

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY STUDENT REGISTRATION

FORM 700 – Consents and Authorizations

SY ____/____

INSTRUCTIONS 1. Completed by Sponsor 2. Print (Ink) or type all entries.

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 2164 and 20 U.S.C. 921-932; DoD Directive 1342.20, "Department of Defense Education Activity (DoDEA)," October 19, 2007

PRINCIPAL PURPOSE: To obtain parental consent and authorization needed to allow students to participate in school programs and activities and to disclose certain student information.

ROUTINE USE(S): In addition to the disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, this record or information may be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3), the DoD Blanket Routine Uses described at http://privacy.defense.gov/blanket_uses.shtml and the DoDEA routine uses found at the same URL under Secretary of Defense/Joint Staff.

DISCLOSURE: Disclosure of information (consent or authorization) is voluntary. Failure to complete the form may delay or prevent student participation in activities requiring parental authorization.

1. Last Name	2. First Name	3. Student ID
--------------	---------------	---------------

SPONSOR OR GUARDIAN DESIGNATIONS

1. Field Trips: I permit the student(s) that I am registering with this form to participate in authorized DoDEA school field trips as initiated below: **(Mark the appropriate box)**

- All scheduled authorized field trips Individual field trip by field trip

2. Directory Information: I permit basic directory information (Name, Student ID, School, Grade Level) to be shared with organizations acting under contract with or license from DoDEA to conduct certain studies or perform educational services, including the conduct of student testing and tracking post graduate student educational achievement on behalf of DoDEA.

- Authorize release Decline release

3. Media Release: I grant permission for DoDEA and military public affairs to use my child's name, image, and/or student work products in various forms of print and electronic media (to include among other types of media - feature and news stories, brochures, booklets, web products, news releases, and video/audio productions) for the duration of his/her enrollment to celebrate the achievements and activities of our schools, students, staff and community members and to showcase our educational programs and service. **(Mark the appropriate box)**

- Authorize release Decline release

4. Internet Agreement: I understand that the student(s) I am registering will receive instruction in the appropriate use of DoDEA information technology resources; that in order to use DoDEA resources they must read, understand, and agree to abide by the *Appropriate Use of DoDEA Information Technology Resources – Terms and Conditions for DoDEA Students*. If they violate the Terms and Conditions, I understand they may lose all access privileges on the DoDEA network, and, furthermore, may be subject to school disciplinary and/or appropriate legal actions. **(Mark box indicating agreement)**

- Sponsor or Guardian Agreement

5. **myDATA Button Portal Account:** I would like an account to access the DoDEA myDATA Button Portal for my student(s) I have registered. I have read the DoDEA myDATA Button Portal Application Guidelines and understand that any violation of the guidelines may result in termination of my privileges to use the portal. **(Mark the appropriate box(es))**

I request access for the following: Sponsor Spouse

The school needs to verify the accuracy of the e-mail address(es) for you to receive your login and password information.

The e-mail address is correct for the **Sponsor** as indicated on the DoDEA Form 600: Yes No

The e-mail address is correct for the **Spouse** as indicated on the DoDEA Form 600: Yes No N/A

6. **11th & 12th grade students only:** I authorize the release of my students' information to military recruiters. **(Mark the appropriate box)**

- Authorize release Decline release

I verify the information is correct or has been corrected.

DATE: (mm/dd/yyyy)

Signature of Sponsor _____

(FOR SCHOOL USE ONLY)

Account Creation Initiated: Sponsor

Spouse

Signature _____

DATE: (mm/dd/yyyy) _____

Terms and Conditions

I. Acceptable Use

- A. I agree to use DoDEA's computer services only in support of my education and research consistent with the educational objectives of the DoDEA. I will not download files or subscribe to bulletin boards that are not related to my educational activities. If I have questions about my computer use, I will ask my teacher.
- B. I will respect and adhere to all of the rules governing access to DoDEA computing resources and the rules of any other network or computing resource to which I have access through the DoDEA equipment.
- C. I understand transmission (sent or received) of any material in violation of any U.S. or state regulation is strictly prohibited and may violate criminal law. I will not transmit obscene, sexually suggestive or offensive, lascivious, harassing, or abusive messages, copyrighted material, or material protected by trademark or as a trade secret.
- D. I will not publish the name, photograph, home address or telephone number of myself, another student, faculty, or any other person.
- E. I understand using the DoDEA computer equipment for commercial, product advertisement or political lobbying is prohibited and may be illegal.

II. Privileges

- A. I understand that the use of the network is a privilege, not a right, and use inconsistent with these Terms and Conditions may result in a cancellation of those privileges. (Each student will receive instruction regarding the terms and protocols referenced in this document before network access is provided.)
- B. I will be disciplined if I send messages or download files inconsistent with these Terms and Conditions. At the discretion of the principal and teacher, I may lose the privilege of using the Internet permanently and face suspension or expulsion. Copies of the inappropriate materials will be reported to the building administration and kept on file.

III. Internet Etiquette

- A. I will be polite. I will not use sexual or abusive language in my messages to others.
- B. I will use courteous, respectful language. I will not swear, use vulgarities, sexual, harsh, or disrespectful language. Illegal activities are strictly forbidden.
- C. I understand any transmission, including electronic mail, is not private and that my communications and access will be monitored.
- D. I will evaluate information carefully. As with any research material, I must review it for accuracy and bias.
- E. I will not use the network in such a way as to disrupt the use of the network by other users. This can be avoided by not sending "chain letters," or "broadcast" messages to lists or individuals.

IV. No Warranties

- A. I understand DoDEA makes no warranties of any kind, whether expressed or implied, for the service it is providing. DoDEA is not responsible for any damages I may suffer. This includes loss of data, delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or my errors or omissions.
- B. I understand the use of any information obtained via DoDEA is at my own risk. DoDEA specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- C. I understand DoDEA has no obligation or authority to defend me against any legal actions brought against me by anyone arising from my misuse of DoDEA computer resources or violations of any U.S. or foreign laws.

V. Security

- A. I understand security on any computer system is a high priority, especially when the system involves many users. I will notify my teacher if I notice a security problem. I will not demonstrate the problem to other users.
- B. I will not give my user password to other individuals. Any activity associated with my account will be considered my activity. It is my responsibility to protect my account and password.
- C. I may be denied access to the network if I am identified as a security risk.

VI. Vandalism

- A. I understand vandalism will result in cancellation of privileges.
- B. I will not maliciously attempt to harm or destroy data of another user, Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

myDATA BUTTON PORTAL APPLICATION GUIDELINES

To assist sponsors and spouses in monitoring their children's progress, enhance communication with parents, students and school personnel, and further promote educational excellence, the Department of Defense Education Activity (DoDEA) is pleased to provide access to student records through the DoDEA myDATA Button Portal. With the DoDEA myDATA Button Portal, sponsors and spouses will have access to student attendance, schedules and grades. Sponsors and spouses may login anytime from anywhere they have an Internet connection and may see current information about their children.

DoDEA's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication between DoDEA schools and parents.

Listed below are the guidelines to follow for account access. If any user violates these provisions, access to the DoDEA MyData Button Portal may be denied.

1. **Your Responsibilities.** Access to the myDATA Button Portal is a privilege, not a right, and inappropriate use may result in denial of access to the DoDEA myDATA Button Portal. We may terminate your access or use of myDATA Button Portal immediately and take any other legal action if you, or anyone sponsored under your access rights to myDATA Button Portal, violates these provisions.

You may not submit or transmit through myDATA Button Portal any material, or otherwise engage in any conduct that:

- a. violates or infringes the rights of others including, without limitation: patent, trademark, trade secret, copyright, publicity or other proprietary rights;
 - b. is unlawful, threatening, abusive, harassing, defamatory, libelous, deceptive, fraudulent, invasive of another's privacy, tortious, or contains explicit or graphic descriptions or accounts of: sexual acts, bodily waste functions, criminal activity or the intent to commit any of the above;
 - c. victimizes, harasses, degrades, or intimidates an individual or group of individuals on the basis of religion, gender, sexual orientation, race, ethnicity, age, or disability;
 - d. impersonates any person, business or entity, including myDATA Button Portal and its employees and agents;
 - e. contains viruses or any other computer code, files or programs that interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment, or otherwise permit the unauthorized use of a computer or computer network;
 - f. encourages conduct that would constitute a criminal offense, or that gives rise to civil liability;
 - g. promotes or advertises a commercial entity or uses email to distribute information regarding the availability, services or features of any commercial enterprise;
 - h. promotes or advertises any non-DoD religious entity or uses email to distribute information regarding the availability, services or features of any non-DoD religious entity;
 - i. violates these Terms of Use and Service, guidelines or any policy posted on myDATA Button Portal;
 - j. violates DoD regulations; or,
 - k. interferes with the use of myDATA Button Portal by other authorized users.
2. **Security.** Sponsors or spouses shall not share their user account or password with anyone. Security on any computer system is a high priority because it is imperative that student's data be safe and secure. Never use another individual's account. For you and your children's protection, do not save your username or password on any computer. Passwords will expire periodically.

Security features of the DoDEA myDATA Button Portal:

- Once the completed application has been received and verified by a school administrator, the account will be activated and an e-mail will be sent to the address on the DoDEA Form 600 with account information.
- All user activity in the myDATA Button Portal is recorded and logged. This includes successful and failed logon attempts, data changes,

- You will be automatically logged off if you are **INACTIVE** for more than **10 minutes**.
- Once you have set up your password recovery preferences, if you forget your password, click on the 'I Forgot my Password' link on the login screen. This will generate a new password for you and send it to the email account on the DoDEA Form 600.

Please note: DoDEA cannot provide any technical support other than help with login issues.

DoDEA expects all users of the DoDEA myDATA Button Portal to:

1. Respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information. Any user identified as a security risk or having a history of misuse of other computer systems may be denied access to the DoDEA myDATA Button Portal.
2. Keep all accounts and passwords confidential and not accessible to unauthorized third parties, including sharing them with your children.
3. Prevent your computer from remembering passwords when using the DoDEA myDATA Button Portal.
4. Log-off your account and do not leave your account open or unattended.
5. Take precautions to prevent viruses on your own equipment by ensuring that you have installed and enabled anti-virus software with the latest signature file.
6. Inform DoDEA of any changes of your custodial rights of any children you have that attends a DoDEA school.