

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”.

Hingham Public Schools 2023-2024
Test, mom

Pages: Family Academics Groups Calendar

Workflow
Start a new Parent Permissions Workflow workflow
[+ Initiate](#)

Banner

Published Reports

Filename	DateUploaded	Creator	Description
No published reports			

Web Sites

Recent Activity Last 30 days

Search:

Attendance Grades

- ▼ **Test2, HMS NMN (0)**
 - No activity in the specified date range
- ▼ **Test1, HHS nmn (0)**
 - No activity in the specified date range
- ▼ **Test3, EAST (0)**
 - No activity in the specified date range

To Do Test3, EAST

Overdue Online Assignments Tomorrow Today [Week View](#)

Overdue Online Assignments

Course	Assignment	Category	Due
No assignments scheduled.			

Today: Wednesday, September 6

Course	Assignment	Category	Completed
No assignments scheduled.			

Tomorrow: Thursday, September 7

Course	Assignment	Category	Completed
No assignments scheduled.			

Announcements

Calendar: September 2023

S	M	T	W	T	F	S
3	4	5	6	7	1	2
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Grades

Web Sites

Windows Taskbar: Search, 12:41 PM 9/6/2023

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.

ma-hingham.myfollett.com/aspn/initiateWorkflow0.do - Google Chrome

ma-hingham.myfollett.com/aspn/initiateWorkflow0.do

Initiate Workflow: Workflow Selection Step 1 of 3

Workflow	Parent Permissions Wor
Date	8/10/2023
Student	Test1, HHS nm

ma-hingham.myfollett.com/aspn/pickList.do?multi=false&fields=stdViewName,...

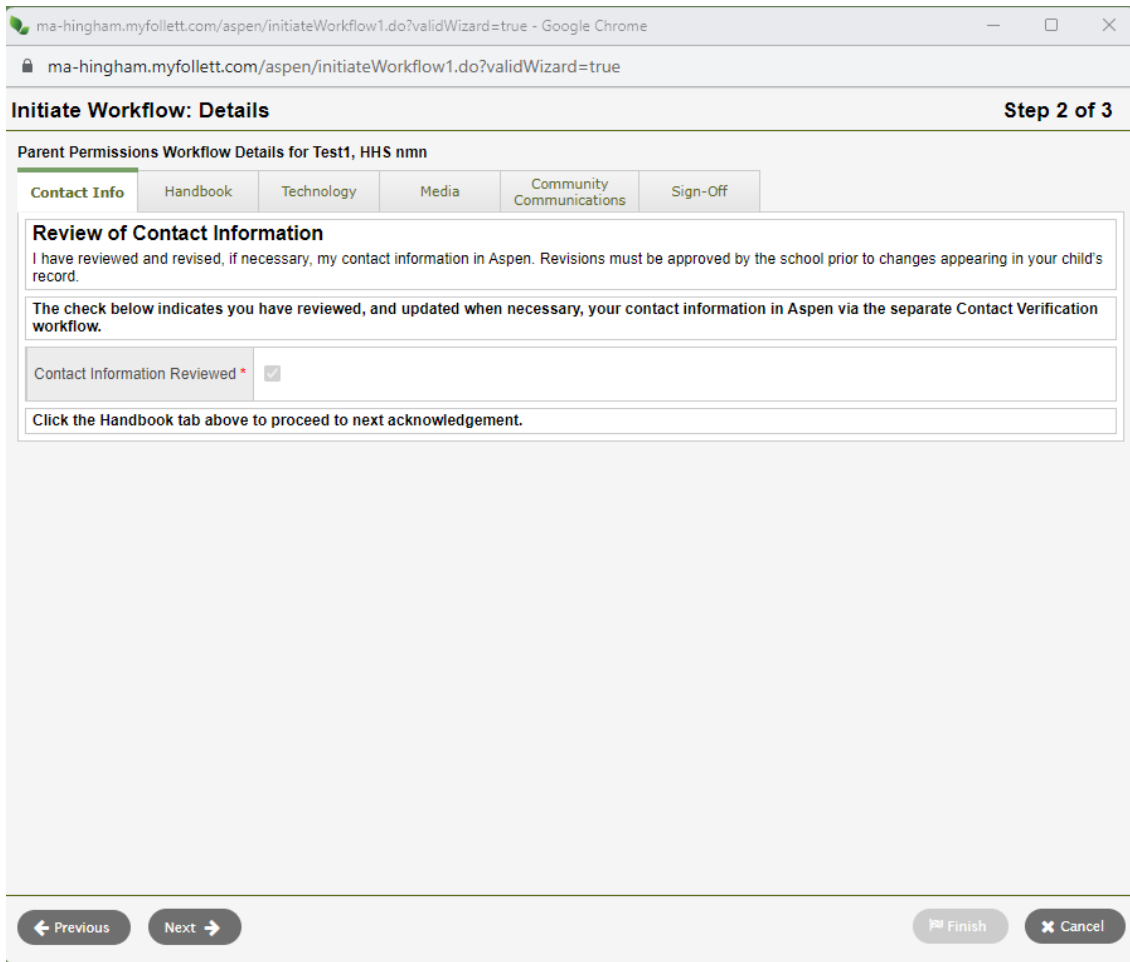
ma-hingham.myfollett.com/aspn/pickList.do?multi=false&fields=stdViewName,stdYo...

3 records

Name	YOG	Homeroom
<input checked="" type="radio"/> Test1, HHS nm	2027	
<input type="radio"/> Test2, HMS NMN	2030	
<input type="radio"/> Test3, EAST	2035	

← Previous Next →

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.

ma-hingham.myfollett.com/aspn/initiateWorkflow1.do - Google Chrome

ma-hingham.myfollett.com/aspn/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

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.

ma-hingham.myfollett.com/aspn/initiateWorkflow1.do - Google Chrome

ma-hingham.myfollett.com/aspn/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

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 handbook.

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 *	<input checked="" type="checkbox"/>
G Suite Parent Permission *	<input checked="" type="checkbox"/>

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 - Google Chrome

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"

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

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

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	<input type="checkbox"/>
School's PTO	<input type="checkbox"/>
Hingham Education Foundation	<input type="checkbox"/>
Hingham Sports Partnership	<input type="checkbox"/>
Hingham Music Parents Association	<input type="checkbox"/>
US Military Recruiters	<input type="checkbox"/>

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.

Initiate Workflow: Details

Step 2 of 3

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