

WILANDRA RISE PRIMARY SCHOOL

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

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



Dear Parents,

Enrolment Permission Forms

We ask that you carefully read pages 1-6 of this document and complete, sign and return pages 7-11 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:

- 1. Photographic Permission (Publicity)*
- 2. Head Lice Inspection*
- 3. Asthma Management Plan (if student suffers from Asthma)*
- 4. Medical Condition Management Plan (if student has ongoing medical needs)*
- 5. First Aid – Use of Band-aids*
- 6. Bike Riding Agreement*
- 7. Internet Protocol*
- 8. Cyber Safety Agreement*

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

Introduction

Internet Protocol: Learning Technology - Access Guidelines

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 email. 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.



8. CYBER-SAFETY USE PARENT AND STUDENT AGREEMENT

At Wilandra Rise Primary School, we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This **agreement** outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At Wilandra Rise Primary School, we:

- Have a **Student Engagement Policy** that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- Have programs in place to educate our students to be safe and responsible users of digital technologies;
- Educate our students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
 - See: [Duty of Care and Supervision](#)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed;
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
 - [Bullystoppers Parent Interactive Learning Modules](#)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - [iParent | Office of the Children's eSafety Commissioner](#)
(<https://www.esafety.gov.au/education-resources/iparent>)



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 School Photos _____

in School Production _____

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: _____

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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.

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: _____



8.Cyber Safety Parent Agreement

Parent/caregiver/legal guardian:

Please read this page carefully to check that you understand your responsibilities under this agreement.

Return the signed Use Agreement to the school.

I understand that Wilandra Rise Primary School will:

- do its best to enhance learning through the safe use of ICTs. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on ICT equipment/devices at school or at school-related activities
- work with children and their families to encourage and develop an understanding of the importance of cyber-safety through education designed to complement and support the Use Agreement initiative. This includes providing children with strategies to keep themselves safe in a connected online world
- respond to any breaches in an appropriate manner
- welcome enquiries at any time from parents/caregivers/legal guardians or children about cyber-safety issues.

My responsibilities include:

- discussing the information about cyber-safety with my child and explaining why it is important
- completing the Bullystoppers Parent Interactive Learning modules as provided to me by Wilandra Rise Primary School
- maintaining a safe home learning environment, including monitoring and providing guidance on my child's use of technology and learning materials
- supporting the school's cyber-safety program by emphasising to my child the need to follow the cyber-safety strategies contacting the principal or nominee to discuss any questions I may have about cyber-safety and/or this Use Agreement.

CYBER-SAFETY USE AGREEMENT

I have read and understood this Cyber-safety Use Agreement and I am aware of the school's initiatives to maintain a cyber-safe learning environment.

Name of child/ren.....

Home Group/s.....

Name of parent/caregiver/legal guardian.....

Signature of parent/caregiver/legal guardian.....Date.....

Please note: This agreement will remain in force as long as your child is enrolled at this school. If it becomes necessary to add/amend any information or rule, you will be advised in writing.



Cyber Safety Student Agreement

Student Agreement: Safe, responsible behaviour with technology

When I use digital technologies, I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (*ask students to reflect on how they would feel.*)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator

When I use digital technologies I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself

When I use digital technologies I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use

By doing these things, I use technology safely, responsibly and respectfully:

- I will use this knowledge at school and everywhere I use digital technologies
- I have read and understood this Cyber-safety Use Agreement with a parent or guardian and I am aware of my responsibilities to use technology safely and appropriately



Student Name.....

Home Group (if known).....

Name of parent/caregiver/legal guardian.....

Signature of parent/caregiver/legal guardian.....Date.....

Students: My ideas on safe and responsible behaviour

When I use digital technologies I **communicate respectfully**. This means I:

(write or draw...)

When I use digital technologies I **protect personal information**. This means I:

(write or draw...)

When I use digital technologies I **respect myself and others**. This means I:

(write or draw...)