BRING THE MEDICATION TO THE OFFICE IN THE
PRESCRIPTION BOTTLE WITH INSTRUCTIONS.**

PARENT'S SIGNATURE

DATE

Briarfield Academy is committed to the use of technology in the academic program as a tool to enhance and expand learning opportunities. We are proud to be the first school in our area to initiate a one-to-one laptop instructional program. We strive to use technology as an instructional tool to better educate our students and to prepare them for an ever-changing world.

The use of the Briarfield Academy network is a privilege, not a right, and inappropriate use or use in violation of this policy will **result in disciplinary actions**. The Responsible Use Policy contained here and in our handbook is designed to give students and parents clear and concise guidelines regarding appropriate and acceptable use of laptops and other technology devices on and off the Briarfield Academy campus. The underlying premise of this policy is that all members of the Briarfield community must uphold the values of honesty and integrity; thus, we expect our students to use good judgment and to utilize technology with integrity.

Some Key Points:

- The laptops are the property of Briarfield Academy.
- Students are responsible for the use and care of the laptop assigned to them.
- A non-refundable user fee must be remitted to Briarfield Academy before a laptop is issued.
- Students/parents are financially responsible for full payment value should a laptop be lost, stolen, or damaged beyond repair. Students are also financially responsible for reasonable repairs.
- Students should never loan or borrow laptops from one another.
- Only school issued computers and equipment may be used on the Briarfield network. Laptops and other devices may not be brought from home.
- Briarfield faculty will regularly check the history of student computers.
- Students are forbidden from loading anything onto a laptop without permission from the technology staff.
- Students/Parents will be allowed to purchase their laptop at a fair market price upon graduation or withdrawal.
- Students must have an approved case for the computer.
- Students must have earbuds.

Care and Maintenance

- Laptops must be kept in an approved carrying case when not in use.
- Laptops are never to be left unattended.
- Students should never loan their assigned laptop to someone, or borrow a laptop from another student.
- Food and beverages should never be consumed while operating a Briarfield laptop.
- Laptops must be protected from extreme heat and cold.
- Students may not physically personalize their assigned laptop in any way. This includes but is not limited to stickers, decals, etching, engraving or anything else deemed inappropriate by the administration.

Proper Use

- Students are responsible for bringing their laptop to school each day fully charged.
- Students may only use or open their laptop when instructed to do so by their teacher.
- Audio should only be turned on when allowed by the teacher.
- Laptops are only to be used during classroom instruction, not during break or recess.
- The use of laptops to watch movies, videos, or play games is not permitted during the school day (8:00AM-3:00PM) unless required for the educational activity being conducted.
- Students may not load anything onto a computer without authorization from the technology staff or administration. Briarfield reserves the right to remove any installed software that impedes the educational purpose of the laptop program.
- Violations of this policy may result in a student's laptop being removed for a time deemed appropriate by the administration, and possibly indefinitely. In this case, user fees will not be returned.

Email and Internet Use

- Information obtained through the Internet must be properly cited and in compliance with all copyright laws.
- Students are required to give proper credit to all Internet sources used in academic assignments. This includes all types of media.
- School issued email addresses, usernames, and passwords may only be changed by the technology staff.
- School email accounts are for academic purposes only. Inappropriate email includes: derogatory, obscene, or harassing messages, spam, chain letters, etc.
- Proper email etiquette should be observed at all times.
- Inappropriate materials and sites are not to be accessed, sent, or viewed by students. These include sites or items of a sexual or pornographic nature, anti-religious, depictions of violence, extremist or militant, gambling, abusive or harassing images, and any other items that the administration may deem inappropriate.
- The school network must not be used for personal or private business.
- The history content of student computers will be regularly checked by faculty. The settings on student computers do not allow for erasure of the history.
- If a student accidentally accesses an inappropriate website, he/she must immediately exit the site and notify the classroom teacher at once. This is a responsibility, not a request.
- Student laptops will be periodically checked by the technology staff for appropriate content.
- Access to inappropriate content will be blocked on the Briarfield network. Parents must monitor acceptable use of Internet resources when students are away from school. Briarfield will make every effort possible to monitor inappropriate use, but the parents are the key to effectively monitoring the privacy and security of the students.

The following are some helpful links for parents:

Common Sense Media: <http://www.commonsensemedia.org/advice-for-parents>

FBI Parent's Guide to Online Safety: <http://www.fbi.gov/publications/pguide/pguide.htm>

Internet Safety: <http://isafe.org>

NetSmartz: <http://www.netsmartz.org/netparents/htm>

BRIARFIELD ACADEMY
Responsible Laptop Use Policy

- I have read and agree to abide by the laptop use policies.
- I agree to pay for any and all damages to this laptop. The school warranty does not cover spilled liquids, damages from mishandling, unprotected power surges, cracked or damaged screens, as well as other damages due to negligence.
- I understand that if this laptop needs repair, I am to immediately notify a member of the technology staff.

Student Signature

Parent Signature

Student Name

Parent Name

Date

This form must be signed and returned to the office before a laptop is assigned.