



KONDININ PRIMARY SCHOOL

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Courage Attitude Respect Excellence Service

Dear Parents / Guardians,

Permission Slips

Please find enclosed in this document the permission slips required by the school for the 2023 school year.

We seek permission for the programs listed below that the school may participate in this year:

- Permission to publish images of students and students' work
- Permission to leave School Grounds
- Permission to watch 'G' & 'PG' Movies
- Nitbusters Program
- Breakfast Club
- Dietary Requirements
- Online Services
- Facebook permission

Please read and sign accordingly and return to school by:
Friday 3rd March 2023.

Regards

Keira van der Wal
Principal

Permission to publish Images of students and students' 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.
- 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.

Keira van der Wal
Kondinin 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: _____

Year: _____

Signature of parent/responsible person: _____

Date: _____

PERMISSION TO LEAVE THE SCHOOL GROUNDS

From time to time, students will have to leave the school grounds to walk to various locations within the Kondinin townsite.

This will include;

- Tennis courts
- School Cross Country
- Outside the school perimeter eg: for Clean up Australia day
- Shire oval
- Town hall
- Swimming Pool
- Hospital

As with all excursions teachers will carry a mobile phone and student contact details.

If the excursion involves bus or car travel, parents will be required to sign a permission note for that particular excursion.

☐ I **do** give permission for my child/children to leave the school grounds under the supervision of teachers to walk to a town venue for a school activity in 2023.

☐ I **do not** give permission for my child's/children to leave the school grounds under the supervision of teachers to walk to a town venue for a school activity in 2023.

Student Name: _____

Parent/Guardian Signature: _____

Breakfast Club Permission for 2023

We are looking to establish Breakfast Club for students commencing Term One. There is no cost to families. The food is being supplied by Food Bank WA. Breakfast will begin at 8.00am in the Art Shed. All students wishing to partake in Breakfast Club must be at the Art Shed by 8:15am to ensure they have finished breakfast by 8:30am. Students will usually have a choice of cereal, tinned fruit, toast or toasted baked bean or spaghetti sandwiches.

If your child has any allergies please let us know.

My child does not have any food allergies. ☐

OR My child is allergic to_____.

☐ I **do** give permission for my child/children's to be part of the Breakfast Club Program.

☐ I **do not** give permission for my child's/children's to be part of the Breakfast Club Program.

Please list your child's/children's names:_____

Parent Signature

Dietary Requirements

Does your child have any special dietary requirements due to cultural reasons or allergies?

Please list below what your child **cannot eat** so we can cater to your child accordingly.

PERMISSION TO WATCH 'G' OR 'PG' PROGRAMS

During the year students will be given the opportunity to watch different programs for educational purposes and rewards. While we try to keep to a 'G' rating (General Exhibition), programs become available that are rated 'PG' (Parental Guidance recommended).

I have read and understood the request for my child to be permitted to watch G or PG programs or movies.

This permission is valid until end of December 2023.

- ☐ I **do** give permission for my child to watch G or PG programs or films at Kondinin Primary School throughout 2023.
- ☐ I **do not** give permission for my child to watch G or PG programs or films at Kondinin Primary School throughout 2023.

Student Name: _____

Parent/Guardian Signature: _____

NITBUSTERS PROGRAM

- ☐ I **do** give permission for my child to be part of the Nitbusters Program. I understand that my child's head may be checked by school staff and should head lice/eggs be found I give authorisation for a treatment to be used. I would like a member of staff to contact me and keep me informed.
- ☐ I **do not** give permission for my child to be part of the Nitbusters Program.

Student Name/s: _____

Parent/Guardian Signature: _____

Dear Parent / Caregiver

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 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.

Yours sincerely

Keira van der Wal
Principal
1st February 2023

(Please write the name using one capital letter per box)

Student's first name

[illegible]

Student's last name

[illegible]

Student's preferred name

[illegible]

School

[illegible]

Year

[illegible]

Parents / Caregivers

Do you give permission for your child to have an online services account? **Yes / No** (circle one)

I agree to and understand the responsibilities my child has when using the online services provided at school for educational purposes, in accordance with the Acceptable Usage 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 *Behaviour Management in Schools* policy.

Signature of parent or caregiver:

Date:

Note: while every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter Internet content accessed by your child from home or from other locations away from the school. The Department recommends the use of appropriate Internet filtering software.

ACCEPTABLE USAGE AGREEMENT (PRIMARY STUDENTS YEARS K-2)

Online Rules

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 an 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 *Behaviour Management in Schools* policy.

Name of student: _____

Signature of student: _____

Date:(and/or parent / caregiver)

ACCEPTABLE USAGE AGREEMENT (PRIMARY STUDENTS YEARS 3-6)

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 *Behaviour Management in Schools* policy.

Name of student: _____

Signature of student: _____

Date: _____

FACEBOOK PERMISSION

We have a Facebook page which can be found at @ KondininPS. We hope that this will be of interest to families and the wider school community to share all the wonderful things we do here at school, as well as assist in providing school information and events.

We would therefore like to ask if we have permission to publish your child's name, image and work on this page. You may retract this permission at any time.

Student's names, images and/or their work may be published to recognise excellence, effort or participation on our Kondinin Primary School Facebook page. Please tick below which things you will allow to be published on this page.

- ☐ Yes, I give consent for my child to have his/her **name** published on the Kondinin PS Facebook page as described above.
- ☐ Yes, I give consent for my child to have his/her **image** published on the Kondinin PS Facebook page as described above.
- ☐ Yes, I give consent for my child to have his/her **work** published on the Kondinin PS Facebook page as described above.
- ☐ No, I do not give consent to any of the above.

Other comments _____

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Name of student/s: _____ Year: _____

_____ Year: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature _____