PERMISSION NOTES

To be read in conjunction with the information sheet about permission notes

Please tick each section you agree to, sign and return to the school as soon as possible

1. SHORT EXCURSION PERMISSION
   I hereby consent to my child participating in short walking or shopping education, excursions approved by the Principal and planned to supplement work being done in the classroom during the year. I understand that attendance on any school excursion is dependent on appropriate behaviour at school.

2. PERMISSION TO PHOTOGRAPH STUDENTS
   I give permission for my child to be photographed for any school promotions by the school or the local media. I give permission for his/her name to accompany the photograph.

3. PERMISSION TO WATCH “G” OR “PG” VIDEOS OR DVDs
   I give permission for my child to watch “PG” rated videos as deemed appropriate by the teachers of Speers Point Public School.

4. STUDENT INTERNET CODE OF BEHAVIOUR AGREEMENT
   I believe my child understands his/her responsibility and I hereby give my permission for him/her to access the Internet and email under the school rules. I understand that students breaking rules will be subject to appropriate action which may result in the loss of Internet privileges for a period of time.

5. PUBLICATION OF PHOTOS ON THE SCHOOL WEBSITE PERMISSION
   I give permission for my child’s image to be published on the school website.

6. VIDEO CONFERENCING PERMISSION
   I give permission for my child to participate in inter-school video conferencing.

Student Name……………………………………………………………Student Signature……………………………………

Class…………………………… Parent/Caregiver Signature…………………………………………………………

Date ………………………………
7. MEDICAL INFORMATION

Student’s Name .........................................................

Address .................................................................................................................................

Home Phone .........................................................

Parent/Carer 1 Name .....................................................Mobile ..............................................
(residing with student) Work Number.................................................................

Parent/Carer 2 Name .....................................................Mobile ..............................................
(residing with student) Work Number.................................................................

Contact details for a parent not living with student Name.................................................................

Address .................................................................Phone.........................................................

Family Law or other court orders Y/N Mobile .................................................................

Please provide two emergency contacts other than parents/caregivers. These people will be contacted in an emergency if parents are unable to be contacted.

First Emergency Contact

Name ..............................................................Relationship.................................................................

Phone ..............................................................Mobile .................................................................

Second Emergency Contact

Name ..............................................................Relationship.................................................................

Phone ..............................................................Mobile .................................................................

MEDICAL INFORMATION

Vision / Hearing / General Hearing .................................................................

Allergies Description .................................................................................................................................

Medication .................................................................................................................................

Asthma Symptoms / Trigger .................................................................................................................................

Management / Medications .................................................................................................................................

Diabetes Description .................................................................................................................................

Management / Medications .................................................................................................................................
INFORMATION SHEET ABOUT PERMISSION NOTES
Please read about each permission request below and then tick and sign the appropriate places on the green sheet. Return the green sheet to school as soon as possible. Please retain this page for your records.

1. SHORT EXCURSION PERMISSION
During the school year your child will be participating in minor excursions which are planned to supplement class programs and living skills education lessons being undertaken in the classroom.

The children will be under the direct care and supervision of the teacher and may be assisted by teacher’s aides or volunteer parents. On each excursion the class will be absent from the school for short periods of time only.

The excursions may include:-
1. Walking trips around the areas near the school and along the nearby foreshores of Lake Macquarie.
2. Trips of a short duration e.g. walking to local shops.
3. Walks to the Lake Macquarie City Library, Council Chambers or Art Gallery.

2. PERMISSION TO PHOTOGRAPH STUDENTS FOR SCHOOL PROMOTION OR CELEBRATION
From time to time we have opportunities to promote the school and students in the local media, in our own newsletter or Annual School Report.

Please indicate on the attached slip if you are willing to allow your child to be photographed and acknowledged by name in the school newsletter, local newspapers, the Newcastle Herald and local television. We would advise you of publication dates for external media.

3. PERMISSION TO WATCH “G” OR “PG” VIDEOS OR DVDS
In the course of our studies or as a quiet form of entertainment during wet lunch times, teachers, occasionally choose to show a video. Generally the movies shown in school are classified “G” (General Exhibition), however occasionally the need arises to show “PG” (Parental Guidance) classified videos e.g. Iron Giant.

We seek your permission to allow your child to view such movies as are deemed by the staff to be appropriate and relevant.

5. STUDENT INTERNET CODE OF BEHAVIOUR AGREEMENT
The staff at Speers Point Public School recognise the need for student access to information and information technology. The school’s Internet facilities exist to provide access to curriculum related information, leisure materials and to develop skills related to information access. The Internet can provide students with valuable learning experiences by giving access to information on computers all around the world.

Speers Point Public School has processes and rules to best ensure student’s access to the Internet is safe and secure.

Recent Dept enrolment procedures now state on the enrolment form that “students are provided with an Internet and email account to enable learning opportunities in a protected and secure environment. Students must abide by the school’s student use agreement when using the DET Internet and email services. Parents will need to inform the school in writing if they do not want their child to have access to the NSW DET Internet and email facility”.

Aims of using the Internet in Speers Point Public School
The use of the Internet in learning should:
Enhance students’ learning opportunities and outcomes in all key learning areas
Assist students to develop the information skills necessary to use the Internet effectively and appropriately
Reflect community values.

Safety and Privacy
It is the responsibility of all staff in a school to provide a safe learning environment for students.

To this end at Speers Point P.S it is recommended that:
Students’ and teachers do not provide identifying data, such as full name, address or other information that describes the personal situation and location of students, staff or community members.
Written permission from parents or guardians must be obtained before photographs are published. Identifying data should not be supplied with photographs.

Particular care and supervision is exercised when students are communicating with other people on the Internet, as it is very difficult to be absolutely sure that people are who they claim to be. It is the responsibility of all users to ensure that all passwords remain confidential and are known only to their rightful owners.

**Code of Behaviour for Internet and Computer Use by Students and Staff**

Effective use of the Internet in classroom activities will be enhanced by the establishment of an agreed Internet code of behaviour which is clearly explained to, and understood by, the school community. Parents or care-givers and students must read and sign the Internet User Agreement before Internet access is permitted. (Attached) Breaches in the code of behaviour may result in the loss of Internet access, and parents will be informed in writing (Attached).

The Department’s Internet service provides a range of technical barriers to restrict access to inappropriate material, including centralised site blocking, filtering and monitoring. Effective and consistent supervision of Internet use at school is important.

**At Speers Point Public School:**

Teachers and Students should be thoughtful, courteous, respectful and tolerant of others’ opinions and viewpoints while on-line.

Students need explicit opportunities to discuss moral and ethical issues associated with the use of the Internet.

Students should not compose e-mail messages on-line, create their own web page, or edit an existing one, without appropriate staff supervision.

Teachers should edit and check all work with the student before final publishing on the Internet.

It is each teacher’s responsibility to monitor and supervise students using the Internet.

Teachers should be aware of and follow acceptable uses and practices and model these for their students.

The DET’s Internet provider filters all Internet site requests made by schools. The service provider blocks inappropriate sites and updates the ‘blocked list’ daily. If any inappropriate sites have passed through the filter without being blocked, schools should immediately forward the URL (address) of the website to the special e-mail address of blocklist@det.nsw.edu.au. SmartFilter does not block sites based on their content – only sites listed in the Smartfilter Blocklist are blocked in schools. It is therefore possible to utilise a search engine such as Yahoo or Google to search for websites that contain innocent words or images that contain inappropriate content. The sooner the site is reported to the blocklist address, the sooner the site becomes blocked to schools.

Students’ e-mail messages will be composed and transmitted under teacher supervision.

Unsupervised access to the Internet is not allowed.

**Legal Requirements and Copyright**

Copyright is a legal issue of particular concern with the Internet. Publishing on the Internet provides a very public forum for student material, and breaches of copyright will be highly visible. The school’s policy concerning copyright covers this aspect of Internet use. In addition it is noted that all types of creative works that are recorded in some form, including written texts, photographs, videos and films, artistic works, music, sound recording and computer programs are protected by copyright.

**Etiquette (netiquette)**

All users are expected to abide by the generally accepted rules of etiquette known on the Internet as netiquette. These include:

- Be polite: do not be abusive in your messages
- Use appropriate language: do not swear
- Do not reveal home addresses or phone numbers
- Allow others to use the Internet without disruption

**6. PUBLICATION OF PHOTOS ON THE SCHOOL WEBSITE PERMISSION**

(Note Internet & Email Services is a separate issue)

The Speers Point Public School web site is on the Internet, (http://www.speerspoint-p.schools.nsw.edu.au). The site includes photographs of our school facilities, such as the playground, fixed equipment, and classrooms. Several of these photographs will include students participating in school activities. In selecting pictures for publication we must follow strict Department of Education & Training guidelines:

- Students featured on the web site must have written parent permission.
- Students’ names and personal details will NOT be published.
• No individual student will be identifiable by name. ie no captions containing names.
• Photographs can and will be removed from the web site on parents request.

We request your permission to use photographs such as these, which may contain images of your child, on the Speers Point Public School web site.

7. VIDEO CONFERENCING
Video Conferencing involves joining with another school or schools to share information and lessons. There is a visual image which is shared as well as the computer desktop via the Interactive White Board and video conferencing facilities in Connected Classroom. Inter school Video Conferences are live and no sessions are taped. Permission is sought for your child to participate in such video conference.

Video Conferences provided by external providers, that is, not Department of Education providers may be recorded and shared among other schools. These video Conferences will all have a separate permission note sent home.

MEDICAL INFORMATION
In order to ensure the best care for your child, while they are at school, it is important for us to be aware of your child’s medical background. This information will be available to staff on a “need to know” basis.

Please fill in the information sheet on reverse side of green sheet.

Medical Information – Privacy Notice

The information provided by you is being obtained for the purpose of ensuring that students are safe and any medical needs can be acted on by staff. It will be used by the DET staff only for this purpose. Provision of this information is voluntary. If you do not provide all or any of this information then the staff of Speers Point Public School may not be able to respond adequately to any medical issues at school. You may correct any personal information provided by you at any time by contacting the school.

Sue McNamara
Principal