

PERMISSION TO PUBLISH FORM  
2015-2016

Dear Parents:

The Permission to Publish Form is a Diocese of Ft. Worth policy that all students whose pictures are used in/on school websites, newspaper articles, school annual, classroom photos, groups pictures, etc. must have a signed form in the school office.

Please note that if you check the "I do not give my permission for the picture/publication of my student for promotional purposes" it means that your child will be excluded from all pictures taken and used here at St. Mary's School.

If you have any questions or concerns please do not hesitate to contact the school office at 940-665-5395.

My permission on this document hereby authorizes the Diocese of Fort Worth and their representatives to display, publish and reproduce photos and/or videos of \_\_\_\_\_  
(Student's name)

for promotional purposes.

I understand that the promotional materials may or may not be used for internal, diocesan, community and/or national publications that promote the mission of the Local Church.

I *do not* give permission for the publication of \_\_\_\_\_ for  
(Student's name)  
promotional purposes.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# WAIVER OF LIABILITY

I, the parent/guardian of \_\_\_\_\_ (student name), hereby  
release, St. Mary's School and waive all responsibility on their part for  
any liability with respect to travel for my child named above and/or loss of  
property that may occur at such a time. This waiver and release extends to all  
field trips and/or extra curricular activities, and participation in the activity, and  
shall release St. Mary's School from any liability except for gross or  
willful negligence with respect to an injury to the above student.

It is understood traveling to field trips and/or activities can be dangerous. The  
parent is responsible for evaluating the child's participation in any field trip and/or  
activity and for insurance to cover this child's participation.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

**DIOCESE OF FORT WORTH  
VOLUNTEER DRIVER INFORMATION SHEET**

**DRIVER**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Driver's License # \_\_\_\_\_

Date of Birth \_\_\_\_\_  
Social Security # \_\_\_\_\_  
Phone # \_\_\_\_\_  
Date of Expiration \_\_\_\_\_

**VEHICLE THAT WILL BE USED:**

Registered Owner \_\_\_\_\_  
Address of Owner \_\_\_\_\_  
License Plate # \_\_\_\_\_  
Inspection Expiration \_\_\_\_\_

Model of Vehicle \_\_\_\_\_  
Make of Vehicle \_\_\_\_\_  
Phone: \_\_\_\_\_  
Registration Expiration \_\_\_\_\_

(If more than one vehicle is to be used during the period of time you are volunteering, please provide the information for each vehicle on a separate sheet of paper.)

If you are not the registered owner of the vehicle/s you will be using, do you have the owner's permission to drive the vehicle?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

To the best of your knowledge, is the vehicle in good working order and is it properly maintained (oil changes, brakes checked, tires checked, etc.)? \_\_\_\_\_ Yes \_\_\_\_\_ No

**INSURANCE INFORMATION**

Insurance Company Name \_\_\_\_\_  
Policy # \_\_\_\_\_  
Date of Expiration \_\_\_\_\_  
Liability Limits of Policy\* \_\_\_\_\_

\*The minimum acceptable limits for liability if \$100,000/\$300,000/\$25,000.

**CERTIFICATION**

Have you had any accidents or moving violations in the past three years? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please specify, including date \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current registration and license for my vehicle, have a current state vehicle inspection and have the required insurance coverage in effect on any vehicle used for transportation.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# ACCEPTABLE USE POLICY

## INTERNET TERMS, CONDITIONS AND REGULATIONS

### 2015-2016

It is the policy of St. Mary's Catholic School to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below. Access privileges may be revoked; school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

**1. Acceptable Use** – The use of Internet and related technologies must be in support of education and research and consistent with the educational (and religious) objectives of St. Mary's Catholic School. Electronic communications to or from St. Mary's Catholic School should reflect the Christian principles and educational goals of the school. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

**2. Unacceptable Use** – Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, violent, or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized "chat," or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, etc.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data or another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access accounts, and/or files is prohibited.

**3. Privileges** – The use of the Internet and related technologies is a **privilege**, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to Internet and related technologies will participate in a training session with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use.

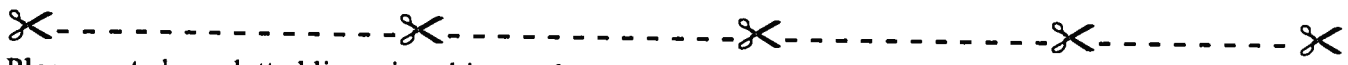
**4. Copyright** – It is the policy of St. Mary's Catholic School that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

- copyright law
- fair use guidelines
- specific licenses or contractual agreements
- other types of permission

Employees, volunteers and students who willfully disregard copyright law are in violation of St. Mary's Catholic School policy, doing so at their own risk and assuming all liability.

**5. Other**

- Security problems must be promptly reported to the supervising adult. Users will notify the supervisor immediately if any individual is trying to contact him/her for illicit or suspicious activities.
- Users shall not reveal their personal home address, phone number, or personal information about anyone else. Users' personal identifier on any Email must use the school address only.
- No software of any kind may be brought from home for use in any school computer. All school software must be properly purchased or donated, including licenses.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Prior approval for List-serves is required for students.



Please cut along dotted line, sign this attachment and return it to the school. Thank you.

I understand that the Internet access at St. Mary's Catholic School is designed for educational purposes, and that my use of this system must be in accord with the educational and religious goals of St. Mary's Catholic School. I further understand that for any violation of the *Acceptable Use Policy* my access privileges may be revoked and school disciplinary action will be taken. This acceptance is in effect until my child leaves St. Mary's Catholic School.

My signature below indicates that I understand and agree to abide by the attached *Acceptable Use Policy* for Internet access use at St. Mary's Catholic School.

The school administration and the pastor reserve the right to view personal internet sites such as "My Space," chat rooms, facebook, etc., as needed.

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

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

\_\_\_\_\_  
*Date*

## ACKNOWLEDGEMENT FORM

I have received and read a copy of the Diocesan School Policy #6205 Online Social Media. I have also received and read a copy of the Diocesan School Policy #6210 The Minimum Social Media Requirements. I understand both policy statements and agree that all student members of my family will abide by the standards set forth in both policies. I further acknowledge that any violation of these policies by a student member of my family will result in disciplinary action against the student member(s) of my family up to and including expulsion from the school..

Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_

Student(s) Name(s) \_\_\_\_\_

\_\_\_\_\_

Name of School: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student(s) Signature(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ATTACHMENT #5

AGREEMENT FOR STUDENT HANDBOOK  
2015-2016

WE HAVE READ AND AGREE TO BE GOVERNED BY THIS HANDBOOK.

Name of Student(s): \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Student(s): \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Student(s): \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Student(s): \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Student(s): \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
STUDENT SIGNATURE(S)

\_\_\_\_\_  
PARENT'S SIGNATURE

**VOLUNTEER SIGN-UP SHEET**  
**2015-2016**

I agree to serve ten hours of school volunteer service. I have listed below what I would be interested in doing.

\*In addition, I know \_\_\_\_\_ other people who would like to volunteer. Please send home additional volunteer sign-up sheets with my child.

\_\_\_\_\_ Fall Festival

- \_\_\_\_\_ help with preparing/serving the turkey and dressing lunch
- \_\_\_\_\_ help with cleaning up during and after the turkey and dressing lunch
- \_\_\_\_\_ help to collect tickets/work a booth on the midway
- \_\_\_\_\_ help with the stores/mini-auction
- \_\_\_\_\_ help with the live auction
- \_\_\_\_\_ help with the set-up/construction of the midway
- \_\_\_\_\_ other \_\_\_\_\_

\_\_\_\_\_ Field Trips

\_\_\_\_\_ Drive \_\_\_\_\_ Chaperone

\_\_\_\_\_ Room Parent: Grade \_\_\_\_\_

\_\_\_\_\_ Room Parties

\_\_\_\_\_ Volunteer Class Monitor: Number of Hours \_\_\_\_\_

\_\_\_\_\_ Field Day

\_\_\_\_\_ Coaching Responsibilities: Sport(s): \_\_\_\_\_

\_\_\_\_\_ Booster Club/Sports Events

- \_\_\_\_\_ Concession Stand
- \_\_\_\_\_ Gate (Door) Keeper
- \_\_\_\_\_ Sale of Spirit Items
- \_\_\_\_\_ Help Provide Team Snacks
- \_\_\_\_\_ Help with Team Parties
- \_\_\_\_\_ Track Meet Helper
- \_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ Help Teachers/Staff: Day(s) & Hours Available: \_\_\_\_\_

\_\_\_\_\_ Central Office Helper, Days(s) & Hours Available: \_\_\_\_\_

\_\_\_\_\_ Yard Maintenance

\_\_\_\_\_ Flowers \_\_\_\_\_ Shrubs \_\_\_\_\_ School Garden

Other Outside Maintenance: \_\_\_\_\_

\_\_\_\_\_ Reporting School Events to the Newspaper: \_\_\_\_\_ Honor Rolls \_\_\_\_\_ Sports Event(s): Which Sport(s): \_\_\_\_\_

\_\_\_\_\_ Extra-Curricular Activities: Which Activities: \_\_\_\_\_

\_\_\_\_\_ Other School Events: Which Events: \_\_\_\_\_

\_\_\_\_\_ School Scrapbook

Other \_\_\_\_\_

\_\_\_\_\_  
Student(s) Name(s)

\_\_\_\_\_  
Parent Signature