

Today's Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

**HCUSD #3 STUDENT ENROLLMENT FORM**

**Student's:** Last Name  First Name  Middle Name  Preferred or Nick Name

Sex:  Birthdate:  Birth Certificate:  (County/State)

Has this child attended a Hillsboro School before?  
YES \_\_\_ NO \_\_\_

Grade \_\_\_\_\_  
Teacher \_\_\_\_\_  
School Bus # \_\_\_\_\_

Please indicate who the student is living with:  
1-father & mother  
2-father  
3-mother  
4-guardian  
5-other \_\_\_\_\_

**Parent/Guardian Information:**  
Name \_\_\_\_\_  
Street: \_\_\_\_\_ P.O. Box \_\_\_\_\_  
City & Zip \_\_\_\_\_, IL \_\_\_\_\_  
Home Phone: \_\_\_\_\_   
Cell Phone: \_\_\_\_\_   
Email address: \_\_\_\_\_

Does this student have an Individualized Education Plan? YES \_\_\_\_\_ NO \_\_\_\_\_

Mother's Name  Mother's Occupation & Place of Employment  Mother's Work Phone Number

Father's Name  Father's Occupation & Place of Employment  Father's Work Phone Number

*Please check the box next to any above phone number you DO NOT wish to have called as part of the Instant Messaging phone system.*  
**Emergency Information:** In order to safeguard your child in case of early dismissal, illness, or accident: If you do not have a phone or cannot be reached, whom shall we contact and where shall we send your child?

Relative/Friend #1 : Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relative/Friend #2 : Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Doctor's Info : Doctor: \_\_\_\_\_ Doctor's Phone: \_\_\_\_\_  
Hospital's Info: Hospital's Name: \_\_\_\_\_ Hospital's Phone: \_\_\_\_\_

Child covered by: (Mark one) \_\_\_\_\_ Insurance \_\_\_\_\_ Medical Card \_\_\_\_\_ All Kids \_\_\_\_\_ Not covered

Health History	Yes	No
ADD/ADHD		
Heart		
Seizures		
Asthma		
Diabetes		
Glasses		
Hearing aid		

Allergies (food or medicine): \_\_\_\_\_

Please state all medications being taken:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Ethnic Code: (Check one)  
Asian \_\_\_\_\_ Hispanic \_\_\_\_\_  
Black \_\_\_\_\_ White \_\_\_\_\_  
American Indian \_\_\_\_\_ Multi-Racial \_\_\_\_\_  
Other: \_\_\_\_\_

Is a language other than English spoken in the student's home? Yes \_\_\_ No \_\_\_  
If yes, which language? \_\_\_\_\_  
Does the student speak a language other than English? Yes \_\_\_ No \_\_\_  
If yes, which language? \_\_\_\_\_

ADDITIONAL COMMENTS:

Consent of Parent/Guardian: I agree to the release of health information on my child to appropriate school or health authorities and to Medicaid as needed for reimbursement.

### **Acceptable Use of Electronic Networks**

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

#### Terms and Conditions

**Acceptable Use** - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

**No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students and staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Email** - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

#### Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is almost assured if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

**Student Authorization for Electronic Network Access**

Dear Parents/Guardians:

Our School District has the ability to enhance your child’s education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this *Authorization for Electronic Network Access* once while the student is enrolled in the School District.

The District *filters* access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow, and the School District respects each family’s right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child’s actions. If you agree to allow your child to have an Internet account, sign the *Authorization* form below and return it to your school.

**Authorization for Electronic Network Access Form**

**Students must have a parent/guardian read and agree to the following before being granted unsupervised access:**

All use of the Internet shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of the *Acceptable Use of Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this *Authorization* form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child’s use is not in a school setting. I have discussed the *Acceptable Use of Electronic Networks* with my child. I hereby request that my child be allowed access to the District’s electronic network, including the Internet. I understand that a request for the discontinuation of electronic network access for my child may be made at any time by notifying the Building Principal in writing.

\_\_\_\_\_  
Parent/Guardian Name (*please print*)

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

\_\_\_\_\_  
Date

**Students must also read and agree to the following before being granted unsupervised access:**

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District’s electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District’s electronic network, including the Internet.

\_\_\_\_\_  
Student Name (*please print*)

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

\_\_\_\_\_  
Date

**\*\*Form must only be signed once during student’s career at Hillsboro CUSD #3\*\***

### Biometric Information Collection Authorization

Student Name \_\_\_\_\_

The District collects biometric information from its students only for identification and/or fraud prevention purposes. Biometric information includes any information collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition, or iris or retinal scans. The School Code requires written permission from the individual who has legal custody of the student, or from the student if he or she has reached the age of 18, before the District may collect biometric information from students.

When collecting biometric information, the School Code also requires the District to:

1. Store, transmit, and protect all biometric information from disclosure.
2. Prohibit the sale, lease, or other disclosure of biometric information to another person or entity unless: (a) prior written permission by you is granted, or (b) the disclosure is required by court order.
3. Discontinue the use of a student’s biometric information under either of the following conditions:
  - (a) Upon the student’s graduation or withdrawal from the school district; or
  - (b) Upon receipt in writing of a request for discontinuation by the individual having legal custody of the student or by the student if he or she has reached the age of 18.
4. Destroy all of a student’s biometric information within 30 days after the occurrence of either conditions 3(a) or 3(b) above.

**I consent to the collection of biometric information of the above named student by the School District solely for identification or fraud prevention. I understand that this authorization is valid until I request that the District’s use of the student’s biometric information be discontinued or the student reaches the age of 18, whichever is earlier. I understand that a request for discontinuation of the use of the above named student’s biometric information may be made at any time by notifying the Building Principal in writing.**

\_\_\_\_\_  
Legal Custodian (if student is under age 18) signature

\_\_\_\_\_  
Student (if age 18 or over) signature

\_\_\_\_\_  
Date

**\*\*Form must only be signed once during student’s career at Hillsboro CUSD #3\*\***

# Student Transportation Procedure

Parents of students who normally ride the bus must designate one primary and **no more than** one alternate bus stop (AM/PM). Students who do not normally ride the bus may designate one bus stop to be used as needed (AM/PM) along an established route as long as there is room on the bus. **This form must be completed and on file in each building before students can utilize their alternate bus stop.** When utilizing the alternate P.M. bus stop, please notify the school’s office one hour prior to dismissal. If utilizing the alternate A.M. bus stop, please notify the school’s office the day before.

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

## A.M. Route

Primary Pick up location: \_\_\_\_\_  
(regular bus students only) (Name)

\_\_\_\_\_  
(Address)

Alternate Pick up location: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

## P.M. Route

Primary drop off address: \_\_\_\_\_  
(regular bus students only) (Name)

\_\_\_\_\_  
(Address)

Alternate drop off address: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

***Please Note:*** K-5 students who are unable to be dropped off at their primary or alternate bus stop due to parent/guardian’s absence will be taken to the After School for Kids program at Beckemeyer where the parent/guardian will have to pick them up and be charged \$5. If this occurs 3 times during a school year, bus privileges may be suspended for the remainder of the year.

Parent/Guardian Signature: \_\_\_\_\_