1. Login to your Aspen account. The direct link is https://ma-hingham.myfollett.com/aspen/logon.do and can also be found on the homepage of hinghamschools.org.
2. Under the Workflow  tab, Initiate "Parent Permission Workflow".

3. Select the child that you are assigning permissions for.. Once selected, click "OK". The box will disappear.
4. Please remember to perform this task for each of your children separately.

5. Click "Next" on the bottom right of the screen.

6. The workflow screen will open (see below for an example).
7. Click the "Contact Info" tab. This is consenting that your contact information in Aspen is accurate.
8. Click the "Handbook" tab to proceed to the next acknowledgment.
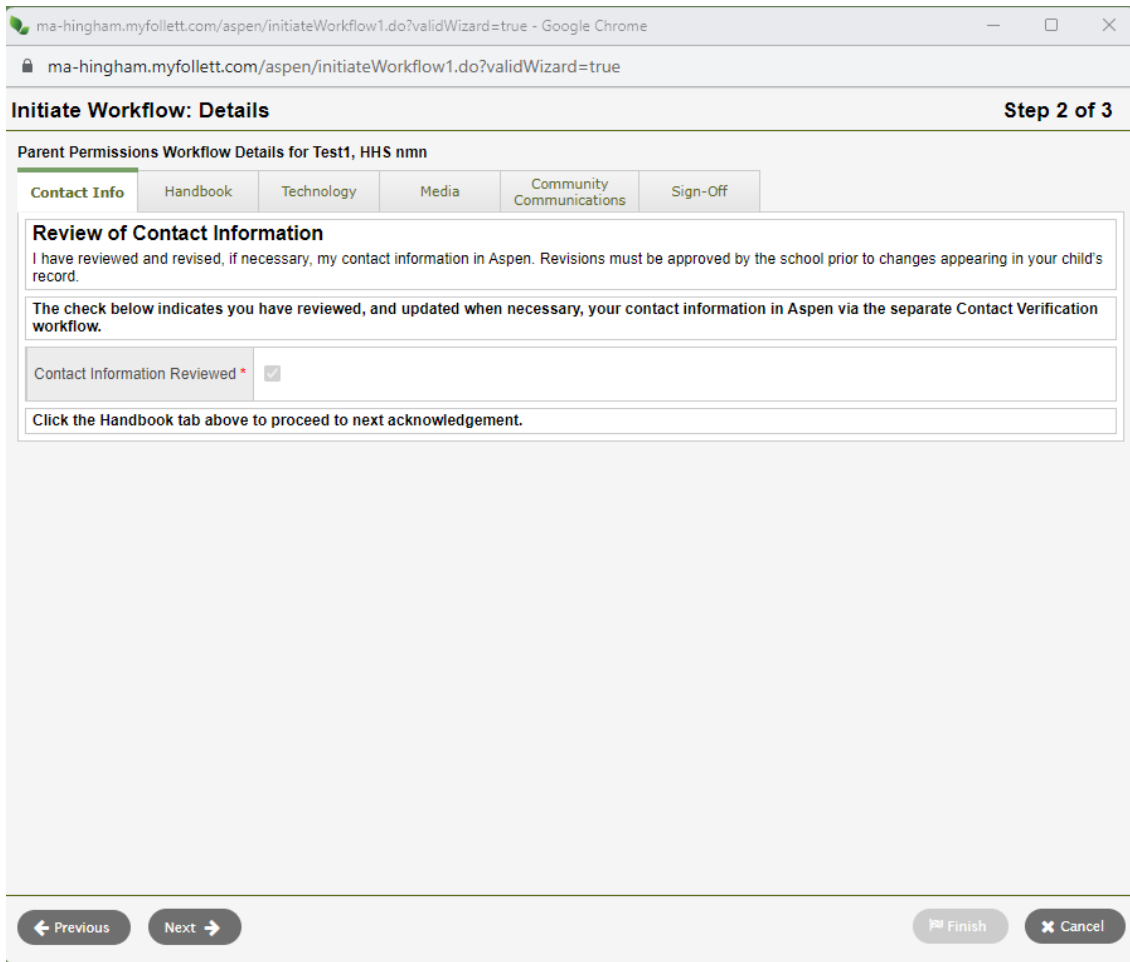


9. Proceed to "Parent Handbook Sign-Off". This is consenting that you have received and reviewed your student's handbook. The handbooks are on the school's websites.
10. Proceed to the "Technology" tab.

## Initiate Workflow: Details          Step 2 of 3

**Parent Permissions Workflow Details for Test1, HHS nmn**

| Contact Info | **Handbook** | Technology | Media | Community Communications | Sign-Off |
|---|---|---|---|---|---|

### School Handbook Acknowledgement and Code of Discipline

I have read and reviewed my child's school handbook including the Code of Discipline on the school website on hinghamschools.org.

The check below indicates you are aware of the Policies discussed in the Student Handbook and **AGREE** to abide by them.

Parent Handbook Sign-Off *   ☑

Click the Technology tab above to proceed to next acknowledgement.

◀ Previous    Next ▶                          ⚑ Finish    ✖ Cancel

11. Review the "Internet Usage Policy" and "Google G Suite's for Education  Form Permission" from the student handbook.
12. Once completed, proceed to the "Media" tab.

**Initiate Workflow: Details**                                                              **Step 2 of 3**

Parent Permissions Workflow Details for Test1, HHS nmn

| Contact Info | Handbook | **Technology** | Media | Community Communications | Sign-Off |

### Technology Acceptable Use Acknowledgement

I have read and reviewed the Internet Usage Policy with my child from the school's handbook and understand everyone's responsibility and consequences relative to this instructional tool.

I have read the Google's G Suite for Education Permission Form in my child's school handbook. I give permission for Hingham Public Schools to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the handboook.

The check below indicates you are aware of the Technology Policy, AGREE to abide by it, and GRANT permission for your child to have a G Suite for Education account.

Internet Usage Policy *          ☑

G Suite Parent Permission *      ☑

Click the Media tab above to proceed to next acknowledgement.

← Previous    Next →                                     ⚐ Finish    ✕ Cancel

13. Check "Refuse Media Release" if you would like to opt your student out of photos/videos.
14. Proceed to "Community Communications".

🔒 ma-hingham.myfollett.com/aspen/initiateWorkflow1.do

**Initiate Workflow: Details**            **Step 2 of 3**

Parent Permissions Workflow Details for Test1, HHS nmn

| Contact Info | Handbook | Technology | **Media** | Community Communications | Sign-Off |
|---|---|---|---|---|---|

### Student Photo Release Opt Out

During the course of the school year, photographs or videos of students are taken during the school day and at activities for use by the school, district and educational news releases, publications, video productions, social media, educational projects, and/or the district website. Students 18 years of age do not require parental consent for photo use.

Please note, if your student participates in public events (such as a sporting event or drama production that is open to the community) the school/district may have little or no control over photographs taken by media, other parents or community members attending the event.

**Please check below to indicate you DO NOT give permission to have photographs or videos of your child taken for any purpose.**

| Refuse Media Release | ☐ |
|---|---|

**Click the Community Communications tab above to proceed to next acknowledgement.**

← Previous    Next →        ⚐ Finish    ✕ Cancel

15. Please check the boxes for the organizations you DO NOT wish to share contact information with.
16. Proceed to "Sign-Off"

Parent Permissions Workflow Details for Test1, HHS nmn

| Contact Info | Handbook | Technology | Media | **Community Communications** | Sign-Off |
|---|---|---|---|---|---|

### Release of Student Data Notice to Parents of High School Students
We provide student/parent contact information to various school support groups.

Please check below to indicate you DO NOT want to share your contact information with the identified group(s). Check all that apply.

| Hingham Arts Alliance | ☐ |
| School's PTO | ☐ |
| Hingham Education Foundation | ☐ |
| Hingham Sports Partnership | ☐ |
| Hingham Music Parents Association | ☐ |
| US Military Recruiters | ☐ |

Click the Sign Off tab above to submit your acknowledgments and permissions.

← Previous     Next →                                         ⚑ Finish     ✖ Cancel

17. The "Sign-Off" page is where you will enter the date on which you did this workflow.
18. Click Finish.

ma-hingham.myfollett.com/aspen/initiateWorkflow1.do

# Initiate Workflow: Details

**Parent Permissions Workflow Details for Test1, HHS nmn**

| Contact Info | Handbook | Technology | Media | Community Communications | **Sign-Off** |

**Please enter today's date below confirming you have finished this process.**

| Parent Submission Date * | t | |

← Previous    Next →    🏳 Finish    ✖ Cancel