



PERMISSION FOR STUDENTS TO HAVE AN ONLINE SERVICES ACCOUNT

The Department's online services currently provide students with access to:

- individual email and calendar accounts;
- the internet, with all reasonable care taken by central office and schools to monitor and control students' access to websites while at school;
- online teaching and learning services such as Connect, web-conferencing and digital resources;
- online file storage and sharing services; and
- these online services at locations other than school.

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 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](http://www.foi.wa.gov.au). (www.foi.wa.gov.au)

Parent to complete:

- I give permission for my child to have an online services account.
 I DO NOT give permission for my child to have an online services account.

I understand and agree that my child has responsibilities when using the online services provided at school for educational purposes, in accordance with the Acceptable Use Agreement for school students. 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 *Student Behaviour Policy and Procedures*.

Name of student:

Signature of parent:

Date:

ONLINE SERVICES ACCEPTABLE USE AGREEMENT (KINDERGARTEN - YEAR 2 ENROLMENTS ONLY)

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

- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.
- 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 unsafe that I know I should not access or view at school.
- I will say where other people's pictures or words come from if I copy them from the internet.
- I will check with the teacher before giving information about myself or anyone else when using online services.
- I will take care when using the school's computer equipment.
- I will not use any online service 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.

Name of student:

Signature of parent:

Date:

ONLINE SERVICES ACCEPTABLE USE AGREEMENT (YEARS 3 – 6 ENROLMENTS ONLY)

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

- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- If I find any information that is inappropriate or makes me feel upset or confused, I will tell a teacher about it. Some of these things may include violence, racism, pornography, or content that is offensive, intimidating or encourages dangerous or illegal things.
- I understand the school and the Department of Education can monitor my use of online services.
- I will use appropriate language in all internet communications.
- If I use other people's work taken from the internet as part of my own research and study, I will acknowledge them as the owner.
- I will check with the teacher before sharing images or giving information about myself or anyone else when using online services.
- I will take care of the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

I understand that

- I am responsible for my actions while using online services and may be held responsible for any breaches caused if I allow any other person to use my online account.
- If I misuse any online services, I may be held liable, and the principal may take further action.

Name of student:

Signature of student:

Date:

CONSENT FORM

COPYRIGHT & PUBLICATIONS CONSENT

Your permission is sought for the school to publish photographic images of your child and/or samples of your child's school work. The purpose of using the images or work will be for activities such as highlighting student achievements and school events. Publication may be in the form of hardcopy and/or digital and may include your child's first name. The schools internal method of communication is via Connect (an online platform that allows communication). Connect is accessed by the Illawarra Primary School community and is the only digital form of publication.

- Yes, I give consent to my child to have his/her image and/or work published as described above.
 No, I do not give consent.

CHAPLAINCY PROGRAM

Our School Chaplain works within the school on a part-time basis and is always happy to meet with parents and students to discuss social and emotional issues that may be related to school and friendship groups. Assistance can be provided in relation to self-esteem, resilience, bullying and social skills. Please note that our Chaplain does not represent a specific religious denomination. The Chaplain's role is centred on promoting positive values and reinforcing our school values.

- Yes, my child has permission to see the Chaplain.
 No, I do not give consent.

VIEWING CONSENT

Children often watch television documentaries as part of their learning. Almost always these are 'G' rated and don't require consent. Very occasionally something with a 'PG' rating is appropriate for which we would need parental permission.

- Yes, I consent to my child viewing items with a 'PG' rating if deemed suitable by the teacher and school administration.
 No, I do not give consent.

LOCAL EXCURSIONS

Children occasionally walk within the local area for minor excursions, including sporting activities, under the supervision of the teacher and attend activities in local parks, nature reserves and other schools.

- Yes, I consent to my child participating in teacher supervised local excursions which may involve short walks to and from the school.
 No, I do not give consent.

Name of student:

Signature of parent:

Date: