



Embleton Primary School

Permission for students to have Access to Online Services Years 3 - 6

Embleton Primary School aims to provide students with the opportunity for more personalised learning by having access to technology both at home and at school. Our school provides access to online services provided by the department. These increase the range of teaching tools available to staff and enhance the learning opportunities available to students. With the privilege of using department online services comes the responsibility to use the service in a manner that is in keeping with our core values: leadership, integrity, kindness, commitment, justice and respect. Teachers, parents and students are asked to read the agreement below and sign overleaf.

The Department's online services currently provide:

- Individual email accounts for all students and staff;
- Access to the Internet, with all reasonable care taken by schools to monitor and control students' access to web sites while at school;
- Access to the online teaching and learning services such as web-conferencing, digital resources and online learning activities;
- Access to online file storage and sharing services; and
- Access to Portal services from home if the home computer is connected to the Internet.

If you agree to your child using these online services, please complete the permission slip attached to this letter and have your child sign the Students' Code of Conduct form. Please go through and explain all of the dot points in the Students' Code of Conduct to ensure that your child understands the content before the permission slip is signed. Both signed documents should be returned to school so that an online services account can be created for your child.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using Department provided online services, it is not possible to completely eliminate the risk of such exposure.

You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and Internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and Internet access records are discoverable in the event of legal action and are subject to provisions of the [Freedom of Information Act 1992](#).

You should also be aware that general Internet browsing not conducted via the Department's network is **not** monitored or filtered by the Department. The Department encourages close family supervision of all Internet use by children in locations other than school, and strongly recommends the use of appropriate Internet filtering software.

Yours Sincerely

Chris Walker
Principal



Student Permission for Access to Online Services

(Please write the name using one capital letter per box)

Student's first name

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Student's last name

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Student's preferred name

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School

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Class

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Parents / responsible persons

Do you give permission for your child to have a Student Login account? **Yes / No** (circle one)

I agree to and understand the responsibilities my child has when using the online services provided at school for educational purposes, in accordance with the Students' Code of Conduct. I also understand that if my child breaks any of the rules in the agreement that the principal may take disciplinary action in accordance with the Department's *Behaviour Management in Schools* policy.

Name of parent or responsible person: _____

Signature of parent or responsible person: _____ **Date:** _____

Note: while every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter Internet content accessed by your child from home or from other locations away from the school. The Department recommends the use of appropriate Internet filtering software.

Office use only: Date processed: / / Processed by (initials):

Note: This permission slip should be filed by the teacher.



PERMISSION TO PUBLISH IMAGES OF STUDENT AND STUDENT'S WORK

Dear Parent or Responsible Person,

Your permission is sought for the school to publish video or photographic images and/or samples of your child's work taken during school activities.

If you give permission, the school may publish the images internally on Department of Education intranet sites, in online and hard copy school newsletters, Department of Education public Internet websites, school annual magazines and local newspapers. If published externally to an open website or publication, third parties would be able to view the photographs and work.

By signing the attached consent form you agree to the following:

- The school will only publish the first name of the student. Family names will not be revealed **(unless discussed with parent prior to publication)**
- The images or work samples would be used for the purpose of educating students, promoting the school, or promoting public education.
- The images or work samples may be reproduced as many times as required for these purposes.

Any video or photograph captured by the school will be kept for no longer than is necessary and will be stored and disposed of securely. Whilst every effort will be made to protect the identity of your child, the Department of Education cannot guarantee that your child will not be able to be identified from the video, photograph or work sample.

Please complete the consent form below and return it to the school by ASAP. This consent, if signed, will remain effective until such time as you advise the school otherwise.

Chris Walker

PRINCIPAL
Embleton Primary School

CONSENT FORM

I agree to the videoing or photographing of my child during school activities for use by the school in educating students and promoting the school and public education. I also agree to the publication of these images or samples of work of (insert child's name) _____ in ways including, but not limited to, public web sites or intranet web sites of the Department of Education, school newsletters (print and online), magazines and the local newspaper. I will notify the school if I decide to withdraw this consent.

Name of student: _____ **Form / Class:** _____

Signature of student: _____ **Date:** _____

Signature of parent/responsible person: _____ **Date:** _____

Note: This consent form should be filed by the school and a copy provided to the parent



YEARS 3-6 ONLINE USAGE AGREEMENT

If you use the online services of the Department of Education you must agree to the following rules:

- I will use the school computer only with the permission of a teacher.
- I will follow all instructions from teachers when using school computers.
- I will not let anybody else know my password.
- I will not let others logon and/ or use my student logon account unless it is with the teacher's permission.
- I will not access other people's logon accounts.
- I know that I am responsible for anything that happens when my student logon account is used.
- I will tell my teacher if I think someone is using my logon account.
- I know that the school and the Department of Education may see anything I send or receive using email or online file storage services.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written, well presented and is not harmful to other students (i.e. it does not contain material that is pornographic, racist, sexist, inflammatory, hateful, obscene or abusive nature or which promotes illegal activities or violence).
- If I use other people's work (including items taken from the Internet) as part of my own research and study I will always acknowledge them.
- I will obtain permission from the copyright owner for the use of their works if I included them as part of a portfolio for employment, entry for a competition or any other uses other than for private research and study.
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.
- I will be mindful of the possible problems caused by sharing or transmitting large files online, and for sharing other people's copyright online e.g. music and video files.

I understand that

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account;
- the misuse of online services may result in the withdrawal of access to services and other consequences outlined in the School's policy; and
- I may be held liable for offences committed using online services.

I agree to abide by Student Code of Conduct.

I understand that if I am given a student logon account and break any of the rules in the agreement, it may result in disciplinary action, determined by the principal in accordance with the Department's *Behaviour Management in Schools* policy.

Name of student: _____

Signature of student: _____ **Date:** _____

Office use only: Date processed: / / Processed by (initials):

Note: *This Agreement should be filed by the teacher and a copy provided to the student.*