

Student Permission Note
Online Communication Services, Photograph, Video, Work Samples,
Mobile Phones and Connected Learning Experiences

Dear Parents/Caregivers,

Due to the many aspects involved in multi-media activities we have combined all of them into this one 'bundle' of notes.

Please read the information carefully and complete each section on pages 3 & 4 by clearly indicating Yes or No by signing in the appropriate place and dating your signature. Incomplete forms will be returned to you for updating.

Should you wish to update any information during the year, we ask that you do so in writing.

The following is an outline of students' rights and responsibilities .

Online Communication Services: Acceptable Usage for School Students:

Access and Security

Students will:

- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- ensure that communication through internet and online communication services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- never allow others to use their personal e-learning account.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- never knowingly initiate or forward emails or other messages containing:
 - a message that was sent to them in confidence.
 - a computer virus or attachment that is capable of damaging recipients' computers.
 - chain letters and hoax emails.
 - spam, e.g. unsolicited advertising material.
- never send or publish:
 - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
 - threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
 - sexually explicit or sexually suggestive material or correspondence.
 - false or defamatory information about a person or organisation.
- ensure that personal use is kept to a minimum and internet and online communication services is generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- never damage or disable computers, computer systems or networks of the department.
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

Privacy and Confidentiality

Students will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

Intellectual Property and Copyright

Students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

Misuse and Breaches of Acceptable Usage

Students will be aware that:

- they are held responsible for their actions while using internet and online communication services.
- they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services.
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Monitoring, evaluation and reporting requirements

Students will report:

- any internet site accessed that is considered inappropriate.
- any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education.

Students should be aware that:

- their emails are archived and their web browsing is logged. The records are kept for two years.
- the email archive and web browsing logs are considered official documents.
- they need to be careful about putting their personal or sensitive information in emails or on websites.
- these records may be used in investigations, court proceedings or for other legal reasons.

Note: Information current as at 18/02/2019 and retrieved from:

<https://education.nsw.gov.au/policy-library/policies/online-communication-services-acceptable-usage-for-school-students?refid=285859>

'G' & 'PG' Rated DVDs/ Videos

At various times, opportunities arise for teachers to screen 'G' or 'PG' rated DVDs/ videos for students.

These DVDs/ videos enrich the school curriculum as they enhance themes or units of work e.g. watching 'Finding Nemo' (G rated) as part of a unit of study about life in the sea or 'Enchanted' (PG) as part of a unit on fairy tales.

At other times, e.g. during inclement weather (raining, excessive heat) or due to whole-school changes in routine (e.g. industrial action) the students can have a more worthwhile experience watching a DVD than undertaking other activities.

Other important policies

Please refer to the additional policies used to compile this document include:

- <https://education.nsw.gov.au/policy-library/policies/media-relations-policy>
- <https://education.nsw.gov.au/policy-library/policies/student-bring-your-own-device-policy-byod>
- <https://education.nsw.gov.au/policy-library/policies/online-communication-services-acceptable-usage-for-school-students>

NB: Please be aware that policies are subject to change.

Once again, please return pages 3 and 4 of this note directly to your child's classroom teacher.

Kind regards,

Doug Meaney

Principal

30 January 2020

Student Permission Note

Online Communication Services, Photograph, Video, Work Samples, Mobile Phones and Connected Learning Experiences

Name of student: _____ Class: _____ Student Signature: _____

Parents Name: _____ Signature: _____ Date: _____

Area	Permission
<p><u>Online Communication Services Consent:</u></p> <p>As the parent/caregiver of this student, I have read the Online Communication Services: Acceptable Usage for School Students Policy. I understand that this access is designed for educational purposes. I further understand that if my child fails to abide by the outlined rules, his or her access to all online communication services at Glendenning Public School will be cancelled for a specified period of time.</p>	<p>Please tick, sign and date</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p> <p>_____</p> <p>Signature/Date</p>
<p>I give permission for my child to have access to all Online Communication Services (where and when relevant & appropriate) at Glendenning Public School across a range of electronic devices (e.g. laptop, Chromebook etc.).</p> <p><u>I will notify the school in writing should I no longer wish for my child use Online Communication Services</u></p>	<p>Please tick, sign and date</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p> <p>_____</p> <p>Signature/Date</p>
<p><u>Photograph Consent:</u></p> <p>As per the Department of Education and Communities ‘Media Relations Policy’, permission must be obtained if students under 18 years old are to be photographed, filmed, interviewed or otherwise identified by the media.</p> <p>Note: Information current as at 18/02/2019 and retrieved from: https://education.nsw.gov.au/policy-library/policies/media-relations-policy</p> <p>Throughout the year, there may be opportunities when your child’s teacher/s may take digital still or video images of your child. These images may be used for publicity internally (in the newsletter or on the website, in flyers and information sheets or as part of presentations) or externally (by the Department of Education & Communities or other educational bodies approved by the school principal).</p> <p>I give permission for my child’s image to be used for publicity by the classroom teacher, the school or external educational bodies. I understand that this may involve images of my child being distributed in newsletters and flyers as well as on CD, DVD, Video and Internet.</p> <p><u>I will notify the school in writing should I no longer wish for my child to be photographed, filmed, interviewed or otherwise identified internally or externally</u></p>	<p>Please tick, sign and date</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p> <p>_____</p> <p>Signature/Date</p>

Mobile Phone Declaration and Consent:

Importantly, if students are bringing their own devices to school, we should know about it. When parents are allowing their children to bring their own personal device such as a mobile phone to school, **the Department of Education and Communities 'Student Bring Your Own Device Policy (BYOD)'** becomes relevant, particularly in the area of loss and damage:

Damage and loss of Mobile Phones:

Students bring their devices onto the school site **at their own risk**. In cases of malicious damage or theft of another student's device, existing school procedures for damage to school or another student's property apply.

Note: Information current as at 04/07/2014 and retrieved from: <https://education.nsw.gov.au/policy-library/policies/student-bring-your-own-device-policy-byod>

I understand that if my child brings a mobile phone to school, it is to be turned off and kept in my child's school bag during school hours. If the mobile phone regulations are breached, the school has the right to confiscate the phone during school hours. In the event of an emergency, please contact the school office directly.

I will notify the school in writing should I no longer wish for my child to be bringing their phone to school

Please tick, sign and date

YES

NO

Signature/Date

Connected Learning Experiences Consent:

Connected Learning Experiences come under **the Department of Education and Communities 'Online Communication Services: Acceptable Usage for School Students Policy'** Connected Learning Experiences involve your child sharing their learning with other student groups locally, nationally or internationally, with students, educators and/or adults. When your child is involved in Connected Learning Experiences, the lesson is able to be saved and used as a resource for future learning, either by the school or other educational settings. Connected Learning also includes the use of other services including Adobe Connect and other video conferencing facilities and programs.

Note: Information current as at 18/02/2019 and retrieved from: <https://education.nsw.gov.au/policy-library/policies/online-communication-services-acceptable-usage-for-school-students?refid=285859>

I give permission for my child to be involved in all Connected Learning Experiences, understanding that their faces and names are available to others in those settings.

I will notify the school in writing should I no longer wish my child to participate in any Connected Learning Experiences here at Glendenning Public School.

Please tick, sign and date

YES

NO

Signature/Date

'G' & 'PG' Rated DVDs/ Videos

I give permission for my child to view 'G' and 'PG' rated DVDs and videos. I understand that these will be used by teachers to enrich the school curriculum or at other times, such as during inclement weather or due to whole-school changes in routine (e.g. industrial action).

Please tick, sign and date

YES

NO

Signature/Date