



PONTOTOC TECHNOLOGY CENTER

STUDENT DATA-Revised April 17, 2019

PLEASE PRINT LEGIBLY

PROGRAM: _____

STUDENT NAME: _____

SOCIAL SECURITY # Last First Middle Initial SCHOOL GRADE: 11 12 (For Secondary Students)

YOUR RACE: Native American African American Hispanic White/Caucasian Asian Hawaiian/Pacific Islander Unknown

ENGLISH LEARNERS Yes No (An individual who has limited ability in speaking, reading, writing, or understanding the English language, whose native language is a language other than English or who comes from environments where a language other than English is dominant.)

EDUCATION LEVEL: (For Adult Students Only): 30-Less than High School Diploma; 31-High School Graduate; 32-Some College-No Degree; 33-Technical Diploma; 34-Associate Degree; 35-Bachelor Degree; 36-Masters Degree; 37-Doctorate Degree; 38 - GED; 99-Unknown.

OTHER SPECIALTY GROUP: (Circle each that applies to you): Out of Workforce Individuals Single Parent Migrant Worker Homeless Individuals Individuals in Foster Care or Aged Out of Foster Care Parent on Military Active Duty (full-time duty)

PERMISSION STATEMENTS (REQUIRED OF EVERYONE IN A PROGRAM)

MEDICAL TREATMENT AUTHORIZATION: The undersigned authorizes employees of Pontotoc Technology Center, to consent to x-ray examination, anesthetic, medical or surgical diagnosis or treatment, or hospital care from a licensed physician or dentist in the event such services are needed on behalf of the above student. The undersigned understands that the school district will not be liable for any injuries that might be sustained as a result of treatment furnished to the student by a physician, dentist, or hospital.

STUDENT Yes No PARENT/GUARDIAN Yes No

Students who are taking any form of medication must complete a medical information form and return it to the Student Services office. Please list any allergies or medical problems of the student of which a physician or dentist should be informed on the form.

SAFETY INSTRUCTION

I acknowledge that I may be operating power-driven machines and/or equipment in the program that I am enrolled. I understand that I will receive safety instructions and precautions on each piece of equipment. I understand a violation of any rules and regulations regarding safety could endanger others as well as myself and pledge that I will operate these machines and/or equipment safely.

I hereby give my consent to allow my student to operate all machines and equipment necessary to carry out the requirements of the course in which he/she is enrolled.

STUDENT Yes No PARENT/GUARDIAN Yes No

FINANCIAL RESPONSIBILITY: I understand Pontotoc Technology Center assumes no financial responsibility for medical cost of an accident occurring to a student while participating in school activities.

STUDENT Yes No PARENT/GUARDIAN Yes No

STUDENT PHOTO RELEASE

I hereby give Pontotoc Technology Center the absolute right and permission to publish photographic pictures of me, in which I may be included in whole or in part, in advertising, promotional or other lawful purposes whatsoever. I hereby waive any right that I may have to inspect and/or approve the finished product or the copy that may be used in connection therewith, or the use to which it may be applied. I hereby release, discharge and agree to save Pontotoc Technology Center from any liability by virtue of any blurring, distortion, alteration, optical illusion or use in composite form, whether intentional or otherwise, that may occur or be produced in the making of said pictures, or in any processing tending towards the completion of the finished product.

STUDENT Yes No PARENT/GUARDIAN Yes No

YEAR LONG FIELD TRIP PERMISSION: I grant permission for my student to participate in field trip activities. I understand for safety purposes my student must depart from and return to Pontotoc Technology Center with the same driver and in the same vehicle.

PARENT/GUARDIAN Yes No

X STUDENT SIGNATURE DATE

X PARENT/GUARDIAN SIGNATURE (Required if student is in high school) DATE

OFFICE USE ONLY:

DISADVANTAGE STATUS: Economically Disadvantaged Academically Disadvantaged

The Pontotoc Technology Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Instruction/Student Services, 601 West 33rd Street, Ada OK 74820, 580-310-2224.

MEDICAL INFORMATION
(Please update as needed)

If you are not taking medications, sign the form below and write at the top "No Meds". If at any time you do have to take any medications, a Medication Notice is available at the front desk upon request.

Student Name: _____ Date: _____

1. Name of Medication: _____

Prescription Number: _____ Prescribing Physician: _____

Diagnosis: _____

Any known side effects or reactions: _____

Expected length of time to be taken: _____

Time of day medication should be taken: _____

Any additional information: _____

2. Name of Medication: _____

Prescription Number: _____ Prescribing Physician: _____

Diagnosis: _____

Any known side effects or reactions: _____

Expected length of time to be taken: _____

Time of day medication should be taken: _____

Any additional information: _____

3. Name of Medication: _____

Prescription Number: _____ Prescribing Physician: _____

Diagnosis: _____

Any known side effects or reactions: _____

Expected length of time to be taken: _____

Time of day medication should be taken: _____

Any additional information: _____

Required Student Signature: _____

If student is under 18 years old, a parent/guardian's signature is required below

Parent/Guardian Signature: _____

PONTOTOC TECHNOLOGY CENTER

ACCEPTABLE USE AGREEMENT: DISTRICT COMPUTING RESOURCES AND INTERNET

Disclaimer: Pontotoc Technology Center is not responsible for the accuracy or quality of information obtained through the Internet. Pontotoc Technology Center takes precautions to eliminate the access of inappropriate Internet sites.

User's Full Name (print) _____

Home Address _____

Home Phone _____ Work Phone _____

Type of User: Board of Education Member Student Administrator
 Client Instructor Guest Support Staff

I have reviewed a copy of the Policy and Procedure's "Acceptable Use of District Computers, Software, Computer Networks, Telecommunication Resources, Related Services and the Internet."

I understand and will abide by the District Acceptable Use Agreement. I further understand that any violation of the procedures is unethical and may constitute a criminal offense. Should I commit any violation of the District Policies and Procedures related to the Use of District computing resources or the Internet, I further understand that my access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken. I also understand that I may be held financially responsible for any damage or destruction caused to District computing resources.

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. I understand that my usage of the Internet may be logged, monitored and/or reviewed by Pontotoc Technology personnel.

User Signature

Date

Parent or Guardian {If User is a Minor} As the parent or guardian of this User, I have read the Procedures related to use of the Pontotoc Technology computing resources and the Internet. I understand that access for my child may be denied and that s/he may be subject to disciplinary action or be subject to legal action if the Provisions are violated, and that I may be held personally responsible for any damage or destruction caused by my child/ward.

I understand that access to these resources is for educational purposes, and that Pontotoc Technology Center has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for Pontotoc Technology Center to prevent access to all controversial materials, and I will not hold Pontotoc Technology Center responsible for materials acquired through the use of District computing resources or the Internet.

Parent or Guardian {Print and signature}

Date

ACCEPTABLE USE AGREEMENT

ACCEPTABLE USE FOR PONTOTOC TECHNOLOGY STUDENTS/CUSTOMERS

Use of District-provided computers, equipment, software, computer networks, telecommunications resources, related services, and the Internet, hereinafter called "District computing resources."

UNACCEPTABLE USE FOR PONTOTOC TECHNOLOGY STUDENT/CUSTOMERS

Unacceptable use of the Internet includes sending or receiving any materials in violation of any federal, state, or local regulations or any other activity deemed by the District to be unacceptable. This includes, but is not limited to, copyrighted materials, threatening materials, obscene material, pornographic material, and/or material protected by trade secret. Students may not use the Internet to advertise products or promote political points of view. Deliberate attempts to vandalize, damage, disable or disrupt the property of the District, another individual, organization, or the network will not be tolerated.

GENERAL COMPUTER USE POLICY

Use of the District's computing resources is a privilege, not a right. Inappropriate use may result in school disciplinary action from revocation of privileges up to and including suspension or dismissal from Pontotoc Technology Center. It is the policy of the Board of Education of Pontotoc Technology Center (District) that District computer usage complies with:

- ◆ Federal and State laws and regulations
- ◆ Internet policies and procedures,
- ◆ Other related Board of Education policies.

District computing resources are intended for administration, education, training, academic research and planning purposes only. The District will educate students on appropriate use of computing and internet.

COPYRIGHT

Software provided by Pontotoc Technology Center is provided for a student's personal use on a single computer at a time solely for the purpose of participating in a course of study. Title to the Software (including intellectual property rights in the Software) is not transferred to the student.

You may not:

- ◆ Transmit or receive copyrighted materials (software, music, movies, etc.) not legally obtained.
- ◆ Make unauthorized copies of copyrighted materials, such as licensed software, music, movies, etc.
- ◆ Remove any proprietary markings, or distribute, copy, modify, make derivative works of, adapt, translate, decompile, reverse engineer or provide anybody else with access to the Software.

Software programs that are not owned by District or downloaded software programs and data may not be installed or executed without permission of an instructor or systems administrator.

APPROPRIATE CONTENT

The following activities involving use of computer facilities or other electronic devices are prohibited:

- ◆ Transmitting information, which contains obscene, indecent, or lewd material, or other material, which explicitly or implicitly refers to sexual conduct.
- ◆ Using mail or messaging services to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages or sending unwanted mail.

DISTRICT ELECTRONIC MAIL (E-MAIL)

The e-mail system is the property of the District and is intended solely for carrying out District business and is not guaranteed private.

Sending and receiving email messages can only be done when it relates to their plan of study or when students are engaged in academic study or research.

Use for private commercial activities is prohibited.

Use for product advertisement, dissemination of religious material or political lobbying is prohibited.

SECURITY

You may not:

- ◆ Initiate unauthorized transmission of District owned information.
- ◆ Use another person's User IDs or passwords.
- ◆ Use another person's files, system or data without permission.
- ◆ Communicate any information concerning any password, identifying code, personal identification number or other confidential information without the permission of its owner or the controlling authority of the Computer Facility to which it belongs.
- ◆ Use computer programs to decode passwords or access control information.
- ◆ Attempt to circumvent or subvert system security measures.
- ◆ Execute any form of network monitoring which will intercept data not intended for the student.
- ◆ Create, modify, execute or retransmit any computer program or instructions intended to gain unauthorized access to, or make unauthorized use of, a Computer Facility, Software or Licensed Software.
- ◆ Use Pontotoc Technology systems for personal gain, for example, by performing work for profit in a manner not authorized by the District.
- ◆ Use vulgarities or other inappropriate language

NETWORK DISRUPTION

Students must not use the Internet in a manner that is disruptive to others or that interferes with the operation of Pontotoc Technology Center's network or any other institution's network. This includes, but is not limited to, uploading or creating computer viruses and any attempt to harm or destroy hardware and/or data of another user.

You may not:

- ◆ Effect security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data to which the employee/student is not an intended recipient or logging into a server or account that the employee/student is not expressly authorized to access. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- ◆ Engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files.
- ◆ Create, modify, execute or retransmit any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, collectively referred to as "messages," including, but not limited to, forgery of Messages and/or alteration of system and/or user data used to identify the sender of messages.
- ◆ Initiate port scanning or security scanning without written permission of the Director of Information Systems.

SOCIAL NETWORKING

Social network (SN) services focus on building online communities of people who share interests and/or activities, or who are interested in exploring the interests and activities of others. Most social network services are web-based and provide a variety of ways for users to interact.

Social network services are most commonly hosted by entities to which the PTC has limited or no control. As such, the contributions to social networking sites may not be protected or guaranteed in any way and may not reflect the position of the PTC.

To protect the position, image and information assets of PTC, the use of social network services is intended for school purposes only. The Marketing Specialist is responsible for the overseeing of the brand identity and key messages communicated on SN sites. Students should not post a site containing PTC logos or classes without the Marketing Specialist awareness.

CHILDREN'S INTERNET PROTECTION ACT

Pontotoc Technology Center is in compliance with the requirements of the Children's Internet Protection Act (CIPA).

Pontotoc Technology Center has **Smoothwall Guardian Web Filter** Internet filtering software installed at our District. **Smoothwall Guardian Web Filter** protects against access by adults and minors to visual depictions that are obscene, child pornography, or – with respect to use of computers with Internet access by minors – harmful to minors. It may be disabled for adults engaged in bona fide research or other

lawful purposes. **Smoothwall Guardian Web Filter** also gives us the ability to monitor the online activities of minors.

We have included a copy of our Acceptable Use Policy which meets the requirements of CIPA and addresses the following items in accordance with CIPA:

- ◆ Access by minors to inappropriate matter on the Internet and World Wide Web;
- ◆ The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- ◆ Unauthorized access, including so-called "hacking", and other unlawful activities by minors online;
- ◆ Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- ◆ Measures designed to restrict minors' access to materials harmful to minors.
- ◆ Educate regarding Internet Safety and Bullying will be provided to the students

ACCEPTABLE USE AGREEMENT (APPENDIX E)

Users will sign an acknowledgment that they have reviewed PTC's policy and procedures and agree to comply with them. Agreements shall be maintained in the appropriate administrative office.



Pontotoc Technology Center

Superintendent, David Lassiter

www.pontotoctech.edu

Dear Parents/Guardians:

You may know that our school district has participated in a program known as E-Rate for the past several years. E-Rate (Educational-Rate Discount) is the common name for the Universal Service Fund (USF) for schools and libraries and provides discounts to schools and libraries across the country to ensure that we receive affordable access to certain universal services.

Our school has received substantial discounts on local and long distance telephone service, internet access, and the internal connections to build and maintain computer networks that are connected to the Internet. **We are now entering the nineteenth year of the program and we need your help.**

The level of discounts our school district and community libraries receive is determined by the income level of the families of our students. **These savings help improve communication and educational opportunities for our children at our school sites, and save the district and taxpayers a substantial amount of money.**

You can greatly assist your local schools and libraries in qualifying for the largest discount available by providing us with some very general information. Please take a minute to fill out and return the attached form.

This information will remain confidential and will be reported only as a total group, not by individual families, and will not be used for any other purposes except E-Rate.

We need everyone to return this survey- not just those families that fall within the income levels described- in order for the survey to be considered valid.

Thank you for your participation in helping us utilize our resources to best serve all students. If you have any questions, please call the school office.

Sincerely,

Kim Simpson
Director of Instructional Services
Pontotoc Technology Center

"Training to Succeed"

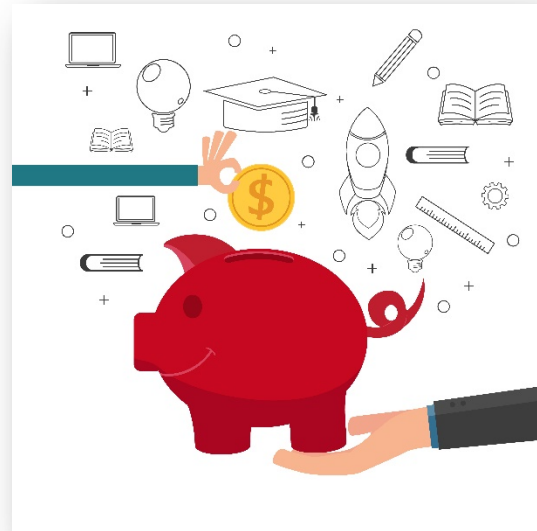
Let's Get E-Rate Funds for our School!

PLEASE COMPLETE THE ATTACHED HOUSEHOLD SURVEY*

We need everyone to return this survey in order for the survey to be considered valid.

THIS WILL HELP OUR SCHOOL GET \$\$\$ FOR:

- Telecommunications
- Internet Access
- Technology
- Maintenance

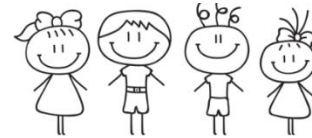


***This information will remain confidential and will be reported only as a total group, not by individual families, and will not be used for any other purposes except E-Rate.**

E-Rate Household Survey Fall/Spring.19-20¹

Please complete and return to the school office.

Survey Number: _____
[For School Use Only]



Name: _____

Your Address: _____ City _____ ST _____ Zip _____

Circle your household size below, then answer the following questions:

Household Size (Circle One)	Est. Annual Income (As Reported to IRS)	Monthly Income	If Paid Two times per mo.	If Paid Every Two Weeks	Weekly Income
1	\$ 22,459	\$ 1,872	\$ 936	\$ 864	\$ 432
2	30,451	2,538	1,269	1,172	586
3	38,443	3,204	1,602	1,479	740
4	46,435	3,870	1,935	1,786	893
5	54,427	4,536	2,268	2,094	1,047
6	62,419	5,202	2,601	2,401	1,201
7	70,411	5,868	2,934	2,709	1,355
8	78,403	6,534	3,267	3,016	1,508
Each add'l family member add:	7,992	666	333	308	154

Is your income equal to or less than any of the amounts listed next to the number you circled? Yes _____ No _____

Are your children eligible for free or reduced lunches, breakfasts, snacks or milk at their school(s)? Yes _____ No _____

Is your family eligible for the Supplemental Nutrition Assistance Program (SNAP) – food stamps? Yes _____ No _____

Does your family qualify for medical assistance under Medicaid? Yes _____ No _____

Is your family receiving Supplementary Security Income (SSI)? Yes _____ No _____

Does your family receive housing assistance (section 8)? Yes _____ No _____

Does your family receive home energy assistance (LIHEAP)? Yes _____ No _____

2. Please list all students in your household that attend school. (Enter the grade they will be entering in this fall. Write on back to list more than 5 students)

Name	Grade	School Attending in Fall 2019

3. Certification: I certify that the above information is, to the best of my knowledge, true and complete.

Signed: _____ Date: _____

¹Income Eligibility Guidelines for Reduced Priced Meals. Effective from July 1, 2019 to June 30, 2020 (Federal Register/ Vol.83, No. 89/ Tuesday, May 8, 2018/ Notices, pg. 20788-20789)