



Academy for Technology and the Classics
A Public Charter School
Technology Plan
School years 2013-14 to 2016-17

Approved by ATC Governing Council March 19th, 2014



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Introduction

The Academy for Technology and the Classics (ATC) was founded in 2000 to provide a classical and technology-based approach to education in a public school setting. ATC was the third charter school established in Santa Fe, New Mexico, and the first in Santa Fe to open its doors to both middle and high school students. The school's founding Governing Council sought to provide small classes and personalized instruction to students who thrived in such an environment. ATC earned an "A" from the New Mexico Public Education Department report card for school year 2012-13.

The principal goals of the Technology Plan are to:

- Invest in and install appropriate infrastructure, hardware, and software to support **state-of-the-art technology**
- Invest in and ensure adequate **teacher** training and development to ensure effective use of technologies purchased
 - Encourage teachers to move toward "paperless" classrooms
- Provide **each student** at ATC the opportunity to become proficient in state-of-the-art technologies that cover an array of technology options
 - Make sure that each student has use of a computer to do school work

This Technology Plan is a guide for the implementation and support of technology throughout the school over the next three+ school years, 2013-14 through 2016-17. The purpose of the plan is to assist ATC staff in evaluating the current and proposed technology at ATC and to create strategies to continue to integrate technology into the curriculum.

Thoughtful use of technology provides staff and students with the tools needed to maximize the learning environment. A constant cycle of planning, implementing and reassessing the curriculum will ensure that students at ATC will be able to fully utilize technology as a learning tool.

School Mission and Values

Mission

The mission of ATC is to cultivate fearless learners. ATC nurtures intellectual curiosity, critical thinking, and classic achievement.

Values

ATC recruits and retains the best possible teachers. Students are challenged to reach their full intellectual potential and to think, analyze, and articulate ideas.

The ATC community promotes an atmosphere of mutual respect and collaboration among students, teachers, and parents through building positive relationships. Staff and students accept and encourage their peers' creativity, diversity, and individual personalities.

College Preparatory Curriculum and College Advising

ATC emphasizes honors, pre-advanced placement (AP) and AP classes. ATC offers a college advisory program in which a student is assigned a College Crew Leader in 7th grade who works with that student through 12th grade. The crew leader helps students to prepare for college and to find the college that best fits each student's skills, needs, and interests.

Classics and Technology

ATC integrates the classics into its curriculum through teaching outstanding literary, historical, scientific and artistic works from cultures around the world. ATC brings technology that is effective as an educational tool into its curriculum and classrooms.

ATC Technology Committee

Principal – Susan Lumley

Business and Operations Manager – Larry Mirabal

Technology Committee Chair– Jason Morgan, Assistant Principal

Technology Committee Member - Caleb Raymer, Parent

Technology Committee Member - Jennifer Ferguson, Faculty

Technology Committee Member – Brady Gotcher, Faculty

Technology Committee Member – Chad Kieffer, Parent

Technology Committee Member – Martin Dryden, Parent

Technology Committee Member – Tim Host, Faculty

Technology Committee Member – Michael Hatcher, Faculty

ATC Technology Committee Mission

The ATC Technology Committee’s mission is to develop, recommend, and continuously develop and improve a technology plan for the school which:

- Strengthens students’ ability to learn now and throughout their lives;
- Enhances teachers’ ability to effectively educate;
- Adheres to Federal, State, and District education requirements;
- Improves communication within the school community; and
- Fits within the school’s operational budget.

To meet these goals, the Technology Committee will:

- Seek input from teachers, students, administration, and parents.
- Evaluate current and emerging technologies as they relate to curriculum, instruction, administration, and communication at the school.
- Prepare and present recommendations to the school’s Governing Council and stakeholders.
- Regularly evaluate the effectiveness of the school’s technology plan.

Technology Goals and Strategies

Technology education is an important component to realizing the mission of ATC, providing students with the tools necessary to succeed in whatever post-secondary endeavors they choose to pursue: college, certification programs, vocational training, or a job. ATC will make strategic investments in technology to support student learning, teacher development and administrative operations.

The Technology Plan will serve as a guide in meeting the following goals and objectives:

Technology Goal 1: Skills

Students will acquire, maintain and enhance their technology skills.

- Provide students with access to high-end computers and quality instruction to acquire technology skills.
- Encourage students to explore educational interests on the Internet and share their knowledge with their peers.
- Provide learning opportunities through the use of technology tools to enhance individual and group projects, cooperative learning, thematic studies and varied learning techniques.

Technology Goal 2: Integration

Teachers will improve the integration of technology into the curriculum and assess effectiveness.

- Provide quality professional development to staff to allow them to continue to incorporate technology into their daily lesson plans.
- Develop mentor programs among staff that allows for a structured sharing of ideas to assist in the integration of technology into the curriculum.
- Maintain a shared network drive to allow for the sharing of successful lesson plans.

Technology Goal 3: Infrastructure

The school will maintain and improve a comprehensive technology infrastructure that will provide widespread access and connectivity for students and teachers.

- Budget necessary funds to maintain and improve network hardware and software.
- Perform daily maintenance to maintain the current inventory of technology equipment.

Current Technology Status

ATC's technology has been significantly improved over the last 2 years through enhanced emphasis on the use and need for technology in education, donations of used equipment from a state agency and other sources, and minimal increases in operational funds dedicated to technology. These improvements and upgrades include:

Accomplishments - 2012-2013

Goals (P24 Gears/Components)	Actions	Resources/Who?/Timeframe
Upgrade/Improve Infrastructure (Gear 3- T&I: Robust Network, Adequacy)	Add broadband internet Install campus security cameras Add 10 Wifi APs: Segregated SSIDs staff/students	SB-9 Funding/Administration/Q2 SB-9 Funding/Administration/Q3 SB-9 Funding/Administration/Q3
Improve Communication Resources (Gear 5- Academic Supports: Parent Engagement)	Install VOIP phones Procure new copier contract w/ service plan Develop and support teacher websites	SB-9 Funding/Administration/Q3 Op. Funding/Administration/Q2 Software, Training/Faculty/Q1
Develop Support Solutions/Capacity (All Gears)	Adopt a Technology Committee Procure IT Contract Support, ABBA	Staff, Community/Gov. Council/Summer '13 SB-9 Funding/Administration/Summer '13
Improve Instruction/Assessment (Gear 1- C&I: Leveraging Technology)	Implement flipped classroom in 7 th grade math	Equipment, Staff/Math Dept./Q1

Accomplishments and Goals - 2013-2014

Goals (P24 Gears/Components)	Actions	Resources/Who?/Timeframe
Upgrade/Improve Infrastructure (Gear 3- T&I: Robust Network, Adequacy)	Upgrade Firewall Improve File Server Redundancy: DFS Update to Win 7 (Enterprise) and Home Use Program Improve student access accountability (GPOs) Add additional Wireless APs (Meraki) Install new UPS for main file servers	SB-9 Funding, Equipment/ABBA/Q1 SB-9 Funding, Equipment/ABBA/Q1 SB-9 Funding/ABBA/Summer SB-9 Funding, Equipment/ABBA/Q1 SB-9 Funding, Equipment/ABBA/Q3
Improve Communication Resources (Gear 5- Academic Supports: Parent & Community Engagement, Digital Learning) (Gear 6- PD: Participative Evaluation)	New website Online lottery application Teachscape	Parent Donation/Tech Committee/Q1 Op. Funding/Tech Committee/Q2 PD, NMPED/Administration/Q1
Improve Classroom Resources (Gear 3- T&I: Adequacy, Formal Cycle) (Gear 2- Time: Flexible Learning)	Add 3 more smart boards (6 total) Refurbish and Deploy Laptop Cart(s) Procure new laptops for staff	Donation/Administration/Q1 SB-9 Funding, Donations/ABBA/Q2 SB-9 Funding/ABBA/Summer '13
Improve Instruction/Assessment (Gear4- D&A: Online Systems, Adaptive Learning)	Online Discovery testing, All grades Online SBA testing, grade 7 Add technology elective for grade 7 Collaborate with school in Germany (Skype, class projects..., class travel exchange)	PD, Equipment/Faculty/Q1-4 PD, Equipment/Faculty/Q2-3 SB-9 Funding, Equipment/Faculty and Admin/Q1 Equipment, Software/Faculty/Q2-4
Develop Support Solutions/Capacity (Gear 7- B&R: Alignment, Efficiency) (Gear 1- C&I: Personalized Learning) (Gear 6- PD: Digital Skills, Opportunities)	Develop and analyze parent and teacher Technology needs assessments Develop long term Technology Vision, Mission, and planning Train staff in Naviance for college/career assistance Develop plan for integrated, technology-focused Professional Development "Academy"	Software, PD/Tech Committee/Summer '13 PD/ Tech Committee/Q1-2 SB-9 Funding, PD/Faculty/Q3 PD/Tech Committee/Q3-4

Technology Needs Assessment

In early 2014, ATC performed a thorough technology needs assessment for the entire school, including infrastructure, teacher, staff, student and program needs for the next 5 years.

While the school has made substantial improvements in its technology infrastructure and resources, much more is needed for ATC to meet its goals for technology and digital learning to strengthen students' ability to learn now and throughout their lives, enhance teachers' ability to effectively educate, and improve communication within the school community.

The technology needs assessment addresses four general areas:

- **Infrastructure** – Large, expensive and/or long lasting items that support the school as a whole. This includes wiring, networking, servers, phone systems, volume licensed software and similar purchases.
- **Operating** – Regular equipment, software and services that are used on a regular basis by some or all staff or students, but either have short lease/maintenance terms or lifespans. This includes PCs, printers, most software and service.
- **Instructional Program** – Hardware, software, or services used by specific programs or groups such as math, music, and language. This includes media editing or language software, digital textbooks, and website tools for teachers, among others.
- **Training and Professional Development** – Technology training services and resources.

The ATC Technology Committee recognizes that our recurring capital funds are insufficient to meet the funding needs of this technology plan when considering the proportion of those funds required for acquisition and payment for our facilities. Additionally, we anticipate a report from the New Mexico Public School Facilities Authority that will layout the long term maintenance needs of our facility as it transitions to a public site. Taken together, the Technology Committee recognizes that additional sources of funding, such as the District's Educational Technology Note, are needed to support current resources and meet future goals.

The tables on the next few pages list recurring expenses such as software and hardware maintenance, contracts and other regular expenses; projected and scheduled equipment replacements; and planned occasional hardware and software purchases.

Annual recurring expenses:

* Completed purchases, SY13-14

ANNUAL SOFTWARE MAINTENANCE/RENEWAL		Est. Annual cost
PowerSchool (District Supported)		\$ -
Microsoft Enterprise software Agreement (MS Windows & Office)		\$ 8,000.00
Antivirus/Malware protection		\$ 1,500.00
Adobe Cloud		\$ 10,000.00
Teacher websites		\$ 500.00
Teachscape (training)		\$ 500.00
Off-site/Cloud Data backup services		\$ 6,500.00
Naviance		\$ 2,500.00
		\$ 29,500.00

ANNUAL HARDWARE REFRESH/REPLACEMENT		Est. Annual cost
Desktop computers (25% replacement)	20	\$ 8,000.00
Laptop computers (25% replacement)	25	\$ 14,000.00
Printers	2 B&W, 1 Color	\$ 1,000.00
Document Cameras	4	\$ 1,200.00
Digital cameras	1	\$ 300.00
Staff cell phones	4	\$ 500.00
Laptop Carts	1	\$ 5,000.00
		\$ 30,000.00

ANNUAL HARDWARE MAINTENANCE/SERVICES		Est. Annual cost
Managed IT Services		\$ 35,000.00
Leased printer/scanners		\$ 30,000.00
Physical security monitoring and maintenance services (Cameras, burglar and fire alarms)		\$ 2,400.00
VoIP phone system		\$ 14,000.00
School website Hosting		\$ 400.00
Web filtering		\$ 500.00
		\$ 82,300.00

ANNUAL TRAINING/PROFESSIONAL DEVELOPMENT		Est. Annual cost
MS Windows & Office	All staff (27)	\$ 9,000.00
PARCC Testing training	DTC (District Test Coordinator)	\$ 200.00
		\$ 9,200.00

ANNUAL RECURRING EXPENSES TOTAL	\$ 151,000.00
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Non-Recurring Expenses

The following table lists the non-recurring, one-off and occasional future technology-related needs of the school over the next three years. (This includes purchases made and planned in the current fiscal year.)

Resource	Current Year			
	2013-2014	2014-2015	2015-2016	2016-2017
Research availability of computer tutorials in Spanish	\$ -			
Purchase Scantron scanner and software for student assessments	\$ 2,500.00			
Fund professional development time for teachers to document lesson plans that effectively integrate technology	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Purchase SMART board for classrooms (~\$2,000 ea)	3 Donated	x12 \$ 24,000.00	x12 \$ 24,000.00	x4 \$ 8,000.00
Improve technology inventory process and establish a replacement schedule for technology equipment	\$ -			
Purchase additional laptops for staff (~\$495 ea)	x25 \$ 12,123.00	x12 \$ 5,940.00	x10 \$ 4,950.00	
Purchase "clicker" class sets		\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Tablets for students (~\$350 ea)	x25 \$ 8,750.00	x100 \$ 35,000.00	x100 \$ 35,000.00	x100 \$ 35,000.00
Lease new multi-function copier/scanners	\$ *			x\$ =
Purchase additional laptop carts with laptops	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	
Purchase additional LCD projectors for classrooms (~\$800 ea)	x4 \$ 3,200.00	x4 \$ 3,200.00	x4 \$ 3,200.00	x4 \$ 3,200.00

Provide professional development to teachers in new subject-specific software/online resources	x\$ =	x\$ =	x\$ =	x\$ =
Purchase and implement software/online resources in each subject area	\$ 3,000.00	\$ 4,500.00	\$ 5,500.00	\$ 2,500.00
Provide professional development to administrative staff in technology tools utilized administratively	x\$ =	x\$ =	x\$ =	x\$ =
Internet broadband upgrade	20MB @ \$1,400/month \$ 16,800.00	50MB \$2,000/month \$ 24,000.00	100MB @ \$2,900/month \$ 34,800.00	100MB @ \$2,900/month \$ 34,800.00
Install Voice over IP (VoIP) phones	\$ **			
Install/Upgrade Wi-Fi	\$ **	\$ **		
Develop/Improve/Upgrade teacher websites	\$ **			
Develop new school website	\$ **			
Upgrade firewall	\$ **			
Battery backups (UPS) for servers and network equipment	\$ *	\$ 6,250.00		
Re-wire building telecommunications		\$ 120,000.00		
Replace network switches	\$ - (2 Donated)	\$ 10,000.00		
Servers with VM capabilities			\$ 16,000.00	\$ 16,000.00
Network File System			\$ 25,000.00	
Cooling of network server room		\$ 19,000.00		
Cooling of west network closet			\$ 5,000.00	
Electrical upgrades in classrooms (more power outlets)		\$ 11,500.00		
Network new building addition				\$ 95,000.00
Equip new building addition (PCs, etc)				\$ 125,000.00

FY Totals	\$ 71,373.00	\$ 290,390.00	\$ 180,450.00	\$ 326,500.00
Annual expenses w/10% increase	\$ 151,000.00	\$ 166,100.00	\$ 182,710.00	\$ 200,981.00
FY total IT projected expenses	\$ 222,373.00	\$ 456,490.00	\$ 363,160.00	\$ 527,481.00
Already expended or encumbered in current FY	\$ 151,623.00			
Current FY remaining expenses	\$ 70,750.00			

Critical needs

The following resources have been identified as critical technology needs that limit the schools ability to meets its core educational goals if they are not acquired, implemented, or improved:

Critical Need	Current Status
Broadband internet, 50-100Mbps	Broadband internet, 10-20Mbps
Comprehensive IT support contract covering all computers, server, infrastructure and software	Full PC, but limited network/infrastructure support
High-quality, reliable network infrastructure	Older, outdated and unsupported network cabling and switches
High-quality, reliable wireless for all school, staff and student devices	Limited wireless that can only support 50-100 devices
Staff/Teacher IT support and training position (IT Instructional Assistant)	Assistant Principal support, limited volunteer and occasional paid assistance
Energy efficiency retrofits of building systems	Old inefficient lighting, heating and cooling
Proper electrical and environmental design for network hardware	Minimal cooling of server room, which reduces lifespan of critical and expensive equipment. Insufficient electrical power in server room for equipment.
Effective ratio of student-ready devices, 3:1 minimum, 1:1 ideal	Student-ready device ratio 4:1
Complete outfitting of all classroom environments with minimum instructional technologies (smartboard/LCD, document camera, teacher laptop, VOIP phone, computing center)	Using mostly older donated and unsupported PCs and equipment, 20% of staff have smart boards, nearly all classrooms have just one dedicated computer for students
Programmable annunciator and bell system	No school-wide or outdoor annunciator system. Older, difficult to program bell system.

Evaluation Process

The process and accountability measures that will be used regularly to evaluate the extent to which technology goal objectives, activities, resources, and services are effective include:

- Ratio of students to computers. Goal: 3 students: 1 computer.
- The number of students and educators who are proficient in using computers and other equipment, e.g., LCD projectors, SMART boards. Goal: 75%.
- The number of curriculum areas in which the classroom computers are integrated. Goal: 50%.
- The number of programs in which the students and educators are proficient. Goal: Annual increase per PDP.

- List specific student projects that incorporate the new technology. Goal: 100%.
- Student projects and teacher lesson plan reviews to observe technology integration. Goal: Biannually
- Annual surveys of teachers, students, parents and other staff of schools' technology needs, of which the results will be shared in faculty and staff meetings. Goal: Biannually

At the conclusion of each academic year, ATC's Technology Committee will meet to review this evaluation. They will utilize internal evaluation criteria to ensure the validity of the 2013-14 to 2016-17 Technology Plan and determine the need for additional resources. The plan will be assessed and revised if needed to provide an accurate representation of current technology at ATC.

Professional Development

For one week in August, the teachers meet without students. During this period and throughout the school year, educators will receive extensive professional development from the Technology Committee on technology and its integration into the classroom.

During professional development, teachers will receive:

- Instruction on locating, evaluating and using information on the shared network drive to support and enhance learning across the curriculum with technology integration.
- Tutorials on the use of the student information system and Google Apps utilized by the school.
- Suggestions on how to use technology-based tools for differentiated instruction.
- Training on the operation of recently purchased technology equipment for the classroom: LCD projectors, document cameras, and interactive whiteboards.

Beginning in fall 2014, the school will create a technology mentor program whereby teachers can elect to become technology leaders in three focus areas: communications, digital learning, and instructional technology. The school will fund professional development time throughout the school year for these technology mentors to participate in additional technology training as well as time that allows for a structured sharing of ideas with the rest of their respective department to assist in the integration of technology into the curriculum.

The administrative staff will receive additional technology training on an as-needed basis throughout the school year.

Appendix

- Electronic Information Acceptable Use Policy for Staff and Students
- Parent Website Release

Academy for Technology and the Classics

Electronic Information Acceptable Use Policy for Staff and Students

Electronic Information Resource Contract

Academy for Technology and the Classics (ATC) is pleased to announce that Internet, email, and other school-owned electronic information services are available to students and teachers. ATC strongly believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning in our school system. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The school will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

Please read this document carefully. When signed by you, and if appropriate, your parent/guardian, it becomes a legally binding contract. We must have your signature and that of your parent/guardian (if you are under 18 years of age) before we can provide you with an access account.

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied and you may be subject to disciplinary action and require reimbursement for any damage or costs incurred.

Terms and Conditions of this Contract

Personal Responsibility

As a representative of this school, I will accept personal responsibility for reporting any misuse of the network or school-owned equipment to the system administrator. Misuse can come in many forms, but is commonly viewed as vandalism or any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described in this document.

Acceptable Use

The use of my assigned account and school-owned equipment must be in support of education and research and the educational goals of ATC. I am personally responsible for this provision at all times when using the electronic information service.

- a. Use of other organization's networks or computing resources must comply with rules appropriate to that network.
- b. Transmission of any material in violation of any United States or other state organizations is prohibited. This includes, all but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- c. Use of commercial activities by for-profit institutions is generally not accepted.
- d. Use of product advertisement or political lobbying is also prohibited.

I am aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws and that I can be prosecuted for violating those laws.

Privileges

The use of the information system is a privilege, not a right, and inappropriate use of school-owned equipment may result in the cancellation of those privileges. Each person who receives an account will adhere to proper behavior and the use of the network. The ATC Technology Committee (operating under the aegis of the school board) will decide what appropriate use is and their decision is final. The technology coordinator(s) may close an account at any time deemed necessary. The administration, staff, or faculty of ATC may request that the system administrator deny, revoke, or suspend specific user accounts and/or the use of school-owned equipment

ATC makes no warranties of any kind, whether expressed or implied, for the service it is providing. ATC will not be responsible for any damages suffered while on this system. These damages include loss of data because of delays, nondeliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information via the information system is at your own risk. ATC specifically disclaims any responsibility for the accuracy of information obtained through its services.

Security

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the technology coordinator at once. Never demonstrate the problem to other users. Never use another person's account without written permission from that person. All use of the system must be under your own account. Any user identified as a security risk will be denied access to the information system.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy school-owned equipment or the data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to physical damage and the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, reimbursement of costs of malicious or intentional damages, and legal referral.

Updating

The information service may occasionally require new registration and account information from you to continue the service. You must notify the information system of any changes in your account information.

Required Signature

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, appropriate legal action and/or reimbursement of costs of malicious or intentional damages. I also agree to report any misuse of the information system to a ATC teacher or technology coordinator. Misuse can come in many forms, but can be viewed as vandalism or as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other uses described above.

Name (please print): _____

Signature: _____

Date: ____/____/____

Parent or Guardian:

Students under the age of 18 must also have the signature of a parent or guardian who has read this contract.

As the parent or guardian of this student, I have read this contract and understand that it is designed for educational purposes. I understand that it is impossible for ATC to restrict access to all controversial materials, and I will not hold the school system responsible for materials acquired on the network. I also agree to report any misuse of the information system to a ATC administrator. I understand that any violation of the above provisions may result in disciplinary action or the revoking of my child's user account, appropriate legal action and/or reimbursement of costs of malicious or intentional damages. Misuse can come in many forms, but can be viewed as vandalism or as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

I accept full responsibility for supervision if and when my child's use is not in a school setting. All conditions of this acceptable use policy apply when using school- owned equipment outside the school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

ATC's policy is to obtain permission from a student's parent/guardian prior to publishing student photographs (non identified), or work on our web site. A copyright notice is also included prohibiting the copying of student work without express written permission. In the event that a request for copying is made, the student's parent/guardian will be notified.

_____ I DO ALLOW my child's photograph/work to be published on ATC's website.

_____ I DO NOT allow my child's photograph/work to be published on ATC's website.

Parent or Guardian Name (please print): _____

Parent or Guardian Signature: _____

Date: ____/____/____