



# BAY SHORE STEAM CORPORATION

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Bay Shore STEAM Corporation (BS-STEAM) is an independent 501(c)(3) nonprofit organization that supports STEAM education experiences for students, including those participating in FIRST Robotics Team 271 and related STEAM programs. BS-STEAM operates separately and independently from the Bay Shore School District and any of its affiliated schools, staff, systems, or networks.

## **Digital Communication & Collaboration Consent**

This form ensures that all student communication and collaboration conducted through BS-STEAM platforms follows strict safety, transparency, and Youth Protection Program (YPP) standards.

This consent applies to all BS-STEAM digital communication and collaboration tools, including but not limited to Mattermost, Microsoft Office, Microsoft Office 365/Microsoft 365, OneDrive, SharePoint, OnShape and any other platforms used to support BS-STEAM programs. To support communication among mentors and student participants, BS-STEAM provides access to a privately hosted Mattermost chat server. Mattermost is an online collaboration and messaging platform similar to Slack or Microsoft Teams.

### **1. Independent Organization Notice**

- a. I understand and acknowledge that:
  - i. BS-STEAM is not owned, operated, controlled, or managed by the Bay Shore School District, Bay Shore High School, or any employee thereof.
  - ii. The Mattermost, Files, and other communication and collaboration platforms servers are hosted, managed, and moderated solely by BS-STEAM on its own infrastructure.
  - iii. Use of the Mattermost, Files, and other communication and collaboration platforms are not school-provided services, are not monitored by the school, and are not subject to school district policies.

### **2. Consent for Minor to Use Digital Collaboration Tools**

- a. I give permission for my child to:
  - i. Create an account on, access, and communicate within the BS-STEAM Mattermost, Files and other communication and collaboration servers and platforms,
  - ii. Participate in team discussions, announcements, project coordination, and STEAM-related communication,
  - iii. Interact with mentors, volunteers, and other student participants approved by BS-STEAM.



### **3. Safety and Communication Policy (No 1-on-1 Messaging)**

- a. I acknowledge that:
  - i. There is no private, direct, or one-on-one communication allowed.
  - ii. All communication includes at least two YPP-screened adults.
  - iii. Mentors follow the FIRST Youth Protection Program (<https://www.firstinspires.org/programs/youth-protection-program>), including required background checks.
  - iv. Any attempt to circumvent these rules must be reported immediately.
  - v. Private direct messaging is disabled for students. Attempts to bypass any safety measures (e.g., creating personal channels, off-platform contact) are prohibited.

### **4. Code of Conduct and Expectations**

- a. I acknowledge and agree that:
  - i. My child must follow BS-STEAM's behavior expectations, safety rules, and digital citizenship guidelines.
  - ii. My child is expected to treat all mentors, volunteers, school staff, and fellow students with respect, courtesy, and professionalism.
  - iii. Bullying, harassment, discrimination, intimidation, or inappropriate language of any kind is strictly prohibited.
  - iv. Students must use all tools, equipment, digital platforms, and collaboration spaces responsibly and only for their intended educational purposes.
  - v. Students must follow all shop, lab, and workspace safety rules, including wearing required personal protective equipment (PPE), following mentor instructions, and maintaining a safe working environment.
  - vi. My child must report any unsafe behavior, equipment issues, or concerns to a mentor immediately.
  - vii. Students may not engage in disruptive behavior, intentional damage of property, or unsafe conduct.
  - viii. BS-STEAM may remove my child from the platform or activity temporarily or permanently for inappropriate conduct, safety violations, or repeated failure to meet behavior expectations
  - ix. BS-STEAM mentors and volunteers do not actively monitor every message, document, and log in real time but may review communication history as needed.

### **5. Use of BS-STEAM Devices (Laptops, Computers, Tablets, Etc.)**

- a. I acknowledge and agree that:
  - i. Any BS-STEAM-provided device (including laptops, desktop computers, tablets, or loaned equipment) must be used solely for educational, STEAM-related, or team-approved or organizational purposes.
  - ii. Students must handle all equipment responsibly and follow mentor instructions when using devices, tools, or specialized software.
  - iii. Students may not install unauthorized software, attempt to bypass security settings, access inappropriate content, or modify system settings.
  - iv. Students are prohibited from using BS-STEAM devices for personal social media, gaming, or non-educational activities unless explicitly authorized by a mentor.
  - v. Students must immediately report any damaged, malfunctioning, or lost equipment to a mentor.
  - vi. Intentional damage, negligent misuse, or repeated failure to follow device rules may result in loss of device privileges and/or responsibility for repair or replacement costs.
  - vii. All activity performed on BS-STEAM devices may be subject to monitoring for safety, security, and compliance with Youth Protection Program (YPP) standards.

## 6. Data, Privacy, and Online Safety

- a. BS-STEAM collects and stores only the minimum information necessary to:
  - i. Create and manage student accounts
  - ii. Maintain platform security and safety
  - iii. Facilitate communication and educational collaboration
  - iv. Meet Youth Protection Program (YPP) documentation and compliance requirements
- b. I understand that:
  - i. Mattermost accounts may store usernames, full names, email addresses, and other personally identifiable information (PII) required for account creation and platform functionality.
  - ii. All BS-STEAM hosted and collected data is stored on U.S.-based servers
  - iii. Additional data—such as messages, files, timestamps, and activity logs—may also be stored.
  - iv. BS-STEAM collects only the information necessary to administer student accounts, maintain platform security, and facilitate communication.
    - 1. Data is collected solely for account administration, safety compliance, communication, and educational operations.
  - v. BS-STEAM does not sell, share, or disclose student data to third parties outside operational or safety-related requirements.
  - vi. Parents may request a copy of their child's stored data to the extent permitted by law and system capability.
  - vii. Student accounts may be archived or deleted at the end of each program season as part of routine system maintenance.
  - viii. Online communication presents inherent risks, and BS-STEAM will take reasonable steps to maintain a safe environment but cannot guarantee the actions of all users.



## **7. Liability Release**

- a. I release and hold harmless Bay Shore STEAM Corporation, its directors, officers, volunteers, mentors, and agents from any liability, claims, damages, or losses arising from my child's access to or use of the Mattermost communication platform.  
This does not release BS-STEAM from liability for gross negligence or willful misconduct.
- b. I acknowledge that BS-STEAM does not control user-generated content and that parents understand the inherent risks of online platforms despite reasonable safety measures.

## **8. Revocation of Consent**

- a. I understand that I may revoke my consent at any time by providing written notice to BS-STEAM. Upon revocation, my child's accounts used for BS-STEAM digital collaboration tools—including but not limited to Mattermost, Microsoft Office, Microsoft Office 365/Microsoft 365, OneDrive, SharePoint, and any other BS-STEAM-managed platforms—will be deactivated.
- b. To revoke consent, please email [Info@BS-STEAM.com](mailto:Info@BS-STEAM.com) with the subject line “Revoke Digital Consent.”
- c. I acknowledge, however, that:
  - i. Messages, files, documents, revisions, logs, or other data previously created by my child may remain on the system, as part of platform history or required safety records.
  - ii. BS-STEAM is not required to delete historical communication data, as it may be retained for operational, archival, safety, or compliance purposes—including Youth Protection Program (YPP) documentation requirements.

## **9. Optional Participation Notice**

- a. I acknowledge that:
  - i. Use of Mattermost is optional and not required for participation in Team 271 or BS-STEAM programs.
  - ii. Students who opt out will still receive high-priority or time-sensitive communications through the school's Google Classroom and ParentSquare systems as provided by school advisors.
  - iii. Opting out will not affect my child's eligibility or participation.



## **Media Release & Publicity Consent**

I understand and acknowledge that Bay Shore STEAM Corporation (BS-STEAM) may take photographs, video recordings, audio recordings, or written testimonials of students participating in BS-STEAM programs, including but not limited to FIRST Robotics Team 271, the Manufacturing Club, STEAM workshops, competitions, and related events. BS-STEAM may share student photographs and achievements with current and prospective sponsors strictly for the purpose of program funding and support.

By signing below, I authorize BS-STEAM to:

1. Photograph, record, or otherwise capture images or audio of my child during BS-STEAM activities.
2. Use my child's name (first name and last initial), likeness, voice, biographical information, achievements, and project work in BS-STEAM promotional materials.
3. Publish these materials in print, online, digital, or broadcast formats, including but not limited to:
  - a. BS-STEAM websites and social media
  - b. Sponsorship proposals and fundraising materials
  - c. Grant applications
  - d. Newsletters
  - e. Presentations
  - f. Donor communications
  - g. Press releases and local media
4. Share student stories, accomplishments, and photographs with current and prospective sponsors, partners, and donors to support BS-STEAM's mission and fundraising efforts.
5. I acknowledge that:
  - a. BS-STEAM will never publish a student's full last name, home address, personal phone number, personal email, or other sensitive identifiers.
  - b. BS-STEAM does not receive financial compensation for the use of student images or content.
  - c. All media is used solely to promote BS-STEAM programs and secure funding opportunities that directly benefit participating students.

This consent is voluntary and may be revoked at any time by submitting written notice to [Info@BS-STEAM.com](mailto:Info@BS-STEAM.com)



## Injury & Activity Liability Waiver

I understand and acknowledge that participation in BS-STEAM activities—including but not limited to robotics, fabrication, manufacturing, engineering projects, use of power tools, shop equipment, mechanical systems, computers, electronics, hand tools, and participation in workshops, events, travel, and competitions—carries inherent risks of injury.

By signing below, I agree to the following:

1. I voluntarily allow my child to participate in BS-STEAM programs, events, activities, and workshops.
2. I understand that BS-STEAM mentors and volunteers provide supervision, safety briefings, and training, but **cannot guarantee complete prevention of injuries or accidents.**
3. I acknowledge that activities may involve movement, mechanical devices, tools, machinery, travel, and collaborative work environments that present physical risks.
4. I certify that my child is physically capable of participating in these activities or I have disclosed any relevant conditions to BS-STEAM.

### **Release of Liability**

I hereby release, indemnify, and hold harmless **Bay Shore STEAM Corporation**, its directors, officers, mentors, volunteers, partners, and representatives from any and all liability, claims, demands, or causes of action arising from:

1. Injuries or accidents occurring during BS-STEAM activities,
2. Use of tools, equipment, machinery, materials, or facilities,
3. Transportation to or from BS-STEAM events (whether provided by BS-STEAM or arranged independently),
4. Participation in school-hosted or third-party facility activities conducted in support of BS-STEAM programs.

This release **does not apply** to injuries resulting from *gross negligence, recklessness, or willful misconduct* by BS-STEAM.

### **Medical Treatment Authorization**

In the event of an emergency, I authorize BS-STEAM mentors or volunteers to secure medical treatment for my child. I understand that:

1. BS-STEAM does not provide medical insurance,
2. Parents/guardians remain responsible for all medical expenses,
3. BS-STEAM will make reasonable efforts to contact a parent/guardian before treatment when possible.



## Parent and Student Acknowledgement of BS-STEAM Terms and Conditions

Student Name:

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I (Student) agree to the terms and conditions listed above.  
 I (Student) do not agree to the terms and conditions listed above.

Student Signature and Date:

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Parent/Guardian Name:

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Parent/Guardian Email: (This email may be used for official BS-STEAM communication.)

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Phone Number:

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I (Parent/Guardian) agree to the terms and conditions listed above.  
 I (Parent/Guardian) do not agree to the terms and conditions listed above.

Parent/Guardian Signature and Date: I acknowledge that the student listed above is under 18 years of age.

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