

The MacDuffie School
Excellence in Education since 1890
Permission for Medical Treatment 2009-2010

Student's Name: _____ Grade: _____

I/we _____ the parent(s) or legal guardian(s) of _____, a student at The MacDuffie School, authorize The MacDuffie School to give permission for medical treatment for the above named child at the most appropriate medical facility, in the event that I/we cannot be contacted. This authorization expires on June 6, 2010.

Date: _____ Name: _____ Signed: _____

Date: _____ Name: _____ Signed: _____

Insurance Information (Please include a photocopy of insurance card if possible):

Insurance Company: _____

Policy Holder's Name: _____

Company Number: _____ Policy Number: _____

Please list the following:

All telephone numbers at which I/we can normally be reached: _____

The name and telephone number of any other family member(s) who can be contacted if I/we cannot be reached: _____

The name, address and telephone number of my child's primary care physician: _____

The name, address and telephone of any specialist who are currently treating my child: _____

Brief Medical History: *please check all that apply*

Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	Head Injury	If yes, how many: _____ Most recent: _____
<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	If yes, controlled by: _____
<input type="checkbox"/>	<input type="checkbox"/>	Asthma	If yes, inhaler type: _____
<input type="checkbox"/>	<input type="checkbox"/>	Medications	If yes, identify: _____
<input type="checkbox"/>	<input type="checkbox"/>	Bee Sting Allergy	If yes, medication to counter reaction: _____

Any allergies: _____

Other: _____

I/we give the nurse at The MacDuffie School and the PCP/specialist listed above, two way consent to share information that may be pertinent to my child.

Print Name: _____ Signature and date: _____



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One Ames Hill Drive • Springfield, MA 01105

(413) 734-4971
(413) 788-5778 fax

www.macduffie.org

Computer Technology Acceptable Use Policy

The MacDuffie School is committed to providing technology resources that both enhance and contribute to the rigorous academic standards of the school. It is believed when appropriately used, technology can be a powerful tool for communication, education, and research. This policy is designed to establish acceptable and appropriate use of computer and information systems, networks, and other information technology resources at The MacDuffie School. More importantly, it is an application of the MacDuffie Honor Code and the principles of honesty and respect that are expected of each member of the MacDuffie community.

EXPECTATIONS

Students must adhere to the following guidelines when using technology resources provided by The MacDuffie School. The examples included are not meant to cover every possible situation, but to provide guidance regarding the responsibilities that accompany computer and/or network use at the MacDuffie School.

- 1. Functionality and Availability-** Responsible use of computing and network resources requires users to realize that any attempt to modify or extend resources can result in the degradation of systems or performance elsewhere on the network and restrict the availability to other members of the community.

To ensure functionality and availability, students must not:

- Circumvent or alter software or physical protections or other restrictions placed on computers, networks, software, applications, or files
- Tie up computer and network resources for downloading or sharing music, movies, software, or other files not academically related
- Send frivolous or excessive messages, including chain letters, junk mail, spam, and other types of broadcast messages, either locally or over the Internet
- Intentionally or irresponsibly introduce any computer viruses, worms, Trojan Horses, spyware, malware, or other rogue programs to school systems or networks
- Use resources for entertainment or personal purposes that negatively affect academic uses for others

- 2. Computer Accounts and Information Security-** Students are provided network and FirstClass accounts as well as personal and shared storage space on the MacDuffie servers. Personal accounts and any information saved on these accounts are the sole responsibility of the assigned student and may be subject to review by network administrators. Students are responsible for all actions that occur under their accounts.

To ensure security and accountability, students must not:

- Allow others to use their accounts
- Use others' accounts even if given permission
- Share their passwords

- 3. Plagiarism and Copyright-** Students are responsible for ensuring that the use of software, music, movies, and information used, obtained, or published on the MacDuffie network is in compliance with all copyright and licensing laws. If student is in doubt regarding copyrighted material then he/she should ask a faculty member or network administrator.

To ensure compliance students must not:

- Transmit or download information, audio, video or software in violation of copyright laws
- Plagiarize works found on the Internet or any network sources

- 4. Personal Information, Security and Safety-** Students should be cautious when making information about themselves and others available on the Internet. MacDuffie cannot protect students from invasions of privacy, identity theft, and other possible dangers that could result from the individual's distribution of personal information.

Students should assume that any information posted on the Internet can be viewed by the general public and therefore should use caution when:

- Posting personal information including name, address, phone number, age, e-mail address, or school on MySpace, Facebook, and other online communities
- Sending or posting personal pictures or videos to websites or online communities

- 5. Bullying, Harassment, and Unethical Behavior-** Students must abide by the MacDuffie Honor code at all times while using MacDuffie technology resources.

Students must not:

- Post, publish, or display defamatory, abusive, embarrassing, sexually oriented, racially offensive, harassing, or threatening material
- Access or transmit pornographic, sexually explicit, or other inappropriate material; when in doubt contact a network administrator
- Post messages and attribute them to other users, or otherwise misrepresent themselves online
- Use or transmit obscene, vulgar, socially offensive, sexist, or profane language while using MacDuffie technology systems

- 6. Personal Computers-** Students are permitted to use personal laptops while on campus and may connect to the school network. Personal computers must be properly maintained, including having up-to-date anti-virus software and operating system patches. To avoid damage to the network, all personal computers and laptops must be inspected by a network administrator before use on the MacDuffie system.

ADMINISTRATION AND IMPLEMENTATION

While respecting confidentiality and privacy, MacDuffie reserves the right to examine all school owned and operated computer systems, electronic and digital resources and data stored on those systems. This includes the right to remotely monitor and record all activity on systems connected to the network. MacDuffie reserves these rights to aid in the enforcement of policies regarding harassment and the safety of individuals; to prevent unauthorized reproduction or distribution of proprietary software or digital texts, images (moving and still) or music; to safeguard the integrity of computers, networks, and data, and to protect the School against damaging consequences.

ENFORCEMENT

MacDuffie may restrict the use of its computers and network systems for electronic communications when faced with evidence or suspicion of violation of school policies or federal and local laws. In addition, violations of this policy related to the school Honor Code will be treated as described in the Student Handbook.

MACDUFFIE TECHNOLOGY AGREEMENT AND CONSENT

Student

Please place your initials by each agreement and sign below:

1. _____ I agree that my actions, while connected to the MacDuffie network, will not impair the functionality and availability of the MacDuffie computer systems and network services.
2. _____ I agree to use only my own computer account, and will not attempt to impersonate the identities of others to gain access to computers, network systems, data, or information. I understand that I am responsible for the security of all accounts, passwords, and storage space assigned to me.
3. _____ I agree to abide by all copyright and licensing laws while using the MacDuffie technology systems and to maintain academic integrity at all time while using MacDuffie technology resources
4. _____ I agree to protect myself and others by not revealing personal information on-line or in e-mail communications
5. _____ I agree to abide by the MacDuffie Honor Code and will not engage in bullying, harassing or disrespectful behavior while using MacDuffie technology resources
6. _____ I agree that any personal computer or laptop I connect to the MacDuffie network will be properly maintained and have up to date anti-virus protection. I further agree to have any computer I plan to use on the network inspected by a network administrator as often as needed.

I have read the MacDuffie Acceptable Use Agreement and have initialed each of the above statements. I agree to abide by this policy while using technology resources provided by MacDuffie, including, but not limited to, the use of computers, network resources, the Internet, and e-mail. I understand that these resources are provided for academic use and that failure to comply will result in disciplinary measures.

Date: _____

Student Name (please print): _____

Student Signature: _____

Parent/Guardian:

As parent/guardian of the above student, I grant permission for my child to access the technology resources provided by the MacDuffie School. I have read and agree to the acceptable use policy and recognize that it is impossible for MacDuffie to completely control access to controversial material. In support of this policy, I will help to guide my child and convey to him/her the importance of abiding by these statements.

Date: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____



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PUBLICITY AUTHORIZATION AND RELEASE **2009-2010**

Name of Student: _____ **Grade:** _____

I hereby consent and authorize **The MacDuffie School** of Springfield, Massachusetts to use, release and publish the name, image, photograph, sound recording, video or motion picture, oral or written statement, or any other media likeness or representation of my child in connection with any and all news releases, public relations or promotional materials or announcements, advertisements or for any other lawful use, purpose or publication when authorized by the School, concerning my child's academic honors, sports activities, participation in school-sponsored musical, dramatic or dance performances, or for any other purpose in connection with my child's attendance at The MacDuffie School.

I understand that the School generally uses, but is not limited to, such media as local newspapers, local television stations, the School's newsletter and website, and those of persons or organizations affiliated with or authorized by the School. I waive any right to inspection or approval of the finished version(s), including any written copy that may be created or used in connection with such use. This Release is the sole and complete agreement between the School and the undersigned, and I am not relying on any other oral or written representation.

I hereby release The MacDuffie School from any and all liability in connection with the publication of such photographs or likenesses as aforementioned. I certify that I have read this Release and am fully familiar with its contents.

The name and address of our local newspaper is:

Date: _____ Parent/Guardian: _____



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Motor Vehicle Permissions 2009-2010

Student's Name: _____
First Middle Last

Please circle any and all that apply:

Status: New Student Returning Student

Grade: 6 7 8 9 10 11 12

Riding in Motor Vehicles

The MacDuffie School allows its students to ride in vehicles rented for school use and with any faculty/staff member in school vehicles or in any faculty/staff member's private vehicle. We also permit students to ride with certain other individuals with parent/guardian approval.

Please complete each of the following for selections.

- | My child may ride with: | YES | NO |
|--|--------------------------|--------------------------|
| 1. Any licensed driver over the age of 18 at his/her discretion: | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Only the individuals listed below:

_____ | | |
| 3. Any MacDuffie student who has parent/guardian permission to drive students: | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The parents/guardians of other MacDuffie students: | <input type="checkbox"/> | <input type="checkbox"/> |

Driving Motor Vehicles-(Day Student Only)

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. My child may drive schoolmates who have parent/guardian permission to ride with MacDuffie students: | <input type="checkbox"/> | <input type="checkbox"/> |

Parent(s) Name: _____ Date: _____

Signature(s): _____

I clearly understand which permissions my parents are giving me and which ones they are not. I will abide by the rules regarding leaving campus.

Students Name: _____ Date: _____

Signature: _____



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Ames Hill Students- Social Permissions 2009-2010

Student's Name: _____
First Middle Last

Please circle any and all that apply:

Status: New Student Returning Student
Gender: Male Female
Grade: 9 10 11 12

Dating Privileges

MacDuffie students may have dates according to the guidelines described in the MacDuffie Handbook. Additional limitations may be imposed by their parents. Please indicate below the permissions you give your child:

Grades 10-12

YES NO

I. Visitors of the opposite sex-on the MacDuffie campus

1. My child may receive anyone he/she chooses.
2. He/she may receive the following non-MacDuffie individuals only:

II. Visitors of the opposite sex-off the MacDuffie campus

1. He/she may go off campus with any non-MacDuffie member of the opposite sex at his/her discretion.
2. He/she may go off campus with the following non-MacDuffie individuals only:

Grade 9

Students in Grade 9 may have non-MacDuffie visitors of the opposite sex only on the MacDuffie Campus.

I wish to be consulted on each occasion my child wishes to have a non-MacDuffie visitor of the opposite sex.

(turn over)

Overnight and Weekend Visits

Parents must give permission for Ames Hill Students to leave campus for any overnight visits and/or weekends.

Please check ONE of the following:

- | | | |
|--|--------------------------|--------------------------|
| | YES | NO |
| 1. My child must get my permission to go overnight on each occasion:
I will call/fax/e-mail the school with my permission 3 days prior to the visit | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. My child may go anytime to the following families only (guardian, family member, and friend). Please write name, address, and phone number of the family.

_____ | | |
| 3. I give my child "open" permission to go to any home for an overnight or a weekend, with an adult host supervision, at his/her discretion: | <input type="checkbox"/> | <input type="checkbox"/> |

In addition to this permission form a student must have:

- An invitation from his/her adult host/hostess (fax/phone call)
- Permission from his/her house parent to leave campus

Please note that in all cases your child must be under adult supervision.
Ames Hill students **are not allowed** to stay in hotels without an adult.

TO BE COMPLETED BY THE PARENT(S)/GUARDIAN(S):

Parent(s)/Guardian(s) Name(s): _____ Date: _____

Signature(s): _____

TO BE COMPLETED BY THE STUDENT:

I clearly understand which permissions my parents are giving me and which ones they are not.

Student's Name: _____ Date: _____

Signature: _____

International Students (only)

If the above-named student has a guardian in the USA, please print his/her name, address, and telephone number.

Name: _____ Telephone: _____

Address: _____

Ames Hill Student Travel Form MacDuffie School 2009-2010

All Ames Hill Boarding Students are required to arrive on campus the afternoon of **Friday, August 28, 2009** between the hours of 12:00 noon and 10:00 p.m. To help us plan for your arrival, please fill in the following information:

Student's Name: _____

Home Telephone Number: _____

Fax Number: _____

E-Mail: _____

If you are flying into Bradley International Airport (BDL) in Hartford, CT between the hours of 12:00 noon and 10:00 p.m. on August 28 and would like to be picked-up, please fill in the following information:

Airline: _____

Flight Number: _____

Flight Arrival Time: _____

If you have arranged for your own private transportation, please fill in the following information:

Campus Arrival Time: _____

**RETURN THIS FORM BY FAX TO (413) 788-5778 BY
FRIDAY, AUGUST 21, 2009**