

**SOUDERTON AREA SCHOOL DISTRICT
REGISTRATION FORM
STUDENT INFORMATION**

DISTRICT USE ONLY

STUDENT ID: _____

BUILDING: _____

GRADE: _____

NAME: _____ **GENDER:** _____

LAST

FIRST

MIDDLE

ADDRESS: _____

STREET

CITY

ZIP

PHONE NUMBER: _____

BIRTHDATE: _____ **PLACE OF BIRTH (CITY & STATE):** _____

PREFERRED HOUSEHOLD LANGUAGE: _____

ETHNIC: HISPANIC/LATINO _____ YES _____ NO

RACE: _____ AMERICAN INDIAN/ALASKAN NATIVE/NON-HISPANIC _____ ASIAN/NON-HISPANIC

_____ BLACK/AFRICAN AMERICAN/NON-HISPANIC _____ HISPANIC

_____ NATIVE HAWAIIAN/PACIFIC ISLANDER/NON-HISPANIC _____ WHITE/CAUCASIAN/NON-HISPANIC

_____ MULTI-RACIAL/NON-HISPANIC

Is this student in a foster home or group home? _____ YES _____ NO

If YES,

Name: _____

Address: _____

Are there legal/custody papers for this child? _____ YES _____ NO

Does the student have an IEP/504 Plan _____ YES _____ NO

List any special education programs: _____

(A copy of student's IEP must be provided)

School student last attended

Name: _____ **Address:** _____

Has the student ever attended Souderton Area School District? _____ YES _____ NO

If YES, in what years and in which building did he/she attend? _____

Did the student receive free or reduced lunches? _____ YES _____ NO

Is student's parent(s)/guardian(s) an active duty member of a branch of the United States Armed Forces (Army, Navy, Air Force, Marine Corp, and Coast Guard) including full-time National Guard? YES _____ NO _____

DISTRICT USE ONLY

VERIFICATION OF DATE OF BIRTH _____ **BIRTH CERTIFICATE #** _____

IMMUNIZATIONS _____

PROOF OF RESIDENCY:

_____ SETTLEMENT STATEMENT _____ LEASE _____ UTILITY BILL _____ OTHER, EXPLAIN: _____

OFFICIAL ENROLLMENT DATE _____ **ANTICIPATED DATE OF ATTENDANCE** _____

FAMILY INFORMATION

MARITAL STATUS (Mark one): ___ Married ___ Single ___ Separated ___ Widow(er) ___ Divorced
+++++

Mark one: ___ PARENT ___ STEPPARENT ___ GUARDIAN (Need custody papers)

NAME: _____
 LAST FIRST MIDDLE TITLE

ADDRESS: _____
 STREET CITY ZIP CODE

E-MAIL ADDRESS: _____

HOME PHONE #: _____ UNLISTED? _____

MOBILE PHONE #: _____ WORK PHONE #: _____

NAME & ADDRESS OF EMPLOYER: _____

+++++

Mark one: ___ PARENT ___ STEPPARENT ___ GUARDIAN (Need custody papers)

NAME: _____
 LAST FIRST MIDDLE TITLE

ADDRESS: _____
 STREET CITY ZIP CODE

E-MAIL ADDRESS: _____

HOME PHONE #: _____ UNLISTED? _____

MOBILE PHONE #: _____ WORK PHONE #: _____

NAME & ADDRESS OF EMPLOYER: _____

+++++

SIBLINGS (Brothers & Sisters):

NAME	GENDER	BIRTHDATE	If child is attending school, NAME OF SCHOOL	GRADE



RELEASE OF INFORMATION

(We must have the following information. Name, address, and phone number of school last attended.)

I hereby grant permission for the release of the following information from/to the Souderton Area School District:

Student: _____
Last First Middle

Date of Birth: _____

School Records	_____
Health Records	_____
Psychological Reports	_____
IST/Child Study Reports	_____
IEP	_____
CER	_____
Other (list)	_____

The following information will be completed by school personnel:

Person _____

Title _____

Address _____

Date

Signature of Parent or Guardian

The information being released is solely for the confidential use of the Souderton Area School District and its contents may not be released or communicated to anyone else unless authorized by the parents or guardians.

Signed _____
Title _____
Date _____

SOUDERTON AREA SCHOOL DISTRICT
HOME LANGUAGE SURVEY

The Office of Civil Rights (OCR) requires that school districts identify limited English proficient (LEP) students. Pennsylvania has selected the Home Language Survey as the method for the identification.

Name of Student _____
(Last) (First) (Middle)

Date of Registration _____ **Grade** _____

School _____

Date of Birth _____ **Age** _____ **Select One:** __Male__Female

Person completing this form (if other than parent/guardian): _____

Parent/Guardian Signature _____

Please answer the following three questions:

1. What is/was the first language your child learned to speak?

2. Does your child speak a language other than English? If yes, please specify the language (do not include languages learned in school):

3. What language(s) is/are spoken in your home?

4. Has the student attended any United States school in any 3 years during his/her lifetime?

Yes _____ No _____ When? _____

*The Souderton Area School District has the responsibility under the federal law to serve students who are limited English proficient and need English instructional services. Given this responsibility, the school district has the right to ask for the information it needs to identify English Language Learners (ELLs). As part of the responsibility to locate and identify ELLs, the school district may conduct screenings or ask for related information about students who are already enrolled in the district as well as from students who enroll in the school district in the future.



PARENTAL CONSENT FOR USE OF IMAGES

Sometimes photographs, video or other images of students are taken during school activities by the Souderton Area School District (the “District”) or under its direction. When this is done for normal school use within the District, such as in classwork, school yearbooks, school video/television productions, school newspapers, and the like, parent permission is not required.

Parent permission is required, however, when student images are presented, with or without the students’ names, in various District sponsored media that may be shared with the general public, including but not limited to broadcast and print media, brochures, playbills, programs, annual reports, Education Foundation publications, Internet and online Web pages, and social media (e.g. Twitter, Facebook). There are many activities and accomplishments that take place in our schools which are positive, newsworthy, and of interest to the community. At the same time, parents and students could feel that portraying these student photographs or images and identifying students by name could be invasive or harmful to the students in some fashion.

In order to protect the level of privacy your child and you desire, please indicate your consent. By consenting, you remise, release, and forever discharge the District from any liability for any injury or action against the below-named student resulting from the use of such photographs, video footage, or other image in any medium utilized. This release includes that the District will not be responsible for other Internet or social media users’ reproduction, display, distribution, or modification of students’ images used, in whole or in part, in any manner, nor will the District be responsible for, among others, the copyright infringement, misrepresentation, criminal acts, or others’ use of the District’s media images and information.

- ☐ I, the parent/guardian, hereby give consent to the District to use my student’s name and photograph/image **in all forms of District media**, including those listed above, for an indefinite period of time or until removal is requested by me in writing.
- ☐ I, the parent/guardian, hereby **DO NOT give consent** to the District to use my student’s photograph/image in any forms of District media, including those listed above. *Please note that your consent is NOT required in the event your child’s photograph or image is taken in a public place where there is no expectation of privacy.*

Name of Student _____

School _____ Grade _____

Name of Parent _____ Signature _____ Date _____

PARENTAL CONSENT FOR PUBLISHING OF STUDENT WORK

Sometimes the work produced by students in school is considered for publication in school-sponsored media. Parents have the right to determine whether the student work is published in this manner. In order to protect the level of privacy your child and you desire, please review the stipulations and indicate your consent below.

A student's artwork, writing, musical, video and/or audio and/or visual presentation, or other project may be under consideration for publication at some point during his/her academic career, in whole or in part, individually or in conjunction with other works, by the District or under its discretion, in various school sponsored media, including but not limited to photographs, videotape productions, newspapers, television programs, brochures, handbooks, programs, District social media (e.g. Twitter, Facebook, etc.) and Internet and online Web pages. When student work is published by the District, the work will appear with a copyright notice prohibiting the copying of the work without express written permission. If a request for permission is received by the District, the request will be forwarded to the parent. The District will adhere to the additional guidelines below when publishing student work.

- Directory information including a student's name, grade, school, and class/teacher name may appear on or with the work. Other personal information, such as home address, telephone number, or names of family members will not be published on or with the work;
- The work may not contain any information that indicates the physical location of my child at a given time, nor may it contain any inappropriate material or point directly or indirectly to inappropriate material;
- The work must conform to all School District policies and established guidelines and publication must be approved by a designated school official;
- The School District will have sole discretion to include the work in the applicable District media, with or without notice to the student or parent; and
- No payment or other compensation will be made or given to the student or parent.

By consenting, you remise, release, and forever discharge the District from any liability for any injury or action against the below-named student resulting from the publication of the student's work. This release includes that the District will not be responsible for other Internet or social media users' reproduction, display, distribution, or modification of students' published work used, in whole or in part, in any manner, nor will the District be responsible for, among others, the copyright infringement, misrepresentation, criminal acts, or others' use of the District's media images and information.

- ☐ I, the parent/guardian, hereby give consent to the District to publish my student's work on the School District's media for an indefinite period of time or until removal is requested by me in writing.
- ☐ I, the parent/guardian, hereby **DO NOT give consent** to the District to publish my student's work on the School District's media.

Name of Student _____

School _____ Grade _____

Name of Parent _____ Signature _____ Date _____

SOUDERTON AREA SCHOOL DISTRICT HEALTH HISTORY

Student's Name _____
Last First Middle

Date of Birth _____ Gender _____

Parent/Guardian	Parent/Guardian
Name:	Name:
Cell phone:	Cell phone:
Work phone:	Work phone:
Home phone:	Home phone:
E-mail address:	E-mail address:

If your child has had any of the following, give dates and explanation in the "more information" section below:

- | | | |
|---|--|---|
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Hepatitis | <input type="checkbox"/> Vision Correction |
| <input type="checkbox"/> Hypoglycemia | <input type="checkbox"/> Heart Problems | <input type="checkbox"/> Convulsions / Seizures / Fainting |
| <input type="checkbox"/> Asthma / Wheezing | <input type="checkbox"/> Broken Bones | <input type="checkbox"/> Ear Infections |
| <input type="checkbox"/> Bronchitis / Pneumonia | <input type="checkbox"/> Head Injuries | <input type="checkbox"/> Scarlet Fever |
| <input type="checkbox"/> ADHD | <input type="checkbox"/> Removal of Adenoids / Tonsils | <input type="checkbox"/> Emotional / Mental Health Problems |
| <input type="checkbox"/> Strep Infection | <input type="checkbox"/> Eating / Feeding Problems | <input type="checkbox"/> Whooping Cough |
| <input type="checkbox"/> Chicken Pox | <input type="checkbox"/> Hospitalizations / Surgeries | <input type="checkbox"/> Other health conditions |

MORE INFORMATION: If you marked any of the above, please provide additional information.

NOTE ANY SERIOUS FAMILY HEALTH HISTORY:

Does your child have any allergies?

No ____ Yes ____ If yes, please specify: _____

Does your child take any medications or receive ongoing medical treatment? No ____ Yes ____

If yes, please specify: _____

My child may receive the following during school hours from a district nurse:

Tylenol (Generic - No Brand Name) No ____ Yes ____ Ibuprofen (Generic - No Brand Name) No ____ Yes ____

Family Doctor _____ Phone _____ Date of child's last doctor visit: _____

Family Dentist _____ Phone _____ Date of child's last dentist visit: _____

Listed below are adults whom I authorize Souderton Area School District to contact in the event of a medical issue:

Name	Relationship	Phone Numbers
_____	_____	Home: _____ Cell: _____
_____	_____	Home: _____ Cell: _____

By signing this form, I authorize treatment for my son/daughter for any medical emergency treatment that might arise at a time when I cannot be contacted.

Parent/Guardian Signature Date

SOUDERTON AREA SCHOOL DISTRICT

PERMISSION FORM

Child's Name _____
 Last First Middle

Dear Parent or Guardian:

The School Health Law requires dental examinations for those children on original entry (i.e., kindergarten or first grade), 3rd and 7th grades; medical examinations for those on original entry, 6th and 11th grades; scoliosis screening in 6th and 7th grades. These grades were selected because they represent critical periods of growth and development in a child's life.

We are recommending that these examinations be done by your family dentists and physicians since they can best evaluate your child's health and assist you in obtaining necessary treatments and corrections.

At this time, please check the appropriate space indicating your desire to have the exam done by your family dentist and/or physician at your own expense **or** a school exam.

You will be provided with the appropriate form for the anticipated year.

Dental Examination by Dentist		
Kindergarten, 3rd & 7th grades	(School)	(Private)
Yes	70	70
No	30	30
Total	100	100

Physical Examination by Physician		
Kindergarten, 6th & 11th grades.	(School)	(Private)

Date _____

Parent or Guardian Signature

We appreciate your cooperation in helping us carry out this phase of the health program in our school.

Sincerely,

School Nurse

Please note that the private examination may be completed within 1 year of the first day of the specified school year.

Form #8



Recently enacted legislation requires that the parent(s) of each new student must provide the school district with a sworn statement or affirmation, stating whether or not their son/daughter has been previously or is presently suspended or expelled from any school for any of the following reasons:

1. **An act or offense involving weapons.**
2. **Use of alcohol or any other drugs.**
3. **For willful infliction of injury to another person.**
4. **For any act of violence committed on school property.**

I, _____, hereby swear or affirm that my son/daughter,
(parent/guardian's name)

Name of Student: _____:

Last

First

Middle

CHECK ONE OF THE FOLLOWING:

_____ **is not** presently suspended or expelled for one or more of the reasons listed above.

_____ **is** presently suspended or expelled for one or more of the reasons listed above.

*
*
*
*
*
*
*
*
*

CHECK ONE OF THE FOLLOWING:

_____ **has not been** suspended or expelled for one or more of the reasons listed above.

_____ **has been** suspended or expelled for one or more of the reasons listed above.

If your son/daughter has **ever** been suspended or expelled, please provide the following information:

Name of school district: _____

Name of school: _____

School address: _____

School telephone: _____

Reason for suspension or expulsion: _____

Duration of suspension or expulsion: _____

Name of person who suspended or expelled your son/daughter: _____

Parent/Guardian's Signature

Date

**Earned Income Tax Information for
Residents of the Souderton Area School District**

As you may know, school districts in Pennsylvania have tax revenue sources other than real estate taxes from which they may obtain funds to support schools and education. Authority for levying these additional taxes was granted to local school districts and municipalities by the Pennsylvania General Assembly in 1965 through passage of the Local Tax Enabling Act (LTEA), commonly referred to as 'Act511'. The Earned Income Tax or 'Wage Tax' is usually a tax of one percent (1%) on gross wages and/or net profits from a business or profession.

Berkheimer Associates is the appointed earned income tax officer for the Souderton Area School District and the municipalities which comprise the School District. As the appointed earned income tax collector, Berkheimer Associates is charged with the duty of administering the school district's, township's, and/or borough's taxes. This includes collecting the tax, establishing rules and regulations to fairly enforce such tax and creating accurate tax records for each taxpayer.

Below is an Earned Income Tax Registration Form. A completed Registration Form will fulfill your registration requirements under the Earned Income Tax rules and regulations adopted by the Souderton Area School District and your resident municipality. More importantly, this information will ensure that your tax dollars are sent to your home taxing jurisdiction. All residents should complete this form, regardless of employment status (unemployed, retired, college student, military personnel, or homemaker). If you have recently moved, please give your current and former address.

Most resident taxpayers will have this tax deducted by their employers. Although, if your work in a jurisdiction where it is not withheld, or you are self-employed, you will have to pay the tax directly to Berkheimer Associates. Your completed registration form will be forwarded to Berkheimer Associates, who will create an accurate tax account reflecting your correct reporting status and send you the necessary forms.

We appreciate your cooperation in completing the registration form. Kindly refer to the back of this letter for general questions and answers about the earned income tax. If you have any additional questions, you may contact Berkheimer Associates at 610-588-0965, extension 2, or in person at your local Berkheimer Office.

**Souderton Area School District
Earned Income Tax Registration Form**

Father's Name (Last First Middle) Father's Social Security No.

Mother's Name (Last First Middle) Mother's Social Security No.

Address _____

City _____ State _____ Zip _____

Resident Municipality (Township or Borough in which you reside) - *Mark one:*

____ Telford Borough ____ Franconia Township ____ Souderton Borough
____ Upper Salford Township ____ Salford Township ____ Lower Salford Township

Date you moved to the above address _____

Did you move here from another Pennsylvania location? Yes ____ No ____

If yes, please list previous address and resident school district _____

Mother's Employer _____ Father's Employer _____

Working Jurisdiction (Twp/Boro/City) _____ Working Jurisdiction (Twp/Boro/City) _____

Is the Earned Income Tax withheld from your pay? Yes ____ No ____ From Spouse's Pay? Yes ____ No ____

Are you self-employed? Yes ____ No ____ Is your spouse self-employed? Yes ____ No ____

If you have no earned income, please record the reason why (e.g. retired/homemaker/temporarily unemployed/disabled/student/minor (please state age)/other (please specify)) _____

You _____ Spouse _____

Your Signature _____ Date _____

QUESTIONS AND ANSWERS ABOUT THE EARNED INCOME TAX

WHAT IS THE "EARNED INCOME TAX?"

The Earned Income Tax, commonly called a "Wage Tax", is usually a tax of one percent (1%) on gross wages and/or net profits from a business or profession. In Home Rule communities, the tax rate may vary and can even be higher than one percent (1%). Typically, individuals who receive "earned income", including salaries, wages, commissions, bonuses, incentive payments, fees, tips and/or other compensation for services rendered, whether in cash or property, are subject to the tax. In addition, those who conduct businesses, professions and other activities for profit must pay tax on the net profit derived from their operation after deductions have been made of all costs and expenses incurred in conducting said businesses.

WHAT INCOME IS SPECIFICALLY EXEMPT FROM THE EARNED INCOME TAX?

Unearned income such as dividends, interest, income from trusts, bonds, insurance and stocks is exempt. Also exempt are payments for sick or disability benefits, old age benefits, retirement pay, pensions - including social security payments, public assistance or unemployment compensation payments made by any governmental agency, and any wages or compensation paid by the United States for active service in the forces of the United States including bonuses or additional compensation for such service. In addition, net profits of corporations are exempt under state law.

IF THE TAX IS WITHHELD IN ANOTHER COMMUNITY WHERE I WORK, DO I ALSO PAY THE DISTRICT IN WHICH I LIVE?

No, the tax withheld by your employer will be remitted to your resident taxing jurisdiction. It is still required that our Registration Form be answered by ALL residents.

WHOSE EARNED INCOME TAX WILL BE WITHHELD BY THEIR EMPLOYER?

Any individual working in a jurisdiction that levies the tax will have the tax withheld by their employer. Occasionally, employers located in a jurisdiction where the tax is not levied will volunteer to withhold if your resident jurisdiction levies the tax.

FROM WHOM WILL THE EARNED INCOME TAX BE COLLECTED DIRECTLY?

The earned income tax will be collected directly from those who are: 1) self-employed; 2) salaried but self-employed in a side business; or 3) work in a municipality where the tax is not in place. Those persons must file a declaration of the total of such estimated net profits or income, together with the total estimated tax due, with the Earned Income Tax Collector. Proper forms for reporting the quarterly payments will be sent to each person so liable.

MUST ALL TAXPAYERS FILE A FINAL RETURN?

Yes.

WHAT HAPPENS IF I NEITHER FILE A RETURN NOR PAY THE TAX DUE?

State law, as well as the local tax resolutions and/or ordinances, make it a summary criminal offense if a taxpayer fails to file a tax return as required, and subjects the taxpayer to a fine not to exceed \$500.00 per offense, plus the cost of prosecution; in default of payment of said fine and costs, the taxpayer may be imprisoned for a period not exceeding thirty (30) days per offense. In addition, distress sale, wage attachment and/or civil suit proceedings may be used to collect any unpaid tax found to be due, and penalties and interest may also be assessed.

Mobile Device Use

Souderton Area School District's 1-to-1 Computing provides a device (laptop/iPad) to each student in grades K through 12. As part of the program, parents and students are required to complete a mobile device use agreement and pay a mobile device use fee*. Agreements and payments can be completed online (at <https://soudertoncommed.revtrak.net/technology/>) or on paper (see pages 13-19 of this packet). Paper copies of completed agreements and payment should be returned to your child's school office on the day they begin school.

**Families experiencing economic hardship may request a partial reduction or waiver from fees. This will require a brief, confidential meeting with an administrator or counselor. Please check below if you will be requesting a reduced fee or waiver. You do not have to include payment at this time if you are requesting a meeting.*

☐ By checking this box, I agree to contact the school office to schedule this meeting.

AGREEMENT FOR MOBILE DEVICE USE

In this agreement, "Mobile Device" or "Device" means the District-issued device, all components and power adapter.

Terms:

- ☐ You will pay a nonrefundable annual equipment use and insurance fee for accidental damage coverage subject to policy terms ("Device Protection Fee") of \$45.00.
- ☐ You will comply with and be bound by at all times the [administrative regulations for this agreement](#), District Policies No. 236, *Mobile Devices*, No. 815.1, *Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information Systems*, and No. 815.3, *Electronic Communications and Social Media*. Any failure to comply may terminate your rights of possession effective immediately and the District may repossess the Device.
- ☐ You will receive a Device that is individually assigned to you. It is not to be shared.
- ☐ You are responsible for paying the full replacement cost for the Device as of the date of loss should the repair costs of intentional damage to the Device exceed the cost of a replacement Device during one repair.
- ☐ You acknowledge and accept any privacy policies and terms of service set forth in this Agreement.
- ☐ You agree to indemnify, protect, defend, hold harmless, release and discharge the School District, its Directors, Officers, Employees or its agents from any and all liability, claim or demand of whatever nature, actions, causes of action, damages, punitive damages, costs, loss of service, attorney's fees, costs of litigation, humiliation, embarrassment, mental anguish injury to the reputation and compensation for damage or loss to person or property, arising in any way out of your use of a Device regardless of the cause of such loss, cost or damage.

Title: Legal title to the Device shall be held by the Souderton Area School District and title shall remain with the District. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement, the administrative regulations and above policies.

Damage or Loss:

- ☐ The Device Protection Fee does cover the following:
 - ☐ The first occurrence of: normal wear and tear, accidental/unintentional liquid spills on or in the Device, drops & falls, and electrical surges, in a school year. Subsequent occurrences of the items listed, within the same school year, may incur additional fees.
 - ☐ Theft if reported to authorities and an accompanying police report is filed.
- ☐ The Device Protection Fee does not cover the following:
 - ☐ Fire, intentional damage, loss, cosmetic damage
 - ☐ Theft if **not** reported to authorities and an accompanying police report is **not** filed.
- ☐ If the Device is lost, students must **pay full replacement cost** for the Device
- ☐ If the Device is damaged, lost or stolen, and the damage is not covered by the Device Protection Fee, the parent/guardian is responsible for the cost of repair or the full replacement cost for the Device as of the date of loss. Theft of the Device must be reported to the District by the next school day after the occurrence and a police report is required. Repair costs will be determined by the SASD Technology Department staff and will be charged without markup.
- ☐ SASD Technology Department staff, in cooperation with the Building administration, retain final authority for the determination of normal wear and tear and intentional damage.

Repossession: Students not complying with all terms of this Agreement, [the Administrative Regulations](#) and District Policies No. 236, No. 815.1 and No. 815.3 including the timely return of the Device, will be declared to be in default and the device will be repossessed.

Term of Agreement: Your right to use and possession of the Device terminates no later than the last day of classes during the school year of your graduation from the District, unless earlier terminated by the District or upon student withdrawal from the District.

Appropriation: Your failure to timely return the Device and the continued use of it for non-school purposes without the District's consent will be considered unlawful appropriation of District property.

<< Signature page follows >>

This Agreement is made between (student name) _____,

(parent/guardian name) _____, and the Souderton Area School District for the _____ school year . The equipment referenced in this Agreement is for: **District-Issued Device**.

The term of this Agreement shall be from the date of receipt of the new Device at the beginning of the school year through the date of collection at the end of the school year.

1. The Parent and Student agree to be responsible for damaged or stolen equipment.
2. Failure to compensate the Souderton Area School District within sixty (60) days from the date of reported loss or damage for any damage not covered by insurance described below will allow the District to take legal action. Parent and Student will bear any costs associated with collecting an unpaid obligation.
3. Fees for this insurance agreement are as follows:
 - a) Device Protection Fee: **\$45.00/year - [Pay Online](#) or by check payable to Souderton Area School District**
 - b) Fire, intentional damage, loss, cosmetic damage, theft not reported to police: **Pay Full Cost**
 - c) Total loss from unreported theft/misplacement: **Pay Full Cost**
4. The Parent and Student agree that the Student will use the Device in school classes.

Student Information

Last Name _____ First Name _____ Student ID _____

Address _____

Home Phone _____

Parent Information

Last Name _____ First Name _____

Address _____

Home Phone _____ Cell Phone _____

- ☐ I have read and accept the terms of this **AGREEMENT FOR MOBILE DEVICE USE** and the [Google Workspace for Education Privacy Policy](#), the [Google Terms of Service](#), the [Microsoft Privacy Statement](#), and the [Microsoft Services Agreement](#).

SIGNED:

Parent: _____

Date: _____

Student: _____

Date: _____

Families experiencing economic hardship may request a partial reduction or waiver from fees. This will require a brief, confidential meeting with an administrator or counselor. Please check below if you will be requesting a reduced fee or waiver. You do not have to include payment at this time if you are requesting a meeting.

- ☐ By checking this box, I agree to contact the school office to schedule this meeting.



School Board Policy 236 – Mobile Devices
Administrative Regulations
Revised 8-2020

For students in grades Kindergarten through 12 who pay the annual Device Protection Fee (unless waived in accordance with this Administrative Regulation) and sign the Agreement for Mobile Device Use, Mobile Devices will be distributed to students at the beginning of each year school and returned to the District at the end of the school year and upon request of the District.

Prior to a Mobile Device being issued to a student for the first time, being permitted to take a Mobile Device off campus, the student/family must sign the Agreement for Mobile Device Use. The signing of the Agreement for Mobile Device Use obviates the need for a separate Acceptable Use Consent Form to be issued.

Annual Written Notification to Parents/Guardians

The District shall provide annual written notification to District parents/guardians of students who are eligible to be issued a Mobile Device containing information relating to the Mobile Device Initiative and related policies and procedures.

Fees

The Device Protection Fee referenced in Policy No. 236 is established each year. The Superintendent or designee may increase or decrease the annual fee or family maximum at his/her discretion.

Fee Waivers

Families experiencing economic hardship may request a partial reduction or waiver from the Device Protection Fee. This will require a brief, confidential meeting with the building Principal, Assistant Principal or School Counselor. Students that qualify for waiver from the Device Protection Fee are not waived from any fees associated with damage or loss as described in the Agreement for Mobile Device Use.

Procedure for Reporting Mobile Devices Missing or Stolen

To report a Mobile Device missing or stolen on campus during the school day, the student must contact the building Principal, Assistant Principal or School Police Officer by phone, electronic mail, or by visiting the main office of their school building.

Filtering

Mobile Devices will be automatically routed through the District's technology protection measures referenced in Policy No. 815.1, *Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information Systems*. Notwithstanding the fact that the technology protection measures are in place, parents/guardians are encouraged to monitor students' Web usage when the Mobile Device is used off campus.

Device Distribution

Devices will be distributed during designated device distribution events at each school. Prior to receiving the device, students and parents must read and agree to the following forms and agreements:

1. Agreement for Mobile Device Use
2. Mobile Devices. (Policy No. 236)
3. Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information Systems. (Policy No. 815.1)
4. Electronic Communications and Social Media. (Policy No. 815.3)

Parents/guardians are also required to pay an annual Device Protection Fee of prior to the issuance of the Mobile Device. Families experiencing economic hardship may request a partial reduction or waiver from fees.

Guidelines for Student Use & General Precautions

- Mobile Devices are to be used for educational purposes only. (Policy No. 815.1)
- Do not share your password. The SASD Technology Department will never ask for your password through e-mail.
- No food or drink is allowed next to your Mobile Device.
- Cords, cables, and removable storage devices must be inserted and removed carefully into

and out of the Mobile Device.

- Students should not carry their Mobile Device by the screen or while the screen is open.
- Mobile Device lids should be shut before moving them between classes to conserve battery life.
- Mobile Devices must remain free of any writing, drawing, stickers, or labels that are not the property of Souderton Area School District.
- Mobile Devices should be carefully placed into lockers and backpacks/bags. Careless treatment can cause the screen to crack.
- Mobile Devices should never be left in a car or in any unsupervised area.
- Do not expose your device to extreme temperatures, direct sunlight or ultraviolet light for extended periods of time.
- It is recommended that Mobile Devices be transported in book bags throughout the day.
- Do not lean on or place heavy objects on the Mobile Device.
- Do not place anything on keyboard before closing the lid.
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use liquid or water on the Mobile Device.
- Using the Device from home
 - The Mobile Device Initiative does not provide students with Internet access. Students will be able to connect their Mobile Devices to their home networks with parent approval. Additionally, students will be shown how to connect to available wireless networks during their orientation training on using their Mobile Device.
 - For students that do not have Internet access at home, Comcast has a program called Internet Essentials that provides families with Internet access for approximately \$10.00 per month. You can contact Comcast at www.internetessentials.com or call 1-855-846-8376 for information.
 - Mobile Devices are intended for school use each day. Students are responsible for bringing their Mobile Device to school charged for all classes.
 - The technology department will not provide loaner devices in the case of forgotten devices or drained batteries.
- Saving Work
 - The District recommends that work be completed online whenever possible so that student work is saved in real time.
 - Students have the option to save their work to a USB thumb drive or external hard drive for backup purposes.
- Device Software
 - The District will advertise (push) the applications (“apps”) and extensions you are to have at the beginning of the school year. Apps and extensions are associated with your user account and will display every time you log into a Mobile Device or into Google Chrome. Students cannot remove apps or extensions that are pushed to the Mobile Device. They are able to remove any apps or extensions they install.
 - Students are required to pay a nonrefundable annual fee for accidental damage coverage before taking possession of their Mobile Devices. The fee covers normal wear and tear and minor component failure that is covered by the manufacturer’s warranty and accidental damage.
 - Students will receive a loaner device to use if a Mobile Device is in need of a repair. The fee becomes non-refundable once the student takes possession of the Mobile Device.

- **Damaged, Lost, or Stolen Device**
 - If the Mobile Device is damaged, the parent/guardian is responsible for the cost of the repair. If the full replacement cost of a new Mobile Device is less than the cost of the necessary repair, the parent may be required to reimburse the District for the cost to purchase a new device for their student. Loss or theft of the Mobile Device must be reported to the District by the next school day after the occurrence and a police report may be required. The parent/guardian is responsible for the lesser of the cost of the repair or the full replacement cost of a new Mobile Device on the date of loss. The new or repaired Mobile Device will be returned to the student upon receipt of payment.
- **Technical Support**
 - Technical support will be available during the posted hours of operation in the designated school Technology Hub if a Mobile Device needs to be serviced.
 - Loaner devices will be issued to students while their damaged District Mobile Device is being serviced.
 - Repairs that are minor or considered normal wear and tear are covered under the Device Protection Fee.
 - Students will not receive their repaired device until the repairs have been completed and the student has turned in the assigned loaner device and power adapter.
- **Device Collection**
 - All Mobile Devices will be collected at the end of the school year on or before the student's last day of school.
 - Mobile Devices that are not returned one week after the last student day will be considered stolen. The District may also invoice the parent/guardian for the replacement cost of the Mobile Device. This will be considered a student obligation, and parents/guardians will be responsible for any additional costs incurred by the District to collect the Mobile Device.
- **E-mail Usage & Digital Citizenship**
 - Do not open, forward or reply to suspicious e-mail on the Mobile Device. If you have a question about whether or not to open an e-mail, check with the Technology Hub in your building.
 - Beware of e-mail attachments from people you do not know; it may be a virus or a malicious program. If in doubt, do not open it.
 - Never respond to e-mails that ask for personal information, your user name or your password. The SASD Technology Department will never seek this information via e-mail.
 - Think before you write and send an e-mail; be polite and courteous at all times.
 - “Chain letters” contain no useful information. This includes chain letters warning about viruses or Internet scams. Often the chain letters link you to viruses or are scams themselves. Do not forward them from your Mobile Device.
 - Do not attempt to go to inappropriate/questionable Web sites, or click on questionable links as this may trigger a spam or virus attack.
 - The use of anonymous proxies or other technologies to bypass the District domain filtering programs is prohibited.
 - When social networking, consider the following:
 - Be polite and courteous. Leave offensive text (i.e., curse words, insults, etc.) out of blog entries and comment postings to friends.
 - Once any text or photo is placed online, it is completely out of your control,

regardless of whether you limit access to your page. Anything posted online is available to anyone in the world.

- Do not post information, photos, or other items online that could embarrass you, your family or friends. This includes information, photos and items that may be posted by others on their page or on your webpage.
- Do not post your personal information: addresses, phone number(s), date of birth, class schedules, your whereabouts or daily activities. You could be opening yourself to online predators.
- Many potential employers, colleges and universities, graduate programs and scholarship committees now search social networking sites to screen applicants. Your post could affect your college or job choices later in life.