

# PERMISSION & AUTHORITY FORM

Please note that a separate form must be completed for each child attending Sunshine Primary

**Students Name:**

## LOCAL WALKING EXCURSIONS

On occasions, class teachers will take their class for a walk in the local area as part of the school program. Examples include a trip to Parsons Reserve for athletics practice, to use the hall at the local Secondary College or a walk to the supermarket to buy ingredients for a cooking activity. Parents will be informed of the walk via the newsletter prior to the walk occurring. Parents will still need to sign permission notes for excursions requiring the catching of public transport or the hiring of buses.

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|--|---|
| <p>1. I agree to allow my child to attend local walking excursions. I understand that information about such activities will be provided before the event.</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
|--|---|

I am aware that I will receive one detailed notice about any other excursion and that for my child to participate in a particular excursion my written consent will be required.

## PHOTOGRAPHS / VIDEOS / MULTIMEDIA

At SPS, we like to celebrate the efforts of our students. We seek permission from parents/guardians for the use of photographs/images of students in a variety of media including the school newsletter, school website, video/DVD display within the school and occasionally articles in local papers or other publications. School activities may be filmed and used for educational and promotional purposes (e.g. student projects, etc). This footage may be distributed to other students/families in the school.

I give permission for photographs/images of my child to be used as follows:

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|---|---|
| <p>1. School or Student Publications for promotional / educational purposes (including school publicity billboards eg... enrolment billboard on Hampshire Road)</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| <p>2. School Newsletter</p>   | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| <p>3. School Website</p>  | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| <p>4. Display on school premises</p>  | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| <p>5. On the Sunshine Primary School Facebook page</p>  | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |

## SCHOOL WEB PAGE

SPS has an Internet Web Page on the worldwide Internet. The web page includes information about the school and often students work samples and some photographs or video images of children. The content will change from time to time. Your child's photograph and work can only be included with your permission. Only first names will be used and addresses or confidential information will never be included.

- |   |   |
|---|---|
| <p>1. Publish written work and artwork on the Internet using his/her first name only.</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| <p>2. Appear unnamed in photographs and video footage on the internet.</p>                | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |

**Name of parent/carer:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Please inform the school if guardianship/custody changes for your child, as this form will need to be re-signed to reflect these changes. Please also inform the school in writing if you no longer wish to provide consent for the school to undertake head lice inspections for your child.**

## CONSENT FORM TO CONDUCT HEAD LICE INSPECTIONS

Throughout your child's schooling, the school will be arranging head lice inspections of students.

The management of head lice infection works best when all children are involved in our screening program.

The school is aware that this can be a sensitive issue and is committed to maintaining student confidentiality and avoiding stigmatisation.

The inspections of students will be conducted by a staff member approved by the Principal.

Before any inspections are conducted the person conducting the inspections will explain to all students what is being done and why and it will be emphasised to students that the presence of head lice in their hair does not mean that their hair is less clean or well-kept than anyone else's. It will also be pointed out that head lice can be itchy and annoying and if you know you have got them, you can do something about it.

The person conducting the inspections will check through each student's hair to see if any lice or eggs are present.

Person's authorised by the school principal may also visually check your child's hair for the presence of head lice, when it is suspected that head lice may be present. They do not physically touch the child's head during a visual check.

In cases where head lice are found, the person inspecting the student will inform the student's teacher and the Principal. The school will make appropriate contact with the parents/guardians/carers.

Please note that health regulations requires that where a child has head lice, that child should not return to school until appropriate treatment has commenced. The school may request the completion of an 'action taken form', which requires parents/guardians/carers to nominate if and when the treatment has started.

I **GIVE** my consent for the above named child to participate in the school's head lice inspection program for the duration of their schooling at Sunshine Primary School.

I **DO NOT** give my consent for the above named child to participate in the school's head lice inspection program for the duration of their schooling at Sunshine Primary School.

Name of parent/carer: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Please inform the school if guardianship/custody changes for your child, as this form will need to be re-signed to reflect these changes. Please also inform the school in writing if you no longer wish to provide consent for the school to undertake head lice inspections for your child.

## INTERNET ACCEPTABLE USE KIT FOR STUDENTS AND THEIR FAMILIES

***When I use the Internet, I have responsibilities and rules to follow. I agree to:***

- have a **Student Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies. *(Include any specific programs or approaches the school undertakes.)*
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
  - [Bullystoppers Duty of Care and Supervision](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx))
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:
  - [Bullystoppers Interactive Learning Modules - parents](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - [Cybersafety guide - parents](http://www.cybersmart.gov.au/Parents.aspx) ([www.cybersmart.gov.au/Parents.aspx](http://www.cybersmart.gov.au/Parents.aspx))

## SAFE AND RESPONSIBLE BEHAVIOUR

When I use digital technologies and the internet 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 think or feel *(Ask students to reflect on how they would feel.)*
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet 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 and the internet 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 for my age 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.

At school we/I have:

- discussed ways to be a safe and responsible user of digital technologies and the internet.
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

I will use this knowledge at school and everywhere I use digital technologies and the internet.  
I understand that I may not be able to access the Internet at school if I do not act responsibly.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**Parent Permission**

I agree to allow my child to use the Internet at school. I have discussed the scenarios, potential problems and responsible use of the Internet with him/her as outlined in the Internet use kit.

I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school or NetAlert Australia's Internet safety advisory body on 1800 880 176.

**Parent/Carer's Signature:** \_\_\_\_\_

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

- Please complete and return to the office by Thursday 11 February 2016.