

To complete parent forms / permissions on the Aspen portal

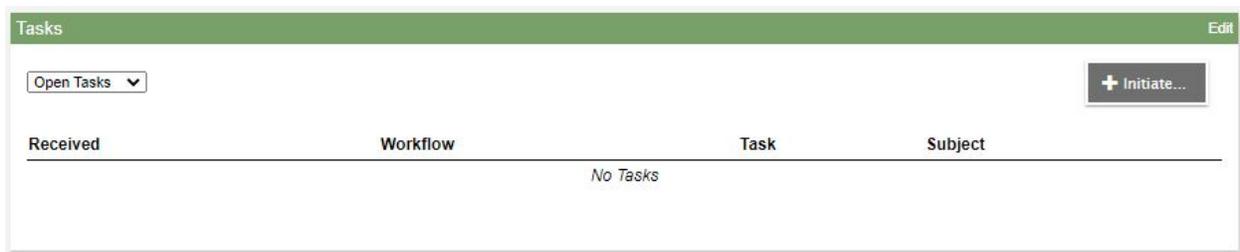
Please Note - This process can be done from a computer / laptop or on a mobile device. Scroll down to page 5 to follow steps for a mobile device.

Directions on a computer / laptop

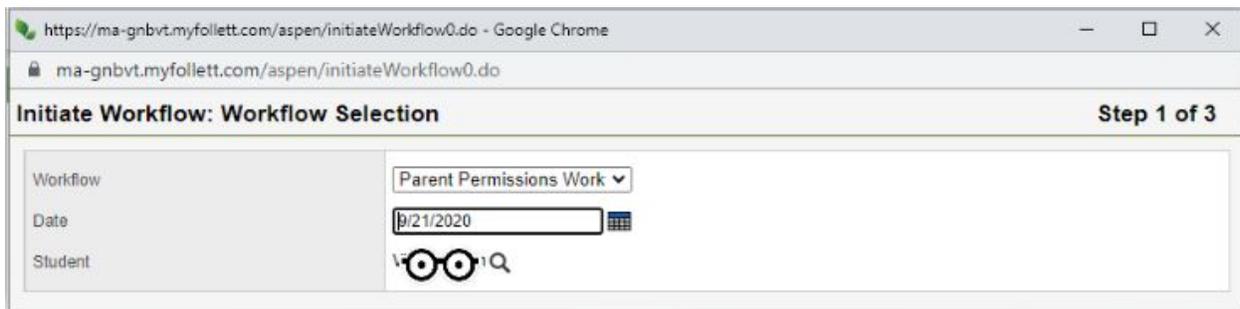
Click here to login to the portal - <https://ma-gnbvt.myfollett.com/>

If you have any issues logging in, try the **I forgot my password** option. Or email aspen@gnbvt.edu for further assistance. If you have any issues with these directions please email aspen@gnbvt.edu for further assistance.

1. Scroll down to the bottom of the **Pages** tab that you are on. You will see the **Tasks** section.



2. Click the  button. In the window that launches, select **Parent Permissions Workflow**, leave today's date defaulted, and click the lookup icon (magnifying glass) to search for your student.



3. Click OK and then click the **Next** button at the bottom of the screen.

Technology Acceptable Use

1. Read through the **Technology Acceptable Use** tab and click off the checkbox at the bottom of the page to agree to the policy.

Technology Acceptable Use	Military Release	Student/Parent Handbook	Hand Sanitizer OPT OUT	Family Compact	Sign Off
<p style="text-align: center;">Parent and Student Acceptable Use of Technology Policy Sign-Off</p> <p>I have read the Internet, Computer and Technology Acceptable Use Policy. Failure to observe this policy shall result in termination of my GNBVT accounts. Any inappropriate activities will be grounds for disciplinary action up to and including termination of use. GNBVT will also advise law enforcement agencies of illegal activities conducted through any GNBVT resources and will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities conducted through GNBVT resources. I understand that the Internet is a worldwide group of hundreds of thousands of computer networks. I understand that GNBVT does not control the content of these Internet networks. I understand that I may keep this account as long as the procedures described in the District Internet, Computer and Technology Acceptable Use Policy are followed.</p> <p style="text-align: center;">STUDENT TECHNOLOGY USE POLICY</p> <p>GNB Voc-Tech provides technology resources to its students to promote educational excellence in the school by facilitating resource sharing, innovation, and communication with the support and supervision of the administration. The use of technology is a privilege, not a right.</p> <p>With global access to resources across the Internet comes the possibility of material that may not be considered to be of educational value in the context of a school setting; GNB Voc-Tech firmly believes that the value of information, interaction, and research capabilities available outweighs the possibilities that students may obtain material that is not consistent with the educational goals of the district.</p> <p>Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of school activities. All students are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This policy is intended to clarify those expectations as they apply to computer and network usage. Violations of this policy may result in disciplinary action, a loss of computer privileges, and if appropriate, legal action. The school will cooperate with local, state, or federal officials conducting an investigation related to any allegedly illegal activities conducted through the school computer network.</p> <p>Users of the school computer system are cautioned that any work on school computers generates an electronic record subject to public disclosure.</p> <p>Please check below to indicate you have reviewed the Internet, Computer and Technology Acceptable Use Policy and AGREE to abide by it.</p> <p>Parent Acceptable Use of Technology Policy * <input checked="" type="checkbox"/></p> <p>Click the Military Release tab above to sign-off on the Military Release</p>					

2. Click the **Military Release** tab to continue.

Military Release

1. Click the **Military Release Form** link in the language you prefer (English, Spanish, or Portuguese) and complete it. This form will launch in a new tab. Once completed, return to the workflow. **NOTE** - You will have to minimize your browser window to return to the workflow pop up window.
 - a. **IMPORTANT** - For Juniors and Seniors parents, a portion of this form is for you to agree or disagree to the school providing your student's information to the Armed Services.
2. Click off the checkbox at the bottom of the page to acknowledge the completion of this tab.

Technology Acceptable Use	Military Release	Student/Parent Handbook	Hand Sanitizer OPT OUT	Family Compact	Sign Off
<p style="text-align: center;">Military Release Sign-Off</p> <p>Please complete the questionnaire and answer the questions regarding your family's military history. Click here to complete the Military Release Form</p> <p>Por favor, preencha o questionário e responda às perguntas sobre a história militar de sua família. Clique aqui para concluir a Formulário de Liberação Militar em português</p> <p>Complete el cuestionario y responda las preguntas sobre el historial militar de su familia. Haga clic aquí para completar el Formulario de Liberación Militar en español</p> <p>Please check below to indicate you have completed the Military Release.</p> <p>Military Info Release * <input checked="" type="checkbox"/></p> <p>Click the Student/Parent Handbook tab above to sign-off on the Handbook</p>					

3. Click the **Student / Parent Handbook** tab to continue.

Student / Parent Handbook

1. Click the **2020-2021 Student Handbook** link. This page will launch in a new tab. Please be patient while this page loads.
2. Click on the Student Handbook image to begin reading. If you would prefer to read the handbook in a different language, scroll down to select the language of your choice (English, Portuguese, or Spanish). Once you have read through the material, return to the workflow. **NOTE** - You will have to minimize your browser window to return to the workflow pop up window.
3. Click off the checkbox at the bottom of the page to agree you have read the handbook.

Technology Acceptable Use	Military Release	Student/Parent Handbook	Hand Sanitizer OPT OUT	Family Compact	Sign Off
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Parent and Student Handbook Policies Sign-Off

This is to certify that I have read the GNBVT Student/Parent Handbook, which includes school rules and regulations for students. I am aware that violations of certain procedures will result in consequences listed within the handbook. Scroll down on the web page for a Portuguese or Spanish version of the Student Handbook.
[Click here to read the full 2020-2021 Student Handbook](#)

Please check below to indicate you have received and reviewed the Student Handbook.

Parent Handbook Sign-Off *	<input checked="" type="checkbox"/>
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Click the **Hand Sanitizer OPT OUT** tab for more information on the hand sanitizer policy

4. Click the **Hand Sanitizer OPT OUT** tab to continue.

Hand Sanitizer OPT OUT

1. Click the **Hand Sanitizer OPT-OUT Form** link. This form is optional. Only fill it out if you would like your student to **OPT-OUT** of using hand sanitizer at school. This form will launch in a new tab. Once completed, return to the workflow. **NOTE** - You will have to minimize your browser window to return to the workflow pop up window.
2. Click off the checkbox at the bottom of the page to acknowledge that you have read the Hand Sanitizer OPT-OUT information.

Technology Acceptable Use	Military Release	Student/Parent Handbook	Hand Sanitizer OPT OUT	Family Compact	Sign Off
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Hand Sanitizer OPT OUT

As we work towards our Health and Safety Measures for this upcoming school year we will be encouraging and supporting both students and staff to wash hands frequently according to the guidelines set out by the Department of Public Health as well as the Department of Education and Secondary Education.
In order to comply with established guidance, students will have access to both handwashing stations and hand sanitizer stations located throughout our school.
We want to be able to communicate with your student's educators appropriately, if you do not wish for your student to utilize hand sanitizer.
If your student has a medical condition and is not able to use Hand Sanitizer please complete this form to OPT-OUT of using/applying hand sanitizer. He/she will then be encouraged to utilize the traditional method of washing hands with soap and water.
[Click here to complete the Hand Sanitizer OPT-OUT Form](#)

Please check below to indicate you have received and reviewed the Hand Sanitizer OPT OUT

Hand Sanitizer Opt Out *	<input checked="" type="checkbox"/>
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Click the **Family Compact** tab above to sign-off on this process

3. Click the **Family Compact** tab to continue.

Family Compact

1. Click the **Family Compact** link. This form will launch in a new tab. You will select your preferred language within the form. Enter your email address, select your preferred language, and click **Next**. A new form will open. Follow the instructions to complete the form and then return to the workflow when you are done. **NOTE** - You will have to minimize your browser window to return to the workflow pop up window.
2. Click off the checkbox at the bottom of the page to agree you have completed this form.

Technology Acceptable Use	Military Release	Student/Parent Handbook	Hand Sanitizer OPT OUT	Family Compact	Sign Off
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Family Compact form

Click here to view and complete the family compact form [Family Compact Form](#)

Please check below to indicate you have received and reviewed the Family Compact form

Family Compact *	<input checked="" type="checkbox"/>
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Click the **Sign Off** tab above to sign-off on this process

3. Click the **Sign Off** tab to complete this process.

Sign Off

1. Enter today's date.
2. A comment is optional.
3. Click the **Next** button at the bottom of the page.

Technology Acceptable Use	Military Release	Student/Parent Handbook	Hand Sanitizer OPT OUT	Sign Off
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Please enter today's date below confirming you have finished this process and you agree to all the before mentioned policies.

Parent Permission Sign-Off Date *	<input type="text" value="9/18/2020"/>
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Please enter any comments you have regarding this process and then click the NEXT button below to then confirm that you have completed this process.

Parent Permissions Comments	<div style="border: 1px solid gray; height: 80px;"></div>
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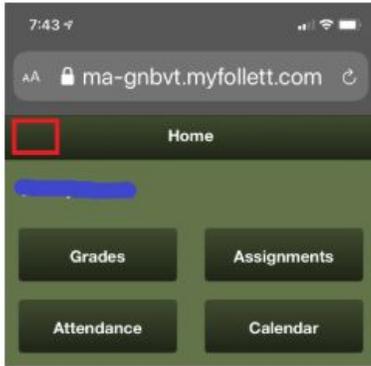
Confirmation page

1. Click the **Finish** button to complete this process. Thank you!

Directions on a mobile device

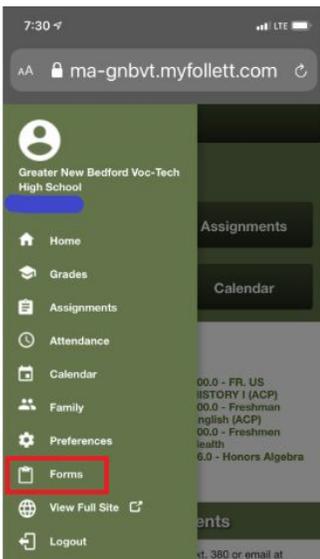
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1. In the area of the red square, you may (or may not) have a 3-line icon to access your menu. Push that area to open up the menu.

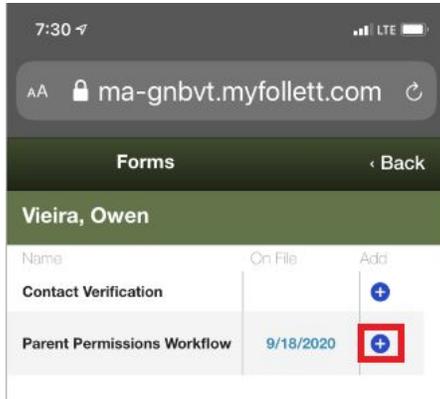


Grades

2. Click the **Forms** menu option.



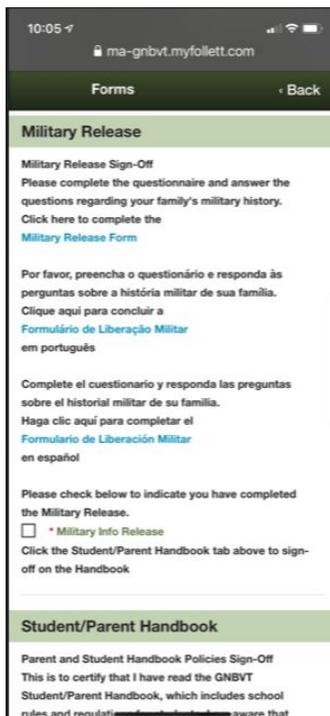
3. Click the **+** button next to the **Parent Permissions Workflow** line to begin the workflow.



- Follow the workflow straight through. Click the links for any forms that need to be filled out. A new tab will launch. Complete the form, close out your tab, and you will be back to the workflow to continue.

NOTE - Refer to the details of each section on pages 1 - 4 of this document if the section is not self-explanatory.

- Check off the checkbox below each section to confirm you completed / agree with the topic that was covered.



- At the bottom of the page, click the **Send Form** button to complete the workflow. Thank you!