

Student Name: \_\_\_\_\_  
Student Signature: \_\_\_\_\_

Grade \_\_\_\_\_  
Date \_\_\_\_\_

## APPENDIX

### Academy of St. Paul & St. Ann

#### Parent Signature Page – Return Due Date: September 30, 2021

We have received a copy of the school handbook and have read it.

\_\_\_\_\_  
(Parent's signature)

\_\_\_\_\_  
(Parent's signature)

\_\_\_\_\_  
(Grade 2 and above Student's signature)

\_\_\_\_\_  
(Grade 2 and above Student's signature)

\_\_\_\_\_  
(Grade 2 and above Student's signature)

\_\_\_\_\_  
(Grade 2 and above Student's signature)

\_\_\_\_\_  
(Grade 2 and above Student's signature)

\_\_\_\_\_  
(Grade 2 and above Student's signature)

## **MEDIA AUTHORIZATION AND RELEASE**

**(This form is not required to be returned if it was completed as part of an online application process.)**

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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

\_\_\_\_\_  
*Names of Children, Parent or Guardian*

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

I hereby grant to 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 podcasts.

I forever grant, assign, and transfer to 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 School. I hereby agree to release, indemnify and hold harmless School from any and all claims, demands, actions or causes of actions, loss, liability, damage or cost arising from this authorization.

\_\_\_\_\_  
***Print Name***

\_\_\_\_\_  
***Name of Child/Children [if applicable]***

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

\_\_\_\_\_  
***Signature of Parent or Guardian***

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

SIGNED Form Due by September 17, 2021

**Technology Use/Telecommunications Policy  
Agreement for 2021-22 School Year  
for Academy of St. Paul & St. Ann**

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. 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.

User's name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian**

As the parent of this student, I have read the technology use agreement. 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.

Parent's or guardian's name (please print): \_\_\_\_\_

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

**Textbook/Software/Hardware Request Form**  
**Academy of St. Paul & St. Ann**  
114 E. 118<sup>th</sup> Street, New York, NY 10035

NEW YORK STATE TEXTBOOK LAW (NYSTL), SOFTWARE LAW (NYSSL),  
LIBRARY LAW (NYSLIB),  
AND COMPUTER HARDWARE (NYS CH)

PARENTAL REQUEST FORM FOR SCHOOL YEAR 2021-22

I hereby authorize the school to obtain state-loaned textbooks, software, library materials, and computer hardware for my child \_\_\_\_\_ who is in grade \_\_\_\_\_ pursuant to the New York State Textbook, Software, Library, and Computer Hardware Laws.

**Signature of Parent or Guardian**

\_\_\_\_\_

**Address**

\_\_\_\_\_

\_\_\_\_\_

**Date**

\_\_\_\_\_

# **DATA PRIVACY CONSENT FORM**

## **for Academy of St. Paul & St. Ann**

[SCHOOL] puts premium value to the privacy and security of personal data entrusted by its students and parents 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 Academy of St. Paul & St. Ann 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 Academy of St. Paul & St. Ann has taken all necessary and reasonable steps to ensure that all third parties protect such Data, Academy of St. Paul & St. Ann has no control over how the third party will use or disseminate my information. I agree to release and hold harmless Academy of St. Paul & St. Ann, 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.

Complete Name of Student/Child/Ward: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

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

If below 18 years old,

As the parent 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's or guardian's name (please print): \_\_\_\_\_

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

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