

August 27, 2007

Dear Yearbook Staffer and Parents,



Welcome back to school and to Yearbook. Please read the online handbook for this class. You can find a link to it on my web page (<http://www.allenisd.org/ford/higgsm/index.htm>) Almost anything you want to know about your class can be found there. If you have any questions, just ask. My phone number at school is **972-727-0590 ext. 1712**. My district e-mail address is **Mary\_Higgs@allenisd.org**. Parents and/or grandparents are always welcome to stop by the Multimedia lab (L103) and see my students' work. Take a left at the room with the fish. The lab is the last one in that hall on the right.

The best way to find out what my classes are doing at any time is to go to my web page. You will find my lesson plans, the schedule for the week, lessons, tutorials, project requirement with examples, and grades posted by ID number, in addition to daily instructions for each of my classes. It's important to me to include examples of my students' work on my web page, but in order to do this, I need your permission. To keep from having to send the permission form home every time I want to put work on line, I'd like to get your permission (or not) at the beginning of the year. I need to know if it's all right to publish your (child's) work and include his/her first and/or last name on the web. Please specify at the bottom of the page which of those things would be acceptable to you.

My lab is open to students every morning except Wednesday from 7:45 – 8:15 and Monday afternoon from 3:30 – 4:00. Students may make arrangements with me to stay on additional afternoons if they let me know in advance and I don't have other commitments.

In addition, you need to be familiar with the district's Acceptable Use Guidelines (AUG) for technology which can be found in the AISD Code of Conduct. There is a link to this document on the opening menu of my website. Violation of this policy is a very serious offense. Please read it carefully along with the Tech Apps/Yearbook Handbook. If you are not able to read either of these documents online, please let me know so that I can send you printed copies.

I wonder if you would be willing to help us in one of the following ways. Please check as many as you like.

- Make a presentation to the class about your desktop publishing layout and/or design.
- Make a presentation to the class about photography or photo editing.
- Give us a tour of your journalism, publishing, or especially printing business.
- Help us understand about careers that are available in journalism.
- Let us borrow old yearbooks (We'll need them at the beginning of the year.)
- Another way: \_\_\_\_\_

Thanks for filling out the information at the bottom of the page and returning it to me soon (by this Friday).

Sincerely,  
Mary Higgs  
Tech Apps, Multimedia, and Yearbook Teacher

Please check the following items that are agreeable to you and don't check the ones that are objectionable.

- We have read the district's AUG in the AISD Code of Conduct and agree to abide by it. (*required*)
- We have read and understand the Tech Apps/Yearbook Handbook that accompanied this letter and agree to cooperate with the policies and requirements explained there.
- You may put my (child's) school work on the web.
- You may identify my (child's) school work with his/her first and last name on the web.
- You may identify my (child's) school work with only his/her first name on the web.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

Student's Name: \_\_\_\_\_

Parents' Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_