



Embleton Primary School

Permission for students to have Access to Online Services Years K - 2

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



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



K-2 ONLINE USAGE AGREEMENT

I agree to follow the online rules set out below when I use the Department provided online services:

- I will ask the teacher first before using the school computer or tablet.
- I will not give my password out to others.
- I will not let other people logon and/or use my account without checking with the teacher first.
- I will tell the teacher if I think someone is using my online account.
- I will tell the teacher if I see anything that makes me feel uncomfortable or that I know I should not access or view at school.
- I will only use material from the Internet if I have asked the teacher.
- If I download material or pictures from the Internet I will say where it comes from.
- I will not give out my name, phone number, address, name of the school, photographs or other details about myself or others when online without checking with the teacher first.
- I will take care when using the computer equipment and will not change the computer settings.
- I will not use the school computers to be mean, rude or unkind about other people.

I understand that:

- If I use the Internet or my online account in a way that I should not, then I may not be able to use these in the future.
- I may be liable for misuse of the computer and the police may be contacted.

I agree to abide by the Student Code of Conduct.

I understand that if I am given a student login account and break 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 student: _____

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

(and/or parent / responsible person)

Office use only: Date processed: / /

Processed by (initials):

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