



*Dear Parents,*

**Enrolment Permission Forms**

*We ask that you carefully read pages 1-6 of this document and complete, sign and return pages 7-9 with your completed enrolment form.*

*Please note that a number of these documents must be fully completed before students will be able to access computers or participate in some sporting activities. It is for this reason we request that the documents are completed and returned with the enrolment forms.*

**Permissions covered:**

- *Photographic Permission (Publicity)*
- *Head Lice Inspection*
- *Asthma Management Plan (if student suffers from Asthma)*
- *Medical Condition Management Plan (if student has ongoing medical needs)*
- *First Aid – Use of Band-aids*
- *Bike Riding Agreement*
- *Internet Protocol*

*Thank you for your support with this procedure.*

*Yours sincerely,*

*Tina Clydesdale  
Principal*



### **1. PHOTOGRAPHIC PERMISSION (PUBLICITY)**

Throughout your child's enrolment at *Wilandra Rise Primary School*, there will be times when photographs of school life, special events and celebration's will be taken. Permission by parents/guardians to publish these photos within school bulletins, newsfeeds, website and advertising brochures must be given for images to appear.

At no time will more than the student's first name and year level be publicised.

We understand that some parents may be reluctant for their child to appear in photographs and we respect this decision. In order to ensure this does not occur, please make certain the Enrolment Permission Form is returned with enrolment paperwork.

### **2. CONSENT FOR HEADLICE INSPECTION**

From time to time outbreaks of head lice occur every school.

To enable us to address this problem, the Principal may ask *City of Casey* Council or trained members of staff to inspect the children's hair.

Recent regulations require us to seek parental consent to conduct head lice inspections.

### **3. ASTHMA**

Please advise if your child has Asthma and provide a completed Asthma Care Plan.

### **4. SERIOUS MEDICAL CONDITIONS**

Please advise if your child has a Serious Medical condition (ie Anaphylaxis) and provide a copy of a serious medical condition management plan.

### **5. APPLICATION OF FIRST AID DRESSINGS (Band Aids)**

If required, minor injuries, after being cleaned will be covered with band aids.

Please advise if your child is allergic to any type of first aid dressings.

### **6. BIKE/SCOOTER RIDING AGREEMENT**

When riding my bike or Scooter to and from Wilandra Rise Primary School I agree to the following conditions.

1. I will not ride my bike/scooter in the school grounds at all.
2. I will at all times wear a bicycle helmet whilst riding.
3. I will not ride my bike/scooter over the school crossing but rather dismount and walk across it.
4. I will not touch anyone else's bike/scooter or bike/scooter equipment.
5. I will at all times obey the road rules and ride to and from school in a sensible manner.
6. I will make sure that my bike/scooter is in roadworthy condition.



## **7. INTERNET**

### **Internet Protocol: Learning Technology - Access Guidelines**

#### **Introduction**

Wilandra Rise Primary School's computer facilities are provided to allow students and staff to access and use a variety of computer hardware, software and information sources, including the Internet and e-mail. These facilities are provided to further the Educational Goals of the school community, through access to unique resources and opportunities for collaborative work.

Access to computer facilities and the Internet is conditional on students and staff complying with the Access Guidelines, Internet Protocol and Acceptable Use Policy.

#### **Use of Computers**

All computer screens will be placed to enable effective monitoring by teachers.

#### **Students will not:**

- alter the configuration of the computers
- add or remove any software without permission from the teacher or ICT technician
- add or remove any hardware

#### **Use of the Internet**

Students are permitted to either access or publish on the Internet after they and their parents have signed the Internet Protocol document.

#### **Publishing on the Internet**

Responsibility for the spelling, presentation, accuracy and content of all web pages rests initially with the student publisher and secondly with their classroom teacher.

#### **Misuse**

Use of the computer facilities and the Internet is a privilege, not a right.

Inappropriate use, including not following the Access Guidelines, Internet Protocol and Acceptable Use Policy, may result in the cancellation of access for up to a year.

### **Internet Protocol : I.C.T. - Acceptable Use Policy**

#### **Definitions**

##### **Electronic Communication Networks (ECN)**

This term refers to any system capable of linking computers electronically and includes the following:

Local Area Network (LAN), the network of computers within our school Wilandra Rise Primary School

Internet

E-mail

#### **User**

Any person accessing a school's computer facilities.



## Introduction

Wilandra Rise Primary School provides computer facilities to allow students and staff to access and use Learning sources available on a range of Electronic Communications Networks (ECN).

Access is conditional on users complying with rules outlined in the Wilandra Rise Primary School's Learning Technology Access Guidelines, Internet Protocol and this Acceptable User Policy.

## Conditions and Rules for Use

### 1. Acceptable Use

- Electronic Communications Networks (ECN) facilitate communication in support of research and education, by providing access to unique resources and an opportunity for collaborative work
- Transmission of any material in violation of any School, Department of Education Policy or Federal or State regulation is prohibited. This includes, but is not limited to, copyright material, threatening and obscene material
- Use for commercial activities is prohibited.
- Adherence to the Access Guidelines, Internet Protocol. and Acceptable Use Policy is required

### 2. Privilege

Use of the computer facilities and the Internet is a privilege, not a right.

Inappropriate use including not following the Access Guidelines, Internet Protocol and Acceptable Use Policy, may result in the cancellation of access for up to a year.

### 3. Monitoring

Wilandra Rise Primary School reserve the right to review any material accessed or saved.

### 4. Network Etiquette.

All users are expected to abide by the general accepted rules of network etiquette

These include, but are not limited to, the following:

Be polite. Do not get abusive in your messages to others.

Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

Do not reveal your personal address or phone numbers of students or colleagues.

Do not use the network in such a way that you would disrupt the use of the network by other users. All communications and Learning accessible via the network should be assumed to be private property.

Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the Info Tech Teacher and may result in the loss of user privileges.

### 5. Disclaimer

Wilandra Rise Primary School;

Makes no warranty of any kind, whether expressed or implied, for the service it is providing.

Will not be responsible for any damages incurred as a result of using the computers within the school.

This includes loss of data resulting from delays, no-deliveries, mis-deliveries, or service interruptions caused by the school or by the user's errors or omissions. Use of any Learning obtained via the Internet is at the users own risk.

All users need to consider the source and validity of any Learning they obtain.



## **6. Security**

If you feel you can identify a security problem on Internet, you must notify a system administrator.

Do not demonstrate the problem to other users.

Attempts to log on as a system administrator may result in cancellation of user privileges.

Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the computer facilities and Internet at Wilandra Rise Primary School.

## **7. Vandalism and Harassment**

Vandalism is defined as any malicious attempt to harm, modify, and/or destroy data of another user, Internet, or other networks. This includes, but is not limited to, the uploading or creating of computer viruses.

Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

Vandalism and harassment will result in cancellation of user privileges.

## **8. Encounter of Controversial Material**

Users may encounter material which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. However, on a global network it is impossible to screen or filter the content of all data. It is the user's responsibility not to initiate access to such material or to distribute such material by copying, storing or printing.

# WILANDRA RISE PRIMARY SCHOOL

25 Aayana Street, Clyde North Vic 3978 Phone: 03 5924 2500

wilandra.rise.ps@edumail.vic.gov.au



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**ENROLMENT PERMISSION FORM**  
**Please complete & return with enrolment paperwork**

STUDENT NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

PARENT NAME: \_\_\_\_\_ CONTACT NO: \_\_\_\_\_

**1. Photographic Permission**

I give permission for my child's image and first name to be published in the following advertising material or publications.

Parent or Guardian to sign next to the media platform

on See Saw (Classroom use only) \_\_\_\_\_

in Wilandra Rise Primary School weekly newsletter which is published  
on our website \_\_\_\_\_

in information or advertising about the Department of  
Education and Training \_\_\_\_\_

In the Minister for Education's social media accounts \_\_\_\_\_

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

**2. Headlice Inspection**

*(please circle)* I DO / DO NOT give permission for my child's hair to be inspected for head lice.

Signed: \_\_\_\_\_

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

**3. Asthma**

Yes, my child suffers from asthma and I have attached a completed Asthma Care Plan.

No, my child does not suffer from asthma

Signed: \_\_\_\_\_

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

**4. Serious Medical Conditions**

Yes, my child suffers from a Serious Medical Condition and I have attached a completed Management Form

No, my child does not suffer from a Serious Medical Condition

Signed: \_\_\_\_\_

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



5. **First Aid Dressings**

- Yes, my child is allergic to (***please circle***) band aid / elastoplast type dressings and should not have them applied
- No, my child is not allergic to any first aid dressings and can have them applied if necessary

Signed: \_\_\_\_\_

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

6. **Bike & Scooter Riding Agreement**

YES, my child and I agree to all of the conditions and understand that if the agreement is broken my child will not be able to ride to and from school

Signed Student: \_\_\_\_\_ Parent: \_\_\_\_\_ Date: \_\_\_\_\_

7. **Internet**

I have read and discussed the Internet Protocol with my child and I understand that Internet access is designed for educational purposes at Wilandra Rise Primary School. I also recognise that although the school has monitoring procedures in place to restrict access to controversial materials this is not always possible.

(Parent or Guardian's Signature) \_\_\_\_\_ Date: \_\_\_\_\_

**I give permission for my child to:**

Access the Internet for information within their classroom program (Parent or Guardian's Signature) \_\_\_\_\_

Publish written work on the Internet using their first name only (Parent or Guardian's Signature) \_\_\_\_\_

Publish artwork on the Internet using their first name only (Parent or Guardian's Signature) \_\_\_\_\_

Send and receive **external** e-mail from other Primary School Students and people and organisations as approved by their classroom teacher (Parent or Guardian's Signature) \_\_\_\_\_

Speak **externally** to approved people and organisations as approved by my classroom teacher via Video Conferencing (Parent or Guardian's Signature) \_\_\_\_\_

**Please note: You may choose to sign some, all or none of the above.**

**Student's Declaration:**

When using the Internet at Wilandra Rise Primary School I will:

- Surf only within the area specified by my teacher
- Not give out personal information such as my surname, address, telephone number, and parents' work address/telephone number.
- Never send a person my picture or anything else without first checking with my teacher.
- Not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. I will inform my teacher immediately that I received such a message.



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wilandra.rise.ps@edumail.vic.gov.au



If I come across any information that is unsuitable or makes me feel uncomfortable

**I will click on "home" and then tell my teacher immediately**

I have permission from my parent's to: ***[cross out the inappropriate ones]***

- access the Internet for information within my classroom program
- publish written work on the Internet using my first name only
- publish artwork on the Internet using my first name only
- send and receive external e-mail from other Primary School students and people and organisations as approved by my classroom teacher
- speak externally to people and organisations as approved by my classroom teacher via Video Conferencing

I have read the Wilandra rise Primary School Internet Protocol with my parents or guardians and discussed the contents.

I understand that I need to use Wilandra rise Primary School's computers in an appropriate manner and in accordance with the Internet Protocol.

If I do not I will be banned for a period of time up to a year.

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

Student's Date of Birth \_\_\_\_\_

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