

Appendix

**Please sign and return this entire package
to the school office by
Monday, August 26, 2024**

- Parent-Student Handbook Signature Page
- Summary Statement
- Technology Use/Telecommunications Policy
- Data Privacy Consent Form
- Telecommunications Policy - Students
Expectations in Use of the Internet
- Media Authorization and Release
- NYS Textbook Law, Software Law, Library
Law & Computer Hardware

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Saint Martin de Porres School

2012 U.S. Department of Education Blue Ribbon School

122 Cedar Valley Road, Poughkeepsie, NY 12603

(845) 452-4428



Father Matthew Furey
Pastor

Mrs. Mary Jane Daley
Principal

PARENT-STUDENT HANDBOOK SIGNATURE PAGE **2024-2025 School Year**

FAMILY NAME: _____
(please print)

I, the parent/guardian of the following students,

Student Name (please print)	Grade

have received, read, and understood the school policies as described in the Handbook of Saint Martin de Porres School. I agree to abide by the standards as set by the school. I realize that failure to comply with these standards will jeopardize my child's/children's continuance at Saint Martin de Porres School.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature (grade 2 and above)

Student Signature (grades and above)

Student Signature (grade 2 and above)

Student Signature (grades and above)

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SUMMARY STATEMENT **2024-2025 School Year**

Once students have met the necessary admission requirements and have been accepted in the school, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents/guardians must always be mindful that attendance at the school is by invitation. It is not “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, the school reserves the right, and students and parents/guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student’s attendance at the school, a student and his or her parents/guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending the school relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the Church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at the school surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his or her parents/guardians give up when they decide to have a student attend this school is the right to sue the school, the parish, the Catholic School Region Corporation, or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents/guardians, by their acceptance of enrollment at the school, agree to and accept the school’s rule and policy that students, parents/guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents/guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student’s enrollment at the school or termination of that enrollment.

While any student and his or her parents/guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents/guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the “Discipline Codes” section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents/guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

Parent/Guardian Signature		Date
Student Name (Printed)	Student Signature	Date
Student Name (Printed)	Student Signature	Date
Student Name (Printed)	Student Signature	Date
Student Name (Printed)	Student Signature	Date



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TECHNOLOGY USE/TELECOMMUNICATIONS POLICY AGREEMENT **2024-2025 School Year**

adapted from NCEA's From the Chalkboard to the Chatroom . . . 1997

User

I understand and agree to abide by the Telecommunications Policy/Student Expectations in the Use of the Internet agreement as stated in the Parent-Student Handbook. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

<hr/>		<hr/>	
Student Name (please print)		Student Name (please print)	
<hr/>		<hr/>	
Student Signature (grades 2 and above)		Student Signature (grades 2 and above)	
Parent/Guardian Signature (grades 1 and below)		Parent/Guardian Signature (grades 1 and below)	
<hr/>		<hr/>	
Grade	Date	Grade	Date
<hr/>		<hr/>	
Student Name (please print)		Student Name (please print)	
<hr/>		<hr/>	
Student Signature (grades 2 and above)		Student Signature (grades 2 and above)	
Parent/Guardian Signature (grades 1 and below)		Parent/Guardian Signature (grades 1 and below)	
<hr/>		<hr/>	
Grade	Date	Grade	Date

Parent/Guardian

As the parent/guardian of this student, I have read the technology use agreement in the Parent-Student Handbook. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my child's use of school's technology resources is not in a school setting. I hereby give permission for my child to use the school's technology resources and certify that I have reviewed this information with my child.

Date

Parent/Guardian's Name
(please print)

Parent/Guardian's Signature

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Data Privacy Consent Form 2024-2025

Saint Martin de Porres School puts premium value to the privacy and security of personal data entrusted by its students and parents/guardians for legitimate purposes in connection with the Technology Use/Telecommunications Policy and any hardware and software used in connection therewith.

When we speak of “personal data”, the term includes the concepts of personal information, sensitive personal information, and privileged information. The first two are typically used to distinctively identify you.

Processing of Personal Data

- A. **Collection of Information.** We collect your personal data that you provide to us during your application for admission, information we acquire or generate upon enrollment, and during the course of your education with us in order to carry out the purposes associated with our Technology Use/Telecommunications Policy.
1. Information you provide us during your application for admission. Upon application for admission, we collect information about personal circumstances and contact information, including, but not limited to, name, address, email address, telephone number and other contact details, family history, previous schools attended, academic performance, disciplinary record, medical record, etc.
 2. Information we acquire or generate upon enrollment and during the course of your education with us. Upon enrollment and during the course of your education with us, we collect information on your academic or curricular undertakings, the classes you enroll in and scholastic performance, attendance record, medical record, etc. We will also collect information for and in relation to co- curricular matters, such as outreach activities, as well as extra-curricular activities, such as membership in student organizations, leadership positions and participation and attendance in seminars, competitions and programs. We will also collect information in connection with any disciplinary incident, including accompanying sanctions that you may be involved in. We will also collect information in connection with your use of hardware and software provided to you during the course of your education with us, including, but not limited to, address, telephone number, email address, other unique identifier, passwords or PINs, and account credentials (e.g., username and password).
- B. **Access to Information.** Your personal information is accessed and used by us. We use and share your information as permitted or required by law to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, historical, and statistical purposes. Some examples of situations when we may use your information to pursue our legitimate interests as an educational institution are as follows:
1. evaluating applications for admission;
 2. processing confirmation of incoming students and transfer students in preparation for enrollment;
 3. recording, generating and maintaining student records of academic, co-curricular and extra- curricular progress;
 4. establishing and maintaining student information systems;
 5. maintaining directories and records;
 6. compiling and generating reports for statistical and research purposes;
 7. providing services such as health, counseling, information technology, library, sports/recreation, transportation, safety and security;
 8. managing and controlling access to campus facilities and equipment;
 9. communicating official school announcements; sharing marketing and promotional materials regarding school-related functions, events, projects and activities; and
 10. soliciting your participation in research and non-commercial surveys.

- C. Sharing of Information. Some examples of when we may share or disclose your personal information to others include:
1. sharing of information to persons, including parents, guardians or next of kin, as required by law or on a need-to-know basis as determined by the school to promote your best interests, or protect your health, safety and security, or that of others;
 2. providing academic institutions, companies, government agencies, private or public corporations, or the like, upon their request, with scholastic ranking information or certification of good moral character for purposes of admission;
 3. reporting and/or disclosing information to government bodies or agencies (e.g., Commission on Higher Education, Department of Education); and
 4. conducting research or surveys for purposes of institutional development; and
 5. sharing of information to various third party vendors who provide services associated with our Technology Use/ Telecommunications Policy and any hardware and software used in connection therewith.

Data Protection

We shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of personal data which we collected. The security measures shall aim to maintain the availability, integrity, and confidentiality of personal data and are intended for the protection of personal data against any accidental or unlawful destruction, alteration, and disclosure, as well as against any other unlawful processing. We only permit your data to be accessed or processed by authorized personnel who hold such information under strict confidentiality, including all third-party vendors.

Any data security incident or breach that comes to the knowledge of us will be recorded and reported as required by law. We will take all necessary and reasonable steps to address such incident or breach and mitigate any negative effect of such incident or breach. If there is strong suspicion that an incident affects your personal information, we will notify you of such incident in an appropriate manner.

Consent

I have read this form, understood its contents and consent to: (a) the collection, use, processing and transfer by Saint Martin de Porres School of certain personal information about you (the "Data"); (b) any transfer of Data by any such authorized person for the purposes of implementing, administering and managing the purposes outlined above; (c) the use of such Data by any such authorized person for such purposes; and (d) the transfer to and retention of such Data by third parties in connection with such purposes.

I further agree and acknowledge that while Saint Martin de Porres School has taken all necessary and reasonable steps to ensure that all third parties protect such Data, Saint Martin de Porres School has no control over how the third party will use or disseminate my information. I agree to release and hold harmless Saint Martin de Porres School, its representatives, officers, employees, contractors, agents, and assignees, from any and all claims of action or damages of any kind arising from, or in any way connected to, the release or use of any information or records by any third party pursuant to this form and as allowed by all applicable laws.

As the parent/guardian of this student, I have read the data privacy consent form, understood its contents and provide consent to use the personal information collected as outlined and in accordance with this form. I hereby give permission to use the personal information collected as outlined and in accordance with this form and certify that I have reviewed this information with my child.

Parent/Guardian Signature

Date

Student Name (Printed)

Student Signature

Date

Student Name (Printed)

Student Signature

Date

Student Name (Printed)

Student Signature

Date

Student Name (Printed)

Student Signature

Date



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2024-2025 TELECOMMUNICATIONS POLICY STUDENTS EXPECTATIONS IN USE OF THE INTERNET

The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

1. Use of the computer at school is limited to school-related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. After School/Home Access requires students to follow the same student expectations as stated in the "Discipline Code for Student Conduct" and "Harassment Policies" in the student handbook.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.
5. Students are responsible for their explorations on the Internet and are subject to the consequences of the school's discipline policy.
6. Students must sign a contract indicating their understanding and acceptance of the school's guidelines.
7. Parents/Guardians must give their permission for their child to use the Internet for educational purposes as an individual by signing the Contract Form once conditions are clearly understood. Parents/Guardians also have the option of denying permission for their child to use the Internet independently at school.

Standards of Behavior

- a. Be courteous and respectful in your messages to others.
- b. Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- c. Never visit inappropriate or offensive websites.
- d. Never download materials from inappropriate or offensive websites.
- e. Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- f. Illegal activities are strictly forbidden.
- g. Do not reveal your home address or phone number, or that of other students or staff.
- h. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- i. Proofread your message before you send it.
- j. Never agree to get together with someone you "meet" on-line.
- k. Only public domain software ("shareware") can be downloaded.
- l. Copyright laws must be respected. Do not make-Unauthorized copies of software and do not give, lend, or sell copies of software to others.
- m. Do not use the Network/Internet for illegal activities.

- n. Software applications and games, or CD-ROM's from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- o. Do not reveal personal passwords, use or try to learn others' passwords. Do not copy, change, read or use another user's files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- p. Do not post personal messages on bulletin boards "list servers or social media platforms." Send personal messages directly to the person to whom you want to write.
- q. Do not use the network in such a way that you would disrupt the use of the network for other users.
- r. Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.
- s. Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
- t. If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.,) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- u. The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- v. Technology Use outside normal academic hours and/or off school grounds (including but not limited to cell phones, e-mail, text messages, camera-phones, cameras, iPads, iPhones, etc., are subject to the same guidelines as previously cited in the "Discipline Code for Student Conduct," "Harassment Policies," and the "Summary Statement.
- w. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously which may include contacting law enforcement.
- x. *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 or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

Parent/Guardian Signature

Date

Student Name (Printed)

Student Signature

Date

Student Name (Printed)

Student Signature

Date

Student Name (Printed)

Student Signature

Date

Student Name (Printed)

Student Signature

Date



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MEDIA AUTHORIZATION AND RELEASE 2024-2025 School Year

I hereby consent to the taking of photographs, movies, videos, and images capable of reproduction in any medium of me or my children or children of whom I am the designated guardian.

Please print the Names of Children, Parent or Guardian below.

by the Department of Education, Archdiocese of New York and/or the Catholic School Region and their parents/guardians, affiliates, trustees, directors, members, officers, employees, volunteers, agents and contractors (the "School").

I hereby grant to the School the right to edit, reproduce, use and reuse images for any and all purposes including, but not limited to, advertising, promotion and display, and I hereby consent to the editing, reproduction, use and re-use of said images in any and all media in existence and all media yet in existence including, but not limited to, video, print, television, Internet, and Pod-Casts.

I forever grant, assign, and transfer to the School any right, title and interest that I and/or my child/children may have in any images, including negatives, taken of me and/or my children by the School. I hereby agree to release, indemnify and hold harmless Saint Martin de Porres School from any and all claims, demands, actions or causes of actions, loss, liability, damage or cost arising from this authorization.

Print Name of Child/Children [if applicable]

Signature of Parent or Guardian

Date

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NEW YORK STATE TEXTBOOK LAW (NYSTL), SOFTWARE LAW (NYSSL), LIBRARY LAW (NYSLIB) & COMPUTER HARDWARE (NYSCH)

PARENTAL REQUEST FORM

2024-2025 School Year

I hereby authorize the school to obtain state-loaned textbooks, software, library materials, and computer hardware for my child(ren) pursuant to the New York State Textbook, Software, Library, and Computer Hardware Laws.

Student Name (please print)	Grade

Signature of Parent or Guardian:	
Print Name of Parent or Guardian:	
Address:	
Date:	

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