

Dear Artemis Student and Family,

Once again, congratulations on your acceptance to The Artemis Project! We're looking forward to working with you and getting to know you this summer—we know you'll have a blast!



Enclosed with this letter you will find release and waiver forms, as well as questionnaires about who you are and your medical history. These forms need to be filled out and put **in the mail by Monday, June 22** or scanned and emailed to artemis@cs.brown.edu. You will not be able to attend Artemis without having turned in these forms, so it's crucial that you get them to us before camp begins the following Monday.

If you have any questions about the program, please email us at artemis@cs.brown.edu

Your Coordinators,
Asha Owens, Chelse-Amoy Steele, Joanna Simwinga, and Martha Edwards

Waiver Packet Checklist



Student Name:

Please fill out all of the forms in this packet and either mail them to Artemis or scan them and email them to **artemis@cs.brown.edu** by MONDAY, JUNE 22. You will not be able to attend camp until we receive the forms. Our mailing address is:

The Artemis Project
Brown University
115 Waterman St., Box 1910
Providence, RI 02912

Waiver Packet Checklist:

- _____ General Release and Waiver
- _____ Personal and Medical Information
- _____ Attendance Policy
- _____ Internet Waiver
- _____ Code of Honor
- _____ Questionnaire
- _____ Publishing and Picture Agreement
- _____ University of Rhode Island Ropes Course permission slip
- _____ University of Rhode Island Ropes Course Acknowledgement of Risk Form
- _____ Massachusetts Institute of Technology Museum permission slip
- _____ Google permission slip
- _____ Boston Museum of Science permission slip
- _____ Sky Zone Providence permission slip

General Release and Waiver



Release executed on _____ [date],
by _____ [name of Parent/Guardian], of
_____ [home address], for the
benefit of Brown University (hereinafter referred to as "Brown").

I, the undersigned, am the parent/legal guardian of _____ [name of student], who will be participating in the day camp known as the "Artemis Project" offered by the Computer Science Department of Brown from June 29, 2015 through July 31, 2015. I have been informed of and understand the nature and purpose of the Artemis Project, (hereinafter referred to as "Project"), and I do hereby voluntarily grant my permission for my daughter/ward to participate in the Project and the planned activities including, but not limited to, field trips. I recognize that her participation in the Project is subject to any rules, procedures, and regulations outlined for her by Project staff, Brown personnel, and/or any other person coordinating any activity of the Project. I understand that my daughter/ward and the other Project participants will be supervised by and participate in activities with undergraduate students from Brown.

In consideration of my daughter/ward's being permitted to participate in the Project and the related activities, including but not limited to computer classes and field trips to (1) the Newport YMCA Ropes Course, (2) the Museum of Science, Boston, (3) the MIT Museum (Cambridge, MA), (4) Google's Boston premises, and (5) Skyzone Providence, I do hereby agree to release, indemnify, and forever discharge Brown, including the Corporation, its Trustees, faculty, employees, staff, and other agents, of and against any and all liability and responsibility for any claim or cause of action on account of any personal injury, accident, damage, expenses, or other loss caused, suffered, or incurred by my daughter/ward, myself, or any other person over whom I have legal guardianship during arising out of or in any way associated, directly or indirectly, with my daughter/ward's participation in the Project (including but not limited to travel incidental to participation), and from contribution or indemnification in respect to any claim made against me and/or my daughter/ward by any other participant of the Project or any other person or entity connection therewith.

Additionally, I recognize and appreciate that even under the safest conditions, hazards and risks or events may occur which are beyond the control of Brown which may result in physical injuries and understand that Brown assume no responsibility for the actions of individual participants of the Project or other persons, entities, or things, or provides any insurance for participants of the Project. I, hereby, personally agree to assume all such risks and hazards for loss of or damage to property and/or bodily-injury incident to my daughter/ward's participation in the Trip and save and hold harmless Brown, including the Corporation, its Trustees, faculty, employees, staff, and other agents from any claim for medical expenses made by me, or my family, estate, heirs, or assigns, arising out of his/her participation in the Project.

I hereby authorize the Project staff to transport or make arrangements to transport my daughter/ward to a hospital or other health care facility, in the event a medical emergency arises and I cannot be reached. In giving this consent, I understand that attempts will be made to contact me regarding my daughter/ward's medical condition but certain situations may arise where my daughter/ward requires immediate medical or hospital care. In such situations where I cannot be contacted, I authorize a health care provider

to exercise his/her professional judgment, assess potential risks and choose the necessary treatment from any available alternative and to render such care and perform such treatment as he/she in his/her professional judgment determines to be necessary for the health and safety of my daughter/ward. I further understand that my daughter/ward will not be treated by Brown University Health Services and in the event of a medical emergency, will be transported to either a hospital or health care facility. I agree to bear all expenses and costs associated with said transportation and any treatment by daughter/ward receives by any health care provider.

Additionally, I understand that my daughter/ward will be supervised at all times upon her arrival at the Watson Center for Information Technology (herein referred to as the CIT). Brown and all affiliates are not liable for her well-being prior to her arrival at the CIT or after her departure from the CIT. Should my daughter/ward utilize RIPTA for transportation, I acknowledge that the Artemis Project 2015 and all affiliates have no liability for her well-being.

Further, I acknowledge that I have read and understand the above statements and that if I am unable to do so, for whatever reason, I have had them read to me and am confident that the individual so doing has read and/or translated the statements truthfully and in their entirety. I also acknowledge that I am of legal age to bind myself to this release and waiver.

This release and waiver has been executed on behalf of myself, my heirs and assigns, and has been made with full knowledge or possible risks involved. This instrument has been executed in and shall be interpreted according to the laws of the state of Rhode Island.

Signature of Parent/Guardian

Date

Signature of Witness

Date

Personal and Medical Information



Personal Information

Full Name of Artemis participant:

Nickname/Preferred name:

Birth date: _____

Language(s) spoken at home: _____

Home address:

Name of Parent(s)/Guardian(s):

Parent's numbers: (day) _____

(evening) _____

Parent's email address:

Participant cell number, if applicable:

Participant email address, if applicable:

Emergency contact: (name) _____

(day phone) _____

Relationship to participant: _____

Medical Information

Does the participant have any food allergies? Yes No

If so, to what foods?

Does the participant have any medication allergies? Yes No

If so, to what medications?

Is the participant lactose intolerant? Yes No Other

Is the participant vegetarian? Yes No Other

Please list any other allergies or food restrictions here (animals, dust, gluten free, etc.):

(continued on back)

Does this participant need to take any medication during program hours (9:30 am to 3:00 pm or 9:00 to 5:00 pm on field trip days)? Yes No

If so, what medication(s)?

Name of medication(s): _____

Time(s) of dose: _____

Special instructions:

Does this participant suffer from any medical conditions that the Artemis directors should know about (asthma, headaches, etc.)? Yes No

If so, what condition?

Medical Information cont.

Please describe any additional medical needs:

[illegible]

Signature of Parent/Guardian

Date

Signature of Student

Date _____

Artemis Attendance Policy

Overview

The Artemis Project runs from Monday, **June 29** to Friday, **July 31** from **9:30am to 3:00pm**, with no camp on Friday, July 3, for Independence Day.



Policy

We hope to have a great summer filled with fun and exciting activities and opportunities for all of the girls! Therefore, regular attendance and punctuality are essential for the smooth operation of the Artemis Program. **Daily attendance is required and expected.**

1. **Absence:** An absence is defined as the failure of any student to report to Artemis when camp is in session. In order for an absence to be excused, prior notification through email or a phone call is required. The exception to this is any emergency situation. In the case of an emergency, please contact us at your earliest convenience. Three unexcused absences warrant a dismissal from Artemis.
2. **Tardy:** Tardiness occurs when a student is not present, and ready to begin working, at camp's scheduled start time. Tardiness also occurs when a student leaves Artemis prior to the end of Artemis' scheduled end time without prior approval. Three tardies is equivalent to one absence.
3. **No Call/No Show:** Students must report an expected tardy or absence outside of emergency circumstances. This allows the coordinators to properly keep track of a student's location throughout the duration of the camp.

What are Excused Absences?

1. Personal illness.
2. Quarantine under the direction of a health officer.
3. Personal medical, dental, optometric or chiropractic appointment.
4. Funeral services for a member of the immediate family.
5. Family emergencies.
6. Personal court appearance.
7. Observance of a religious holiday or ceremony.
8. Spending time with an immediate family member who is an active duty member of the military.
9. A bus arriving later than the specified time or breaking down during commute.
10. Other reasons that are within the discretion of Artemis Coordinators and, based on the factors of the student's circumstances, are deemed to constitute a valid excuse.

What are Unexcused Absences?

1. Going on vacation
2. Attending a party or an event (not including large family events such as family reunions or weddings)
3. Personal Frivolities

Signing below confirms that you have read, understand, and promise to adhere to this attendance policy.

Name

Date

Internet Waiver



Dear Artemis parent or guardian:

As you know, your child will be participating in a five-week program that will teach her many computer-related skills. Her learning will require her to use internet and email. Because these services give students free access to all the information people around the world choose to share, and because this information may include material inappropriate for the students under 18, Brown University requires permission from you to allow your student to access these services:

The **Internet** and the **World Wide Web** (the Web) are worldwide networks of computers and interconnected information.

Email stands for electronic mail, by which people anywhere in the world can write a letter using a computer and send it to any other person in the world.

The coordinators, Asha, Martha, Joanna, and Chelse, will be sure to select only appropriate material for the girls to work with and do their best to keep surveillance on the Web sites to which the girls may be exposed. Email accounts through the computer science department will be provided to the students, and email will be exchanged only between the members of the Artemis Project and select Brown University students involved in the sciences.

Below is a disclaimer from Brown University explaining in greater detail its policy on free access to the Internet. Please read it carefully before you sign this form.

'...Internet lists, conferences and Web sites may contain material which individuals find objectionable, including comments which are profane, obscene, racist, sexist or otherwise offensive. Brown University takes no responsibility for the content of these entries and has consciously decided not to censor any of these postings entered by individuals. Please be aware of the potentially offensive material found in these archives and recognize that Brown neither assumes responsibility for, nor endorses, any of the content found within. Brown does not monitor Internet activity in any way.'

If you have any questions, email artemis@cs.brown.edu or call the Artemis cell phone at 401-286-2928.

I, _____ (Parent/Guardian Name), give permission for my daughter, _____, to have open access to e-mail and the Web.

Parent/Guardian Signature

Date

Code of Conduct



1. Mission

The mission of the Artemis Project is to provide a safe, supportive, and resourceful environment for rising ninth grade girls from the community around Brown University in which they can cultivate their interests in Computer Science for five weeks during the summer. The founders designated Artemis as a women-only program to provide the following:

- a. Female role models and mentors in Computer Science.
- b. A supportive environment in which the participants can exercise their skills and creativity.
- c. A context in which the participants are exposed to the field of Computer Science without the interference of societal discrimination and/or prejudices based on gender.

2. Offenses and Penalties

Listed below are offenses which may warrant suspension from the Artemis Project, dismissal from the Artemis Project, and/or notification of your parents or guardians:

- a. Behavior which disrupts or materially interferes with the Artemis program
- b. Behavior which:
 1. Causes or can be reasonably expected to cause physical harm to a person
 2. Shows flagrant disrespect for the well-being of others
 3. Is unreasonably disruptive of the Artemis Project, the University community, and/or the areas that we visit on a field trip
 4. Causes or can be reasonably be expected to cause damage to property
- c. Behavior that can be classified as sexual misconduct
- d. Harassment: The subjection of another person or group to abusive, threatening, or intimidating actions, including but not limited to those based on race, religion, gender, handicap, ethnicity, national origin, or sexual orientation.
- e. Possession or use of drugs and/or alcohol and/or drug paraphernalia except for drugs of medicinal purposes of which I will fully notify the coordinators of the Artemis Project.
- f. Use of tobacco during the hours and activities of the Artemis Project
- g. Theft:
 1. Theft or attempted theft of personal or University property
 2. Possession of stolen personal or University property
- h. Weapons:
 1. Possession, use, or distribution of firearms, ammunition, explosives, or arms of any nature, especially those which are capable of causing harm to persons or damage to property.
 2. Possession of weapons of any other kind.
- i. Tampering with fire safety equipment or causing a fire alarm to be sounded by negligence or vandalism.

j. Internet policies:

1. Use of personal networking sites such as Facebook or Twitter is prohibited.
2. Instant messaging is forbidden at all times.
3. Participants may not use their personal email accounts while at Artemis. We will provide Artemis email accounts for communication related to Artemis.
4. Participants may visit only websites that are pertinent to the content of the Artemis curriculum, and will respect the discretion of the Artemis coordinators as to which sites are appropriate.

k. Repeated, unexcused late arrival at Artemis, or unexcused absence from Artemis.

3. As a participant of Artemis...

...I will display the utmost courtesy for the Artemis Coordinators, my peer Artemis participants, the speakers, and all members of Brown University

...I will, on and off the Brown University campus, follow the instructions of the Artemis coordinators during the hours that I participate in Artemis activities

...I will respect the privacy and personal matters of the Artemis coordinators, my peer Artemis participants, the speakers, and all other people involved in the Artemis Project and/or Brown University

...I will present myself each day both physically and mentally in a state that befits the activities and policies of the Artemis Project

...I will be present during all of the activities scheduled during the five weeks that the Artemis Project occupies unless medical emergency occurs, family emergency occurs, and/or I have a valid excuse from a parent/guardian that is accepted by any of the coordinators to be tardy and/or absent for a specified date

...I will take advantage of the opportunity that is offered to me by the Artemis Project with effort and enthusiasm

...I will adhere to the attendance policy presented in the waiver packet and found on the Artemis Project website

4. As a parent/guardian of a Artemis participant...

...I will display the utmost courtesy and respect for the Artemis Coordinators, the speakers, and all members of Brown University

...I will ensure that my student adheres to the attendance policy presented in the waiver packet and found on the Artemis Project website

...I will support and encourage my student throughout the Artemis Project as she explores new fields of technology

I, _____, have read and agree with the above terms and policies.
(participant name, please print)

Participant Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Questionnaire



Name: _____

How often do you use the computers in school?

Very Often Sometimes Never

Do you have a computer at home?

YES NO

If yes, what kind?

Apple Windows Other

How often do you use your computer at home (if you have one)?

Very Often Sometimes Never

Do your parents use computers at home or work?

YES NO

In the list below, draw a circle around all the things that you **have done before** (you don't have to be an expert, only to have tried it at least once), and underline all of the things you **have**

heard of:

- Surf the web
- Editing videos
- Editing pictures
- Draw or paint with a computer
- Use e-mail
- Play computer games
- Write music with a computer
- Use code to write a program

Does using a computer scare you?

A lot A little Not at all

Would you like to work with computers when you are an adult?

YES NO Maybe

How many children are there in your family? _____

What order are you in the family (youngest, oldest, middle, other)? _____

Do you consider yourself...?

Shy Outgoing Other _____

How often do you speak up in class?

Very often

Sometimes

Not at all

Do you plan on going to college?

YES

NO

MAYBE

Other _____

What would you like to do when you grow up?

Who are your role models (family, teachers, famous people, yourself, whoever) and why?

When is your birthday? _____

Do you know any other girls attending Artemis?

YES

NO

If so, list her/their name(s). _____

What is your favorite activity/sport? _____

What is your favorite candy? _____

What are you interested in learning during Artemis? We will take your suggestions into consideration!

Circle the topics below in which you are most interested:

Writing computer programs

Making web sites

Robotics

Computer hardware

Photoshop

Internet security

Artificial Intelligence

Computer networks

What are you most looking forward to at Artemis?

What are you most nervous about at Artemis?

If there is anything else that you would like us to know, feel free to write it here.

Publishing and Picture Agreement



USE OF MATERIAL PRODUCED BY ARTEMIS PARTICIPANTS (check one)

☐ I hereby grant Brown University the right to use any material produced by my daughter, _____, during her participation in the Artemis Project, from June 29, 2015 to July 31, 2015 including web pages, newsletter articles, and video clippings.

☐ I do not grant Brown University the right to use any material produced by my daughter during her participation in Artemis.

USE OF PICTURES TAKEN OF ARTEMIS PARTICIPANTS (check one)

☐ I hereby grant Brown University the right to use any pictures taken of my daughter, _____, during her participation in the Artemis Project, from June 29, 2015 to July 31, 2015 including pictures taken on the Brown University campus and on field trips.

☐ I do not grant Brown University the right to use any pictures taken of my daughter during her participation in the Artemis Project.

RIGHT TO IDENTIFY ARTEMIS PARTICIPANTS BY NAME (check one)

☐ I hereby grant Brown University the right to identify my daughter, _____, by first name and last name, as the author of any material mentioned above and as the participant in any picture mentioned above.

☐ I grant Brown University the right to identify my daughter **by first name and last initial ONLY** as the author of any material mentioned above and as the participant in any picture mentioned above.

☐ I do not grant Brown University the right to identify my daughter by any portion of her name as the author of any material mentioned above and as the participant in any picture mentioned above.

Signature of Parent

Date

University of Rhode Island Ropes Course Permission Slip



Dear Parents and Guardians,

On Wednesday, July 1, we have a field trip planned to go to the URI North Woods Challenge Course in Kingston, RI. This will be a fun day to allow the girls to relax and bond as a group. We will be participating in a four hour challenge course, which is meant to strengthen communication, problem-solving, and decision making skills. It will be conducted by a professional coordinator and has been approved by the Center for Student Leadership Development.

This field trip consists of high and low rope elements geared toward team building, but participation is completely voluntary. Please fill out the form below and return it along with the rest of the waiver packet. We will not allow a girl to participate in the field trip unless she has signed permission from her parents/guardians.

Thank you,

Artemis Coordinators 2015

Martha Edwards

Joanna Simwinga

Chelse Steele

Asha Owens

I understand that the field trip to the URI North Woods Challenge Course is voluntary and **I wish** for my daughter/ward, _____, to participate.

I understand that the field trip to the URI North Woods Challenge Course is voluntary and **I do not wish** for my daughter/ward, _____, to participate.

Parent/Guardian Signature

Date

ACKNOWLEDEMENT OF RISK URI Center for Student Leadership Development

Adventure based activities are exciting, challenging, and both physically and mentally demanding. Some activities may be stressful and possibly hazardous. These programs provide goal-oriented activities that offer participants an opportunity to explore new behaviors related to trust, teamwork, and leadership capabilities. These activities may include field games, initiatives, low elements 3-5 feet high, and high elements (approximately 30-40 feet high) that are constructed of rope, cable, and wood. Instructors who have been specifically trained in the operation and safe practices of adventure based activities and challenge course programs supervise all activities. Our philosophy is “challenge by choice,” meaning that participants agree to choose their own level of challenge and agree not to be coerced by instructors or other participants.

URI has taken precautions to provide proper equipment and qualified instructors. It is impossible, however, to guarantee absolute safety. While it is the aim and responsibility of the program and the instructors to provide you with an enjoyable and safe experience, you must realize that there is a degree of risk and personal responsibility for safety when you participate in adventure activities. You will receive instruction in safe, up-to-date practices and safety instructions related to all elements and activities, and be supervised throughout the program. Participants are advised to call hazardous situations to the leader’s attention.

Injury can occur. By consenting to participate, you assume all risks incidental to use of the course and challenge activity materials, including the possibility of bruises and other injuries. Signing this form indicates your recognition and understanding of the responsibilities and hazards inherent in your group’s participation on the course.

Please confirm with your signature that you have read this information, that you understand your responsibilities as a participant in an adventure based program. It is important that you assess your physical condition; only you know if you are in shape to go through the course. Also, please sign to show that you agree to follow instructions and directions given by your instructors, and that you will act with good judgment.

FAILURE TO PROVIDE A SIGNED CONSENT FORM WILL RESULT IN A BAN FROM PARTICIPATION.

NAME (please print legibly): _____ ORGANIZATION: _____

PARTICIPANT SIGNATURE: _____ DATE: _____ EMAIL: _____
(or parent/guardian signature, if under 18)

PHOTO/MEDIA RELEASE (PLEASE CHECK BOX IF YOU DO NOT AGREE)

- ☐ I do not grant the University of Rhode Island’s Center for Student Leadership Development the right to use, reproduce, assign and/or distribute photographs, films, videotapes, and sound recordings of me for use in materials they may create.

GUIDELINES FOR CHALLENGE ACTIVITY PARTICIPANTS

KEEP THIS PORTION!

DRESS

- Dress appropriately for potential indoor and outdoor activity. This includes proper layering for the weather forecasted during your program. If it rains, we may still be outside.
- Sturdy shoes-sneakers or other closed toed shoes and socks are **REQUIRED!**
- Long hair must be tied back.
- NO perfume or scented lotions
- NO cell phones, watches, necklaces, bracelets, dangling or hoop earrings, rings or watches...leave them all at home!

SUPPLIES

- Programs may include both time in open areas in the trees. Unscented sunscreen and bug spray are recommended.
- Bring a water bottle (remember any trash you bring in you will also need to bring out)

PARTICIPATION

- Challenge course programs and activities are an **ADVENTURE!** Be prepared for new experiences.
- Physical contact during a challenge course is inevitable & vital to the program. Prepare to get close-to, touch & be touched.
- We use the model “Challenge by Choice.” You are not required to do anything if you feel it poses extreme physical or psychological stress to you; you will be challenged to go beyond your comfort zone and to take new risks.
- Because of safety risks inherent in an adventure program, you must follow the directions of your facilitators at all times. Participants who are not following the direction of the facilitator or who are creating an unsafe environment may jeopardize their participation in the activity.

MIT Museum Permission Slip



Dear Parents and Guardians,

On Wednesday, July 8, we have a field trip planned to go to the MIT Museum in Cambridge, MA. We'll explore the museum and see some of MIT Robotics work in action, as well as participate in fun group activity!

We don't expect any dangers in this field trip but it is a completely voluntary activity. Please fill out the form below and return it along with the rest of the waiver packet. We will not allow a girl to participate in the field trip unless she has signed permission from her parents/guardians.

Thank you,

Artemis Coordinators 2015

Martha Edwards

Joanna Simwinga

Chelse Steele

Asha Owens

I understand that the field trip to the MIT Museum is voluntary and **I wish** for my daughter/ward, _____, to participate.

I understand that the field trip to the MIT Museum is voluntary and **I do not wish** for my daughter/ward, _____, to participate.

Parent/Guardian Signature

Date

Google Boston Permission Slip



Dear Parents and Guardians,

On Friday, July 10, we have a field trip planned to go to Google's Boston premises in Cambridge, MA. We will tour the offices and attend tech talks by engineers and coders in a fun and exciting learning experience.

Please fill out the form below and return it along with the rest of the waiver packet. We will not allow a girl to participate in the field trip unless she has signed permission from her parents/guardians.

Thank you,

Artemis Coordinators 2015

Martha Edwards

Joanna Simwinga

Chelse Steele

Asha Owens

I understand that the field trip to Google is voluntary and **I wish** for my daughter/ward, _____, to participate.

I understand that the field trip to Google is voluntary and **I do not wish** for my daughter/ward, _____, to participate.

Parent/Guardian Signature

Date

Boston Museum of Science Permission Slip



Dear Parents and Guardians,

On Wednesday, July 15, we have a field trip planned to go to the Boston Museum of Science in Boston, MA. We'll explore the museum's awesome science-related offerings, which include robotics.

Please fill out the form below and return it along with the rest of the waiver packet. We will not allow a girl to participate in the field trip unless she has signed permission from her parents/guardians.

Thank you,

Artemis Coordinators 2015

Martha Edwards

Joanna Simwinga

Chelse Steele

Asha Owens

I understand that the field trip to the Boston Museum of Science is voluntary and **I wish** for my daughter/ward, _____, to participate.

I understand that the field trip to the Boston Museum of Science is voluntary and **I do not wish** for my daughter/ward, _____, to participate.

Parent/Guardian Signature

Date

Sky Zone Permission Slip



Dear Parents and Guardians,

On Wednesday, July 29, we have a field trip planned to go to Sky Zone Providence in Rumford, RI. This will be a fun opportunity for the girls to celebrate all their hard work by playing and relaxing in a trampoline park.

Please fill out the form below and return it along with the rest of the waiver packet. We will not allow a girl to participate in the field trip unless she has signed permission from her parents/guardians.

Thank you,

Artemis Coordinators 2015

Martha Edwards

Joanna Simwinga

Chelse Steele

Asha Owens

I understand that the field trip to Sky Zone is voluntary and **I wish** for my daughter/ward, _____, to participate.

I understand that the field trip to Sky Zone is voluntary and **I do not wish** for my daughter/ward, _____, to participate.

Parent/Guardian Signature

Date