

Required Authorization and Agreement Forms

Great Valley Writing Camps

Before deciding to enroll, parents are advised to preview the terms and conditions, ask questions as needed, and discuss the issues with family members.

Questions? Contact Melissa King at (209) 838-2115.

Online Approval of a Five-Part Agreement:

During enrollment, parents must indicate their agreement to terms and conditions that are defined in an online agreement form. The agreement includes five separate topics:

- Internet Use Agreement
- Google Apps Agreement
- Publication Agreement
- Medical Treatment Form
- "Hold Harmless" Waiver

All of these agreements are included in this packet.

Great Valley Writing Camps • Internet Use Agreement (Preview)

This agreement is required for enrollment. It must be authorized via checkbox during the online enrollment process.

Parent/Guardian: Please preview this agreement before enrolling online; you will be required to indicate approval before being allowed to complete the registration process. Questions? Contact Melissa King at (209) 838-2115.

INTERNET USE AGREEMENT:

You must read, agree with, and accept all of the terms and conditions contained in this Agreement in order to enroll your child/children in the Great Valley Writing Camps.

In order to participate in this program, students are required to use computers and access the internet as part of daily class instruction. Please read the following rules and policies, and make sure that you and your children agree before you decide to enroll.

RULES FOR STUDENT USE OF COMPUTERS AND INTERNET:

1. Students will show respect for school equipment and computer networks.
2. Students will not use a computer account, ID, or password other than those assigned/approved by the teacher.
3. Students will show respect for the digital property of others; they will not attempt to gain unauthorized access (i.e. hacking) into any network, system, program, or account, and they must immediately report any inappropriate attempts at access or violations of privacy to the teacher.
4. Students will not intentionally access, produce, post, send, display, and/or retrieve vulgar, obscene, offensive, or otherwise inappropriate materials. They will immediately notify teachers of any inappropriate or disturbing material they encounter on the web or in electronic communications.
5. Students will not give personal information (phone #, email, street address, etc.) to anyone on the internet.
6. Students will gain clearance from the teacher before downloading files from the internet.
7. CDs, flashdrives, or other digital storage devices are discouraged; instead, students are encouraged to access their projects via the internet. Students who bring digital storage devices must submit them to be scanned for viruses and approved by the teacher.

Violation of any of these rules may result in forfeiture of permission to use the internet, expulsion from the program, and/or criminal charges.

PRIVACY ISSUES: Students should not expect that files stored on school system servers and work stations will be private. The school system may monitor equipment structures and systems, and all data stored or transmitted on school computers, in order to ensure the security and performance of its equipment, systems, and networks and to enforce applicable laws and policies.

POSSIBILITY OF INAPPROPRIATE CONTENT: Although school computers have some built-in filters intended to block inappropriate content, and computer labs are monitored by classroom teachers, course leaders cannot guarantee that staff members will intercept all inappropriate material and/or every inappropriate use of the internet.

AUTHORIZATION OF PARENT OR LEGAL GUARDIAN:

By clicking the “I agree” checkbox on the registration page, you will verify that you have read and understand this agreement, and you will grant permission for your children to use the internet. You will further agree that you will indemnify the host school district for any fees, expenses, or damages incurred as a result of your child's use or misuse of the computer network or equipment.

In addition, you will verify that you have discussed appropriate and inappropriate use of the computer network with your children. You will indicate your understanding that there are text and graphic files available on the internet which are inappropriate for minors, and that the network administrators cannot monitor all use. You will release Great Valley Writing Project, other program sponsors, and their school and community partners from any responsibility should any of your children be exposed, through his/her own actions, or through the actions of another patron, to internet content of which you would not approve.

Great Valley Writing Camps • Authorize Use of Google Apps for Education (Preview)

This agreement is required for enrollment. It must be authorized via checkbox during the online enrollment process.

Teachers and students at Great Valley Writing Camp often utilize online resources provided by *Google Apps for Education*. This page describes the Google tools and outlines student responsibilities for using these services. (Answers to Frequently Asked Questions about Google Apps can be viewed on the next page.)

As part of Great Valley Writing Camp's online presence in Google Apps for Education, the following services (which are hosted by Google) might be available to each student:

Mail - an individual email account for school use managed by GVWP and educational technology partners

Calendar - an individual calendar providing the ability to organize schedules, activities, and assignments

Docs - a toolset for word processing, spreadsheet, drawing, and presentation (similar to Microsoft Office)

Drive – individual and community spaces for storing and sharing project files online

Sites - an individual and collaborative website creation tool

Using these tools, students may collaboratively create, edit, and share files and webpages for projects; they may also communicate via email with other students and teachers. These services are entirely online and available 24/7 from any internet-connected computer. Examples of typical student use include creating group presentations, building an online portfolio of learning experiences, and showcasing class projects.

Technology use at Great Valley Writing Camps is governed by COPPA (*Children's Online Privacy Protection Act*) – This federal law applies to commercial companies and limits their ability to collect personal information from children under 13 years. By default, advertising is turned off for Great Valley Writing Camp's presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows GVWP and school district partners to act as agents for parents in the collection of information within the workshop context. GVWP's use of student information is solely for education purposes. For more info, go to – <http://www.ftc.gov/privacy/coppafaqs.shtm>

Guidelines for the responsible use of Google Apps for Education by students:

1. Student Email Address. Participating students will be assigned an email account; the email address will be shared with parents. This account will be used during the workshop and may be deleted when the workshop ends.
2. Prohibited Conduct. Please refer to the "Internet Use Agreement" for Great Valley Writing Camps. You may access a printer-friendly copy of this form at this weblink – <https://goo.gl/IloJDC>
3. Access Restriction. Access to and use of student email is considered a privilege accorded at the discretion of the program leaders. GVWP leaders and educational technology partners maintain the right to immediately withdraw the access and use of these services (including email) when there is reason to believe that violations of law or violations of internet use policies have occurred. In such cases, the alleged violation will be referred to a program administrator for further investigation and adjudication.
4. Security. The Great Valley Writing Camp cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, we cannot assure that student users will not be exposed to unsolicited information.
5. Privacy. Because the writing in this program is shared, discussed, and published, the mentor-teachers at the Great Valley Writing Camp will be encouraged to access and respond to student projects stored in Google Apps. In addition, our educational technology partners may access student files in Google systems, including current and archival files of user accounts, when there is reasonable suspicion that unacceptable use has occurred. Student email users, however, are strictly prohibited from accessing files and information (other than their own) without a specific invitation to do so.

Google Apps For Education: Frequently Asked Questions

Teachers and students at Great Valley Writing Camp often utilize online resources provided by Google Apps for Education.

Why use Google Apps for Education?

- To provide students with access to current technology applications and free tools designed for collaboration with other students and teachers;
- To give students the ability to work on their documents both in school and at home - anytime and anywhere from any Internet connected device;
- To help students work collaboratively, engage in peer-editing of documents, and facilitate publishing in the Great Valley Writing Camps;
- To facilitate “paperless” transfer of work between students and teachers;
- To provide adequate storage space for student work (seven gigabytes);
- To save time and money in terms of software licensing and document storage.

How is Google connected to local school districts and county offices of education?

The Google agreements with local school districts and county offices of education provide access to Google applications and storage. While Google hosts these services off-site, the school site maintains the ability to manage users, groups, and settings, much like other locally-hosted systems. This means that teachers can grant and remove user access, and control other settings to ensure a safe and secure collaboration environment for students and teachers.

What personal student information will be stored in Google Apps for Education?

The terms of the Google contract with school districts mandate that we must ask for parental permission to use Google Apps for Education. On the attached permission form, it states that “information about my child will be collected and stored electronically.” This is true, but Google does not request any personal information from students, and the GVWP staff will **not** provide any personal student data (ex. birthdate, address, phone number, school site, medical info, special concerns) to Google.

All of the personal information that is submitted during registration resides in GVWP’s account at Eventbrite, and that information is not stored by, nor available to Google.

The Google Apps permission form also states: “student’s education records stored in Google Apps for Education may be accessible to someone other than my student and the Great Valley Writing Camps.” This is true; student files in Google Apps will be accessible to teachers and peers. (Examples of student education records that might be stored in Google Apps include assignments, notes, calendars, and writing projects created by the student.)

How will students log in to Google Apps for Education? Will parents have access?

Students will log in using a teacher-supplied email address. Parents who have students enrolled in classrooms using Google Apps will receive an email explaining the log-in procedures, so if they would like to check the content of the Google account, they will be able to do so.

The student accounts are not permanent. They are generally terminated by the GVWP leaders as soon as final draft projects are posted on our website. (Parents also have access to terminate the account, but they should be aware that doing so may destroy the only record of their child’s work.)

Google Apps For Education: Authorization Form (Preview)

GVWP Writing & Technology Workshop

Authorization Form

Google Apps for Education:

Student Email, Calendar, Documents, Drive, & Sites

By clicking the “I agree” checkbox, I confirm that I have read and understand the following::

By virtue of this online environment, I understand that my student’s education records stored in Google Apps for Education may be accessible to someone other than my student and the Great Valley Writing Camps. My signature below confirms my consent to allow my student’s educational activities to be stored by Google.

I understand that by participating in Google Apps for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of Google Apps for Education (<http://www.google.com/a/help/intl/en/edu/privacy.html>). I understand that I may ask for my child's account to be removed at any time, but that such action will prevent the student from engaging in collaborative writing, editing, and revision activities during the workshop.

By clicking the “I agree” checkbox on the registration page, I give permission to Great Valley Writing Camp, the hosting school district, and/or an affiliated county office of education to assign a Google Apps for Education account for each of the children I have enrolled. I understand that if classroom teachers decide to use Google Apps in their lessons, my child will receive an email account, plus access to Google Docs, Google Drive, Google Calendar, and/or Google Sites. I understand that the accounts are not provided for permanent use, and that they may be terminated shortly after the end of the workshop.

Great Valley Writing Camps • Publication Agreement (Preview)

This agreement is required for enrollment. It must be authorized via checkbox during the online enrollment process.

Parent/Guardian: Please preview this agreement before enrolling online; you will be required to indicate your approval before being allowed to complete the registration process. If you have questions or concerns about these policies, please contact Melissa King at (209) 838-2115.

PUBLICATION AGREEMENT

You must read, agree with, and accept all of the terms and conditions contained in this Agreement in order to enroll your child/children in the Great Valley Writing Camps.

By clicking the “I agree” checkbox on the registration page, I indicate my approval for each student's name, picture, art, written work, voice, verbal statements, or portraits (video or still) to appear in informational and/or educational publications, videos, or websites. For example, pictures, articles, and video about the “Great Valley Writing Camp” might appear in local newspapers, in student-published anthologies, in program-affiliated websites, or in informational television broadcasts. These pictures and articles may or may not personally identify the student(s). The program partners may continue to use the pictures and/or videos in subsequent years. (Program partners may include California State University Stanislaus, the California Writing Project, the National Writing Project, County Offices of Education, Give Every Child a Chance, and public or private schools and districts that allow use of their facilities.)

GVWP has no control of pictures/statements taken by participating students or outside parties that might be shared without our permission.

Publication Agreement: The Student(s) and Parent/Guardian release to Great Valley Writing Project (GVWP) each student's name, picture, art, written work, voice, verbal statements, portraits (video or still), and consent to their use by program partners. For student protection, GVWP will follow these guidelines:

- Each student's name, picture, art, written work, voice, verbal statements, portraits (video or still), will be used only for public relations, program information/promotion, teacher education, and classroom instruction.
- In website postings, student authors will not be identified by personal details other than first and last name. (We will NOT include student e-mail addresses, postal addresses, telephone, or fax numbers.)
- Great Valley Writing Project will accede to any written request by a parent or legal guardian for the removal of specific photographs featuring their child, or references to their child's name.

The Student and Parent/Guardian understand and agree that:

- No remuneration or compensation (i.e.: money) shall be paid for any published material;
- Consent and release have been given without coercion or duress;
- This agreement is binding upon heirs and/or future legal representatives;
- Photos, videos, writing samples, or student statements may be used in subsequent years.

Please note: We publish work quickly, because seeing their own projects in print inspires students to review, revise, and refine their writing. Thus, no other signed waiver will be sought or required prior to publishing student work.

By clicking the “I agree” checkbox on the registration page, I verify that I have read the policies and guidelines listed above, and I grant permission for publication of workshop products and images in accordance with those policies.

Great Valley Writing Camps • Medical Authorization (Preview)

This agreement is required for enrollment. It must be authorized via checkbox during the online enrollment process.

Parent/Guardian: Your child's safety and well-being is very important to us. Please preview this authorization form before enrolling online. You will be required to indicate your authorization before being allowed to complete the registration process.

Questions? Contact Melissa King at (209) 838-2115.

AUTHORIZATION FOR MEDICAL TREATMENT:

By clicking the "I agree" checkbox on the registration page, I verify that I am the parent or guardian of each of the aforementioned student, and that I have legal custody.

I also verify that I have submitted one or more emergency telephone numbers to be used in case medical needs arise with this student during the workshop.

In a medical situation where teachers are unable to reach a parent or legal guardian, or when the parent/guardian is unable to arrive on the scene in a timely manner, I grant my authorization and consent for the teachers of the Great Valley Writing Camp to administer general first aid treatment for any minor injuries or illnesses experienced by the student during the workshop.

If the injury or illness is life-threatening or in need of emergency treatment, I authorize the teachers at the Great Valley Writing Camp to summon any and all professional emergency personnel to attend, transport, and treat this child.

Furthermore, when no parent/guardian is present to act on the child's behalf, I authorize the Great Valley Writing Camp to act as my representative in giving consent for the aforementioned child to receive emergency medical services, including any x-ray, anesthetic, blood transfusion, medication, or other medical diagnosis, treatment, or hospital care that is deemed advisable by (and rendered under the general supervision of) any licensed physician, surgeon, dentist, hospital, or other medical professional or institution duly licensed to practice in California.

It is understood that this authorization is given in advance of any such medical treatment, but is given to provide authority and power on the part of the Designated Adult in the exercise of his or her best judgment upon the advice of any such medical or emergency personnel.

AUTHORIZATION OF PARENT OR GUARDIAN:

By clicking the "I agree" checkbox on the registration page, I verify that I have read and understand the Authorization for Medical Treatment, and I authorize the Great Valley Writing Camp to act as my representative in giving consent for this child to receive first aid and/or emergency medical services.

Great Valley Writing Camps • Indemnification & Hold Harmless (Preview)

This agreement is required for enrollment. It must be authorized via checkbox during the online enrollment process.

INDEMNIFICATION & HOLD HARMLESS AGREEMENT

Waiver of Liability, Assumption of Risk, and Indemnity Agreement

By clicking the “I agree” checkbox on the registration page, you agree to be bound by the terms of the following waiver:

In consideration of being permitted to participate in any way in the *Great Valley Writing Camp*, hereinafter called the “Activity” or “Workshop”, I, for myself, for the minor(s) in question, and for my heirs, personal representatives, executors, or assigns, **do hereby release, waive, discharge, and covenant not to sue the Program Sponsors** (including Great Valley Writing Project, the California Writing Project, the National Writing Project, GECAC/Give Every Child A Chance, public or private schools, school districts, and/or county offices of education who provide facilities, services, and/or equipment, California State University Stanislaus, The Regents of the University of California, and all affiliated officers, employees, and agents) **from liability from any and all claims including the negligence of the Program Sponsors, their officers, employees and agents**, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in the *Great Valley Writing Camp*.

Assumption of Risks: Participation in *Great Valley Writing Camp* carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. In addition to traditional classroom seatwork, students will engage in a variety of physical activities, including, but not limited to, organized games within classrooms, outdoor play activities during recess periods, and rehearsals for group performances. The specific risks vary from one activity to another, but the risks range from (1) contraction of infectious diseases; (2) minor injuries such as scratches, bruises, and sprains; (3) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions; (4) catastrophic injuries including paralysis and death.

I have read the previous paragraphs and I know, understand and appreciate these and other risks that are inherent in Great Valley Writing Camp activities. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

Indemnification and Hold Harmless: I also agree to indemnify the Program Sponsors (*including Great Valley Writing Project, California Writing Project, National Writing Project, public or private schools, school districts, and/or county offices of education who provide facilities, services, and/or equipment, GECAC, California State University Stanislaus, The Regents of the University of California, and all affiliated officers, employees, and agents*) and to hold the aforementioned Program Sponsors harmless from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney’s fees brought as a result of my involvement in *Great Valley Writing Camp*, and to reimburse them for any such expenses incurred.

Severability: In addition, I expressly agree that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: By clicking the “I agree” checkbox on the registration page, you will verify that you have read this waiver of liability, assumption of risk and indemnity agreement, that you fully understand its terms, and that you **understand that you are giving up substantial rights, including your right to sue**. You also acknowledge that you are entering into this agreement freely and voluntarily, and that you intend this agreement to be **a complete and unconditional release of all liability** to the greatest extent allowed by law.