



***PLEASE DO NOT SEPARATE BOOKLET***

# Student Information Update 2018

## Years 3 - 6

February 2018

Dear Parents,

To ensure that the school is up-to-date with all of its current information, we have attached a number of forms that we need you to complete for the start of the school year.

Could you please read, sign and return the attached forms to school as soon as possible.

Thank you for your help in this matter.

Regards,

Trish Richards  
Administration Office

## **Contents**

- Publicity Permission
- Computer and Internet User's Agreement – either Years F-2 or Years 3-6



**GLENDAL PRIMARY SCHOOL**

**PUBLICITY PERMISSION FORM**

Dear Parents,

At various times throughout the year, student first names, images (photographs or film), work and/or details about achievements may be displayed in the newsletter (uploaded to the school website) or password protected year level blogs. We require parental permission for each student in the school to appear on our web pages or blogs. This is in line with our 'School Privacy Policy'.

In addition, at various times student first names, images (photographs or film), work and/or details about achievements may be included in any media coverage to help promote Glendal Primary School in the wider community. This coverage may take the form of newspaper articles or school brochures and pamphlets.

We need parental permission for each student in the family prior to any publication and encourage you to allow this by completing the attached form, and return it to your child's teacher as soon as possible.

We appreciate you taking time to consider this request.

Deborah Grosseck  
Principal



## 2018 PUBLICITY PERMISSION FORM

### 2018 PERMISSION FORM FOR GLENDAL PRIMARY SCHOOL ONLINE NEWSLETTER

I give permission for my child's first name/work/images (photos and film) and detail about their achievements to be published in the **newsletter, which is uploaded to the school website.**

Yes       No      (please tick either)

### 2018 PERMISSION FORM FOR GLENDAL YEAR LEVEL BLOGS

I give permission for my child's first name/work/images (photos and film) and detail about their achievements to be published on the **password protected year level blog.**

Yes       No      (please tick either)

I give permission for my child's images (photos and film) to be privately hosted on a **Glendal YouTube channel** that can only be viewed by visiting a password protected year level blog. Whilst access to the content is only available to Glendal families, I understand that the video content is hosted by another site (YouTube).

Yes       No      (please tick either)

### 2018 PERMISSION FORM FOR GENERAL GLENDAL PRIMARY SCHOOL PUBLICITY

I give permission for my child's first name/work/images (photos and film) and detail about their achievements to be used for **any Glendal Primary School publicity purpose.**

Yes       No      (please tick either)

Name of Child.....

Grade.....

Signed.....

Date.....

Name of Parent/Guardian.....

# CREATING OUR LEARNING COMMUNITY



## DEVICE AND INTERNET USER'S AGREEMENT – 2017 YEARS 3-6

### **RATIONALE**

Glendal Primary School recognises that student instruction and learning will change as information communication technologies (ICT) alter the ways in which information may be accessed, communicated and transferred through access to online services.

We also recognise that electronic communication and research skills are now crucial for students as they continue their education, and as future employees.

However, the use of ICT at Glendal is a privilege, and like any other privilege, carries with it responsibility. This agreement applies at all times when using the school's devices, including Out of School Hours Care, enrichment and extension activities, etc. in line with our overarching school value of respect.

### **GUIDELINES**

The Internet offers great potential learning opportunities for students. It is essential that students are able to use this technology at home and at school in a safe and responsible manner.

#### **Being safe online:**

Being involved in online spaces requires students to behave responsibly - for themselves and others. This includes the language they use and the things they say, how they treat others, respecting people's property (e.g. copyright) and visiting appropriate sites.

#### **What does it mean to be safe online?**

Behaving safely online means:

- protecting private and personal information (we used to call this 'stranger danger').
- selecting appropriate spaces to work in and contribute towards.
- protecting the privacy of others (avoiding sharing personal information or images).
- students being proactive in letting someone know if something is 'not quite right'. At home this would be a parent or guardian; at school, a teacher.

#### **Devices and Printer Use Expectations:**

- Food and drink are not permitted near any device or printer.
- Students must ensure that their hands are clean before using any device or printer.
- When in doubt students must STOP and ask a teacher for assistance.
- A device can only be used when there is an adult present to supervise.
- All student printing needs to be approved by a teacher.
- Students must check carefully which printer they need to use before printing.
- Drafts need to be printed in black and white.

# STUDENT DECLARATION

When using devices and the Internet at Glendal Primary School I will (please tick each):



- only access the school network, Internet and email with my personal account and password.
- respect the privacy of others **at all times** (I will never access their account).
- always use my account for activities related to my school work.
- always use the Internet within the areas specified by my teacher and with their permission (I will not access any unacceptable websites or material).
- let a teacher know straight away if an inappropriate website accidentally appears on the screen.
- only use the games or software on the school's system (I will not upload any electronic games, software or unauthorised files onto the school system).
- always look after the school's ICT resources and anyone else's computer equipment (for example I will charge a device when this is needed and not remove any of its parts).
- maintain the way in which the school's computer technicians and teachers have set up any device, including its hardware and software.
- not copy licenced material from the school's network.
- not attempt to gain access to any information resources, systems or networks or interfere with another user's work.
- log out properly at the end of the session.
- keep my personal information (for example my surname, birth date, school, photographs, phone numbers, email address/es, details about members of my family, etc.) **private at all times**.
- only create and publish work that is my own, and acknowledge when things have been copied from another source.
- use language that is acceptable at school and that can be viewed by anyone when sending an email.
- take appropriate photographs.
- not create or send information that makes someone feel uncomfortable (for example information that frightens, annoys, teases or offends them).
- not respond to information which makes me feel uncomfortable (for example information that frightens, annoys, teases or offends me) and tell an adult straight away (a teacher at school or parent at home).
- tell an adult straight away if I know that someone is being unsafe or making others feel uncomfortable online (I will not be a bystander).
- always follow Glendal's 'Device and Printer Use Expectations' (see above).

I have read the Glendal Primary School 'Acceptable Device and Internet User's Agreement' with my parents or guardians and discussed this information.

I understand and agree that I need to use Glendal Primary School's devices, **including desktop computers, iPads, laptops, cameras, SMART panels, printers and Robotics/coding equipment**, in a responsible manner and in accordance with the 'Acceptable Device and Internet Use Agreement'. I understand that if I choose to use the devices inappropriately or for inappropriate purposes, I will lose the privilege of using the school's computer network for a considerable period of time as determined by the Principal, and my parents may be held financially responsible for deliberate damage to equipment.

I understand that this agreement applies for this **school year** and until a new agreement is completed in the next school year.

Student's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_