



Strathfieldsaye Primary School Permission Forms Booklet

Student Details

Surname:.....

First Name:

Year of Enrolment:

Year Level at Enrolment:

Dear Parent/Guardian,

This booklet contains important permission forms and agreements to enable us to provide your child with the best possible education, in an environment that is safe, inclusive and considerate of the individual needs of all our students.

The following permission forms are included in this booklet:

- Responsible Use Agreement for Internet and Digital Technologies
- Privacy Information Consent
- Local School Excursions Consent
- Headlice Inspections Consent

Please complete and sign each page of the booklet, and then return the booklet to the Office with your child's Enrolment Form, Birth Certificate and School Entry Immunisation Certificate.

This Permission Forms Booklets will be retained with your child's enrolment form and will be referred to for each school year that you child is at Strathfieldsaye Primary School.

Please inform the school if guardianship or custody changes for your child, or if you no longer wish to grant permission for anything listed in this booklet, as a new booklet will need to be completed and signed to reflect these changes.

Thank you for your support.

Yours sincerely,



Mrs Cindi Bruechert,
PRINCIPAL

Responsible Use Agreement for Internet and Digital Technologies

This agreement is for the duration of the student's schooling at Strathfieldsaye Primary School

Strathfieldsaye PS believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Parents are strongly encouraged to become familiar with the family advice to support responsible use of technology located on the school website.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

Part A - School support for the safe and responsible use of digital technologies

Strathfieldsaye PS uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and mobile technologies responsibly at school. Parents/guardians/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Strathfieldsaye PS we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cybersafety program at the school which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/guardians/carers to understand this agreement (e.g. language support)
- provide support to parents/guardians/carers through information evenings
- work with students to outline and reinforce the expected behaviours
- reinforce that cybersafe and responsible behaviours are expected in their school use of digital technology including social networks
- Follow up and refer to relevant Authorities when there are breaches

Please Note – Parent/guardian/carer's are required to read and discuss this agreement with the student. The form on the following page is to be signed both the parent/guardian/carer and the student.



Part B - Student Agreement

When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that any content I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the internet for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users' intellectual property and how I use content posted on the internet.
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or the teacher
- not bring or download unauthorised programs, including games, to the school or run them on school computers

When I use an iPod or other mobile device I agree to:

- protect the privacy of others and never post **or forward** private information about another person
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.

This Responsible Use Agreement also applies during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly

I have read the Responsible Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.

Student Signature **Date**

Parent/Carer Signature **Date**

*For further support with online issues students can call KIds Helpline on 1800 55 1800.
Parents/guardians/carers call Parentline 132289 or visit <http://cybersmart.gov.au/report.aspx>*

Privacy Information Consent Form

This consent is for the duration of the student’s schooling at Strathfieldsaye Primary School

In accordance with legislation regarding the release of information about individuals contained in the Information and Privacy Act (IPA), we require your consent to allow the school to use such material.

During the year we include student details and/or photographs in our school newsletters, media releases and other promotional material.

Please complete the information below indicating your approval or non approval.

Parent/Carer’s Name:.....

Signature:..... **Date:**.....

I give permission to Strathfieldsaye Primary School to include my child’s details for the following purposes:

| Please indicate | | |
|-----------------|----|--|
| YES | NO | Name and photo in school newsletter and our Compass portal |
| YES | NO | Name and photo - annual school photos (class and individual) |
| YES | NO | Name and photo in media releases or other promotional material (ie Bendigo Advertiser/Bendigo Weekly) |
| YES | NO | Name and photo - School website |
| YES | NO | Name and photo – School social media accounts |

Please inform the school if guardianship/custody changes for your child, as this form will need to be re-signed to reflect these changes. Please also inform the school in writing if you no longer wish to provide consent as indicated above.

LOCAL SCHOOL EXCURSIONS

This consent is for the duration of the student's schooling at Strathfieldsaye Primary School

Excursions are an important part of your child's school life and may include activities as simple as walking to nearby sites of interest or venues in our local neighbourhood.

We are seeking your cooperation in granting a blanket approval for school excursions for your child within walking distance of the school, which will alleviate the need for notes for every excursion. A separate permission form will always be forwarded for excursions that involve travel other than by foot.

I give permission for my child to attend excursions organised by the school within reasonable walking distance of the school.

Where the teacher in charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher in charge to:

- **Consent to my child receiving such medical, ambulance or surgical attention as may be deemed necessary by a medical practitioner**
- **Administer such first aid as the teacher in charge may judge to be reasonably necessary.**

Parent/ Carer's Signature:.....

Date:.....

Please inform the school if guardianship/custody changes for your child, as this form will need to be re-signed to reflect these changes. Please also inform the school in writing if you no longer wish to provide consent as indicated above.

Consent Form to Conduct Head Lice Inspections

This consent is for the duration of the student's schooling at Strathfieldsaye Primary School

Throughout your child's schooling, the school will be arranging head lice inspections of students.

The management of head lice infestation works best when all children are involved in our screening program.

The school is aware that this can be a sensitive issue and is committed to maintaining student confidentiality and avoiding stigmatisation.

A trained person approved by the Principal and School Council will conduct the inspections of the student's hair.

Before any inspections are conducted the person conducting the inspections will explain to all students what is being done and why, and it will be emphasised to students that the presence of head lice in their hair does not mean that their hair is less clean or well kept than anyone else's. It will also be pointed out that head lice can be itchy and annoying and if you know you have them, you can do something about it.

The person conducting the inspections will check through each student's hair to see if any lice or eggs are present.

Persons authorised by the school Principal may also visually check your child's hair for the presence of head lice, when it is suspected that head lice may be present. They do not physically touch the child's head during a visual check.

In cases where head lice are found, the person inspecting the student will inform the student's class teacher and the Principal. The school will make appropriate contact with the parents/guardians/carers.

Please note that health regulations requires that where a child has head lice, that child should not return to school until appropriate treatment has commenced. The school may request the completion of an 'action taken form', which requires parents/guardians/carers to nominate if and when the treatment has started.

I hereby give my consent for the above named child to participate in the school's head lice inspection program for the duration of their schooling at this school.

Parent/ Carer full name:

Signature of Parent/ CarerDate:

Please inform the school if guardianship/custody changes for your child, as this form will need to be re-signed to reflect these changes. Please also inform the school in writing if you no longer wish to provide consent for the school to undertake head lice inspections for your child.