

# UNITED HEBREW SCHOOLS– 2011-2012

## Policies and Forms

*Below you will find detailed policies of United Hebrew School. We ask that you and your child(ren) read through each of these policies, discuss them, and then sign (indicating your acceptance) on the attached page. Please keep this policy page for your information and return the signature page to the School Office.*

### Bullying Policy

Bullying is defined as the intimidation of one child by another or by a group of children. The intimidation may be by deed or by words and causes fear or emotional distress in the person being bullied.

Bullying is not acceptable behavior at United Hebrew Congregation. It goes against the Leviticus statement: “You shall not curse the deaf nor place a stumbling block before the blind...but love your kinfolk as yourself.” It also is completely contrary to the “golden rule” of Hillel: “Do not unto others what you would not have them do unto you.”

If someone is being bullied, he/she should report it to the teacher or to a rabbi or cantor. If a child sees someone else being a bully or is being bullied, the student should report it to the teacher or to a rabbi or cantor. If one does not report this kind of behavior, it is as if he/she is condoning the bullying.

The person doing the bullying will be spoken with first by the teacher and then by the Rabbi-Educator. If the behavior continues, the parents will be contacted. Upon a third offense, a meeting between the student, parents, teacher, and rabbi will be held to discuss possible consequences and actions. All efforts will be made to help the person who is doing the bullying understand the effects of the words or actions and to help change behavior. Our school must be a safe environment for all students.

### Acceptable Behavior Policy

We expect our students to respect and cherish United Hebrew Congregation, its classrooms, sanctuary, chapel, meeting rooms, our teachers and each other. To create a positive learning environment, we expect our students to behave and follow instructions and procedures.

Violation of this policy may result in disciplinary action up to and removal from religious/Hebrew/Chai school setting.

### Computer/Internet Acceptable Use Policy

United Hebrew Religious School/Hebrew School (the School) offers Internet access for teacher and student use. We believe that the Internet offers vast, diverse and unique resources to both students and teachers. The School’s goal in providing this service is to promote educational excellence in our religious and Hebrew schools by facilitating resource sharing, innovation and communication.

Violation of the Acceptable Use Policy may result in a loss of privileges. In addition, violations may result in financial charges for repair or replacement of equipment or other services, as well as legal action.

### **Student Internet Access**

1. Students will have access to the Internet, which is composed of the World Wide Web and e-mail information resources, through selected classroom work.
2. Students and their parent or guardian must sign the Acceptable Use Policy Agreement to be granted Internet access. This agreement must be renewed on an annual school-year basis. Parents or guardians may withdraw their approval at any time.
3. Vandalism will not be tolerated. Vandalism is defined as any malicious attempt to harm or destroy data of another student, faculty or staff member, data, hardware or networks.
4. Students will avoid the inadvertent spread of computer viruses by following all virus protection procedures communicated by instructors or United Hebrew Congregation administrators. The uploading or creating of computer viruses shall be considered vandalism.
5. All uses of the Internet shall conform to copyright laws and avoid plagiarism. Copyright infringement occurs when people inappropriately reproduce work that is protected by a copyright without permission from the copyright owner. This includes copying copyrighted images, graphics, audio, or text found on the Internet. If a work contains language that specifies appropriate use of that work, one should follow the expressed requirement. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own.
6. Use of electronic mail and/or social network correspondence by students may, on occasion, be necessary to further educational goals, as determined by individual instructors. Students who send electronic mail/messages as part of an approved educational activity are expected to represent United Hebrew Congregation in a positive manner. In any such written communications, students will be polite and use appropriate language, and will refrain from using obscene, derogatory, or threatening language of any kind. In all online communications, students should keep their personal information (full name, address, or other contact information) private, and should not reveal personal information about others. Students must recognize that they have no guarantee of privacy with respect to their online communications. Instructors, as well as school and synagogue administrators, may inspect student e-mail communications at any time to ensure that they are in accordance with this Policy.

### **Respecting Resource Limits**

1. You will use the school's computer resources only for educational activities and limited, sharing and/or exploring information and media. Use for personal financial gain, entertainment, recreational or purely personal use is not authorized. School faculty or staff members may monitor your Internet research activities by any means available to them. They may also impose time limitations on your use of school computers.
2. You will not intentionally access inappropriate material, including profane, obscene, derogatory, threatening, or otherwise inappropriate language, symbols, or pictures. To the extent practical, technology protection measures (or "Internet filters") will be used to block or filter Internet access to inappropriate material. There is not a filter that will block every site that the school deems inappropriate. A user should not interpret his or her ability to access an inappropriate site as an endorsement that the site is compliant with this policy and acceptable for use. The ultimate responsibility for appropriate use is the sole responsibility of the individual student.
3. If you mistakenly access inappropriate material, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this policy.

4. Your parent or guardian should instruct you if there is additional material that they think would be inappropriate for you to access. The School fully expects that you will follow your parent's or guardian's instructions in this matter.

### **Photo and Material Release**

United Hebrew Religious and Hebrew School ("we" or "us") occasionally may showcase student work, projects, or activities that students produce or are involved in ("materials"), show photographs or class pictures of students ("photos"), or upload videos ("digital recordings") of students/classes in the Parent's Bulletin, congregational bulletin, our directory, on our website, and/or in the *Jewish Light*. We will follow the following guidelines when using these materials and photos: (1) we will not disclose any student's address, phone number, or email address; (2) for individual or group photos, we may or may not identify student(s); and (3) will not use the materials or photos in any publications or websites other than those listed above, unless we first ask for the student's and his/her parent/guardian's permission.

In consideration of the opportunity to participate in such publications, you and your parent/guardian hereby execute this release in our favor and grant us the following perpetual rights and permissions: (1) to record, use, reproduce, publish, display, and modify your materials, name, likeness, image, voice, appearance, and performance, with or without attribution, in or on any media (print, digital, photographic, or otherwise, whether now known or later developed) anywhere in the world; and (2) to broadcast, exhibit, market, sell and otherwise distribute publications using your materials, name, likeness, image, voice, appearance and/or performance, either in whole in part, and either alone or with other publications or products, for any purpose that we or our designees in our sole discretion may determine, including without limitation promotional or publicity purposes. We are not obligated to use any materials or your name, likeness, image, voice, appearance, or performance in any manner.

You confirm that you have the right to enter into this agreement, that you are not restricted by any obligations or commitments to any other party, and that we have no financial commitment or obligation to you as a result of your granting this release. You hereby give us all clearances, releases, and licenses, copyright and otherwise, for use of your materials, name, likeness, image, voice, appearance, and/or performance in the manner contemplated herein. You hereby waive any right to inspect or approve our use of your materials, name, likeness, image, voice, appearance, or performance or any photos or digital recordings hereunder, and you hereby waive, release, and discharge us from any and all claims and demands arising out of or in connection with your materials, , name, likeness, image, voice, appearance, or performance or the photos or digital recordings or this release, including without limitation any and all claims for additional compensation or of defamation, privacy or publicity. We (or our photographer) own all rights in the photos and digital recordings; however, except as to the limited rights and permissions granted hereunder, we make no claim to any copyrights in your materials. You agree that the rights granted to us in this release are irrevocable, perpetual and worldwide. You hereby acknowledge receipt of reasonable and fair consideration from us for the foregoing release.

\*\*If you do not wish for your (or your child's) materials or your (or their) name, likeness, image, voice, appearance, or performance to be used in any way, please indicate this on the signature page. However, group photos and recordings do not require a release so long as no names are mentioned. If you do not wish your child to be in photographs or videos, please state this on the form and make sure that your child is also aware of this, but understand that a group shot (i.e. an image of the religious school community singing in the sanctuary) may include your child.

# POLICY SIGNATURE FORM

## 2011-2012

Name of Student: \_\_\_\_\_ Name of Parent/Guardian: \_\_\_\_\_

### Bullying Policy

I have read the bullying policy and understand and accept the terms and conditions of the policy.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

### Acceptable Behavior Policy

I understand and accept my responsibility in behaving in an acceptable manner while participating in the educational programs at United Hebrew Congregation. I agree to be respectful of the congregation facilities and property, the staff, the faculty, and fellow members.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Computer/Internet Acceptable Use

I have read the Computer/Internet Acceptable Use Policy. With my signature below, I agree to comply with the terms and conditions outlined in the policy.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As parent/legal guardian of the student signing above, I grant permission for my child to access the Internet for approved educational purposes during religious and/or Hebrew School. I have read and agree to the United Hebrew Schools Acceptable Use Policy, and I understand that my child and I will be held responsible for violations by my child. I understand that some materials on the Internet may be inappropriate; therefore, I agree to accept responsibility for guiding my child and conveying to her/him appropriate standards for selection, sharing, and/or exploring information and media.

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

### Photo and Material Release

I hereby warrant that I have read the release pertaining to "photo and material release" before signing it and that I am familiar with its contents. I agree to and will comply fully with its terms.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade/Teacher: \_\_\_\_\_

(The right of granting permission is given to the individual who owns the material or who is photographed. However, in the case of a minor, permission from the parent/guardian is also required. If the child refuses, though, a parental signature does not override the right of the child to refuse.)

I hereby warrant to United Hebrew Schools that I am the parent/legal guardian of the above-named student, and that I have full authority to authorize his/her participation in the activities described above.

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