

Student Name (Print): \_\_\_\_\_ Student ID Number: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ School Year: \_\_\_\_\_

Please read the attached Instruction Sheet carefully before signing this document. The **parent/guardian** must complete all three sections below: (1) Restrict Release of Directory Information (parent/guardian may opt-out); (2) Media and Public Release; and (3) Computer Network Access.

If the materials only contain Directory Information (which is defined below) then Section 1 applies. If the materials contain information beyond Directory Information (such as electronic photographs or other personally identifiable information) then Section 2 applies.

## 1. RESTRICT RELEASE OF DIRECTORY INFORMATION

The term "Directory Information" means one or more of the following: student name, date and place of birth, address, school attended, years of attendance, grade level, photographs (only when used in **printed** school publications as defined in CCSD Regulation 5125.1), participation in officially recognized activities and sports, weight and height of members of athletic teams, and degrees and awards received.

FERPA allows the Clark County School District (CCSD) to release Directory Information without the consent of the parent/guardian. However, a parent/guardian has the right to opt-out of that disclosure.

Leave this section **BLANK** if you request **NO** restrictions. Select one of the following **IF** you are requesting CCSD to **restrict** release of Directory Information from the following sources:

- ☐ Withhold Directory Information from military only (*11<sup>th</sup> & 12<sup>th</sup> grade students only*)
- ☐ Withhold Directory Information from all outside sources
- ☐ Withhold Directory Information from all outside sources, and also restrict Directory Information in CCSD school publications such as the **annual yearbook**, playbills, honor roll or other recognition lists, graduation programs, printed newsletters, and sports activity programs/sheets

Please note if you selected “all outside sources” in Section 1, you should be aware that giving permission in Section 2 below will allow the release of personally identifiable information beyond Directory Information about your student.

## 2. MEDIA AND PUBLIC RELEASE (BEYOND DIRECTORY INFORMATION)

At times, the CCSD may seek to release additional personally identifiable student information beyond Directory Information in either print or electronic format to be utilized in either internal or external media sources that may be released to the public. This information may include the student's electronic (digital) photograph, a description of school activities or achievements that contains personally identifiable information, and/or audio/video/film reproduction of your student. This information may be used in media publications, newspaper articles, television coverage, websites (including CCSD.net), school newsletters (**including those in electronic formats**), video presentations, and/or school district or public presentations.

I ☐ **give** ☐ **do not give** permission to release information described above about my student for use in **CCSD OWNED/PRODUCED** materials. Examples include school newsletters posted on CCSD.net that contain student photographs and school district PowerPoint or video presentations that include personally identifiable student information.

I ☐ **give** ☐ **do not give** permission to release information described above about my student for use in **NON-CCSD OWNED/PRODUCED** materials. Examples include information produced and broadcast by the news media on television and newspaper articles written and published by the local newspapers.

### 3. COMPUTER NETWORK ACCESS

I ☐ **give** ☐ **do not give** permission for my student to access, produce, video conference, and communicate information on the District computer network resources in accordance with the Acceptable Use Policy of the Clark County School District. Student work, artwork, or projects will be identified by first name, grade, and school only. Students who do not have parent/guardian permission to use the District's computer network will be given alternative educational activities.

The signature of the parent/guardian below applies to all three sections set forth above. The student understands and will abide by the Acceptable Use Policy of the Clark County School District. The student understands that violating the Acceptable Use Policy may result in loss of network privileges and/or other District disciplinary measures.

Printed Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian

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Student Signature

Date \_\_\_\_\_

**Clark County School District**  
**ANNUAL RELEASE AND NETWORK ACCESS FORM INSTRUCTION SHEET**

The **parent/guardian** must complete all three sections on the attached Annual Release and Network Access Form:

(1) Restrict Release of Directory Information; (2) Media and Public Release; and (3) Computer Network Access.

Once signed and dated, the attached form shall remain in effect until the end of the current school year. However, at any time during the school year, the parent/guardian may revoke this permission for future use by notifying, in writing, the principal of the school.

**1. RESTRICT RELEASE OF DIRECTORY INFORMATION** (to be completed by **parent/guardian** only)

The Family Educational Rights and Privacy Act (FERPA) allows the Clark County School District (CCSD) to release Directory Information without the consent of the parent/guardian. However, parents have the right to have Directory Information restricted upon request.

Directory Information is information not generally considered harmful or an invasion of privacy if disclosed. The term Directory Information means one or more of the following: student name; date and place of birth; address; school attended; grade level; years of attendance; photographs (only when used in **printed** school publications as defined in CCSD Regulation 5125.1); participation in officially recognized activities and sports; weight and height of members of athletic teams; and degrees and awards received.

**2. MEDIA AND PUBLIC RELEASE -- BEYOND DIRECTORY INFORMATION** (to be completed by **parent/guardian** only)

This section will apply if the materials contain personally identifiable information beyond Directory Information. The first box pertains to information for use in CCSD owned or produced materials. The second box pertains to information for use in non-CCSD owned or produced materials.

Personally identifiable information is any information about a student contained in his or her education records that cannot be disclosed unless there is parental consent or an exception to FERPA applies. The term personally identifiable information includes the student's: phone number; parent or other family member's name; personal identifier (e.g., social security number or student number); mother's maiden name; or other information that is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Additional examples of personally identifiable information include student grades, student discipline records, health records, and special education status.

**\*\*Note:** If the materials only contain Directory Information then Section 1 applies. If the materials contain information beyond Directory Information (such as electronic photographs or other personally identifiable information) then Section 2 applies. For example, a school newsletter will fall under Section 1 if it contains only Directory Information regarding your student, however it will fall under Section 2 if it contains an electronic photograph of your student and/or other personally identifiable information

**3. COMPUTER NETWORK ACCESS**

**Parent Agreement:**

Please read the terms and conditions for the Clark County School District's Acceptable Use Policy. Access to the Clark County School District's educational network resources is designed for educational purposes, and the District has taken precautions to eliminate access to controversial material. However, please recognize it is impossible for the District to restrict access to all controversial materials. Furthermore, if your student does not follow the Clark County School District's Acceptable Use Policy, privileges to access the District computer network resources may be revoked.

**Student Agreement:**

Students must also indicate that they understand and will abide by the Acceptable Use Policy of the Clark County School District. Furthermore, they must understand that violating the Acceptable Use Policy may result in loss of network privileges and/or other district disciplinary measures.