



# Online, Media Consent & Permissions Form

This form requests parent/guardian's consent to your child's participation, use or access to aspects of the school program.

**Student's Name:** \_\_\_\_\_ **Year** \_\_\_\_\_ **Class** \_\_\_\_\_

**Parents/Guardians Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Media Consent

Children's images and/or their work are often published to recognise excellence or effort. 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/media. If published externally to an open website or publication, third parties would be able to view the photographs and work.

By signing the consent form you agree to the following:

- The school will only publish the first name of the student. Family names will not be revealed.
- 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.

**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.**

## Viewing Consent

Children often watch videos / DVDs / 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 give 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.**

## Student Use of Third Party Apps

In line with Department of Education policy we require parental consent when using online applications. Setting up online accounts at Boyanup will involve the username being the student's first name and second name if required. The password will be determined by the class teacher or network administrator. The classroom teacher will notify parents if they intend to use these applications. The following Apps that require student logon and are embedded in our school curriculum includes;

<ul style="list-style-type: none"><li>• Kahoot! Play &amp; Create Quizzes</li><li>• ClassDojo – Reward and messaging/photo sharing platform</li></ul>	<ul style="list-style-type: none"><li>• Scratch – Coding</li><li>• ACER PAT – Online academic testing software</li><li>• MathSeeds (Pp – Yr 3)</li></ul>	<ul style="list-style-type: none"><li>• Prodigy – Mathematics</li><li>• Phonics Hero</li><li>• Reading Eggs</li><li>• Matheltics (Yr 3 – 6)</li></ul>
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**Yes , I give consent to my child accessing educational Apps to support their learning and are deemed suitable by the teacher and school administration.**

**No, I do not give consent.**

## Internet and Online Services Account

Our school provides access to online services provided by the Department of Education. These increase the range of teaching tools available to staff and enhance the learning opportunities available to students.

I am writing to you to seek approval for your child to be given access to these online services. This will involve the school using the student's full name, preferred name, class and year to access their unique online services account.

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 Acceptable Usage Agreement form. Please go through and explain all of the dot points in the Acceptable Usage Agreement 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.

**Yes , my child has permission to access the internet in accordance with school policy.**

**No, I do not give consent.**

## Computer Access and Online Acceptable Use Agreement Kindergarten to Year 2

*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 *Acceptable Usage Agreement* for school students.

I understand that if I am given online services account and break any of the rules in the agreement that the Principal may take disciplinary action in accordance with the Department's *Student Behaviour in Public Schools Policy and Procedures*.

**Name of student:** \_\_\_\_\_

**Signature of parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Computer Access and Online Acceptable Use Agreement Years 3 to 6

*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 online services account unless it is with the teacher's permission.
- I will not access other people's online services accounts.
- I know that I am responsible for anything that happens when my online services account is used.
- I will tell my teacher if I think someone is using my online services 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 the Acceptable Usage Agreement for school students.

I understand that if I am given an online services 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 *Student Behaviour in Public Schools Policy and Procedures*.

**Name of student:** \_\_\_\_\_

**Signature of student:** \_\_\_\_\_

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

Thank you for completing this form. If you have any further queries, please speak to your child's classroom teacher or with the Principal. At Boyanup Primary School we aim to offer your child the broadest range of learning opportunities and celebrate learning whenever possible. With technology becoming more common place in our schools to assist in curriculum delivery, it is important that we maintain exemplary standards in respect of duty of care.

Mr J Grasso  
Principal

**Office Use Only**

Processed by: \_\_\_\_\_

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