



*INSPIRING ALL STUDENTS TO BE LIFELONG LEARNERS*

## **PERMISSION NOTES 2016**

Dear Parents

To streamline our permission note process you are provided with all the ongoing, general notes in one bundle.

Enclosed is a range of forms which includes:-

- General Consent Forms – **return to CLASS TEACHER**
- School Voluntary Contributions – **return to OFFICE**
- Consent to Publish – **return to OFFICE**
- Electronic Devices Agreement – **return to OFFICE**
- Electronic Devices Policy – **keep at HOME**
- Internet Users Policy & Code of Behaviour – **keep at HOME**
- Canteen Volunteer's Note – **return to CANTEEN**

We would appreciate you signing the notes and returning them to school as soon as possible.

Also enclosed is the Student Emergency Contact Details. It is imperative that the school has up-to-date contact information for parents and emergency contacts at all times. Please check if your details are correct and make any changes required. This information sheet **MUST** be returned to the **school OFFICE** stating that details are correct or updated with relevant changes.

You may be aware that on line payments are now available at the school. Online payments must be made by 5:00 pm 2 days prior to the event.

A separate note will be issued for Text Book Requirements. Payment and note is to be returned to the office.

Thank you for your assistance

Chris Connor  
Principal

**GENERAL CONSENT FORMS**  
**(Please return to class teacher)**

**Permission Notes**

To streamline the collection of permission notes we ask you to write your child's name and class, and sign EACH CONSENT SECTION to allow your child to participate in the following program, excursion or activity. *Significant school excursions are notified separately, clearly outlining all relevant information and details.*

**General Permission Note for Free Incursions & Outside the School Activities**

The school often has free performances for education activities at school or students are often required to walk to local venues for special events such as ANZAC Day services, posting of letters, walkathon, etc.

I give permission for my child \_\_\_\_\_ of class \_\_\_\_\_ to take part in free incursions or to walk to local venues and participate in activities during the year, as organised by the school. I understand the children will be supervised by class teachers.

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

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

**General Permission Note for School Sport**

As part of the Curriculum, students will participate in organised sporting activities throughout the year. These activities can take place at school. However, many school sport activities take place at local venues such as Rex Jackson Oval.

I give permission for my child \_\_\_\_\_ of class \_\_\_\_\_ to participate in sporting activities during the year, as organised by the school. I also give permission for my child to walk to local sporting venues. I understand that my child will be supervised by teachers.

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

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

**P.G. Movies**

Sometimes as rewards or as part of class lessons, teachers would like to be able to show movies that have a PG classification. These movies will be carefully selected to ensure that they are appropriate for children to watch.

I give permission for my child \_\_\_\_\_ of class \_\_\_\_\_ to view carefully selected PG movies as part of the teaching/learning program.

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

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

**GENERAL SCHOOL VOLUNTARY CONTRIBUTIONS**  
**(Please return to office)**

Each year our school seeks the support of families through a General School Voluntary Contribution. This contribution, together with the P&C funding is used for the provision of much needed resources that government funding does not cover. These initiatives include:

- Interactive whiteboards in many classrooms
- Library resources
- Technology equipment
- Ongoing computer technology
- Sporting equipment for lunchtime play
- Peer support funding
- Presentation Day prizes

Voluntary Contributions are very important in the context of our school's overall finances; however, I assure all parents that no embarrassment or discrimination will occur in our school as a result of non-payment of the contribution.

I will be pleased to discuss any difficulties you may have including exemptions, support and options for payment by instalments.

The General School Voluntary Contribution is \$40 per child or \$70 per family.

Thank you for your generosity, support and providing the funds so that we can improve the learning experiences of your children.

Chris Connor  
Principal

**HELENSBURGH PUBLIC SCHOOL  
VOLUNTARY CONTRIBUTION**

Family Surname: \_\_\_\_\_

Student Name and Class: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I enclose full payment of \$.....  
(Note: Please make cheques payment to Helensburgh Public School)

I have made an online payment. My receipt number is: \_\_\_\_\_  
Please enter the following payment description: 046-001

**PLEASE RETURN THIS SECTION TO THE OFFICE**

**School Website**

Our school website is seen as a major avenue of communication to our parents and will contain information on all aspects of the school life.

It is envisaged that our newsletter will be included, as well as special dates on the calendar, school programs, policies, recent events, parent information, excursions, student welfare programs and much more.

We intend to include many photos of recent events and activities involving our children. To completely comply with Departmental policy, only first names of students will be included (never surnames) and students in photos will not be identified individually by name.

For your child to be involved in our website as a normal part of school life, e.g. in the newsletter, photos of group athletic activities, etc a signed permission form will be required for each individual student.

Should parents wish to withdraw approval for their child's photo to be used in the school's newsletter or website at any stage throughout the year, they may forward a letter to the office or contact the Principal.

Chris Connor  
Principal

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**Consent to Publish**

I give permission for my child \_\_\_\_\_ of class \_\_\_\_\_ to have photographs and work published in the Helensburgh Highlights and other school printed and online publications including the school website, school Facebook page, blogs, internet sites used to host students' work, Annual School Report and School Magazine.

I understand that Helensburgh Public School follows the DOE's strict guidelines on online publishing, i.e. surnames are never published on the Internet and first names are never published with an accompanying photo.

Note: Unless consent is given, your child's name or photo will not be published in our school newsletter.

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

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

## PLEASE RETURN THIS SECTION TO THE OFFICE

### ELECTRONIC DEVICES AGREEMENT

#### **Agreement for the Use of Mobile Phones, Portable Computer Games, MP3 Players/iPods, Cameras/iPads/Tablets and Similar Devices at School.**

There is a vast range of technology available today including mobile telephone, digital cameras, portable CD/ DVD players, MP3 players/iPods, iPads/Tablets, DS and other similar devices. Many of these have the potential to be incorporated appropriately into lessons, opening exciting new approaches to learning when supervised. However, when these technologies are misused by students they can be very disruptive to teaching and learning, in some cases cause harm and potentially break confidentiality regulations and privacy.

Helensburgh Public School acknowledges that on some occasions students may need to be in possession of a mobile telephone for reasons relating to their safety in travelling to and from school. If there is such a need the child must provide the signed Agreement Form (below) from home. Upon arrival at school the phone is to be checked in at the school office and kept for the day. It is the child's responsibility to collect the phone at the end of the day. There should not be any reason to bring expensive electronic devices to school except for educational purposes, prearranged by the teacher and authorised by the Principal.

Parents with an urgent need to be in contact with their child during the day should contact the school office and appropriate steps will be taken to pass on the message.

On signing this Agreement parents and students understand, and agree to, the procedures for the storage and safe usage of all electronic devices.

### Agreement

I \_\_\_\_\_ (parent/carer) of \_\_\_\_\_  
(student's name) understand the procedure for the storage and use of mobile phones and all other electronic devices at school. I understand that:

- The device must be named, turned off, stored in a clear ziplock bag and handed into the office on arrival at school, where it will be stored securely;
- It is the responsibility of the student to collect the device after school;
- In the event that the device is not handed in, it may be confiscated by a staff member and it will be the responsibility of a parent or carer to collect it from the office;
- Loss or damage to the device during transit will not be the responsibility of the school;
- The school will not be responsible for any pre-existing damage to the device; and
- A new Agreement must be completed at the beginning of each new school year.

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

## **ELECTRONIC DEVICES POLICY**

### **Policy for the Use of Mobile Phones, Portable Computer Games, MP3 Players/iPods, Cameras/iPads/Tablets and Similar Devices in Schools.**

#### **Introduction**

There is a range of technology available today including mobile telephones, pagers, digital cameras, portable CD and MP3 players/iPods, iPads/tablets and other similar devices. Many of these have the potential to be incorporated appropriately into lessons, opening exciting new approaches to learning. However, when these technologies are misused by students they can be very disruptive to teaching and learning, in some cases cause harm and potentially break confidentiality and privacy regulations.

#### **Mobile Phones:**

Helensburgh Public School acknowledges that on some occasions students may need to be in possession of a mobile telephone for reasons relating to their safety in travelling to and from school. If there is a need for a student to bring a mobile phone or electronic device a signed Agreement Form from home must be supplied. Upon arrival at school the phone should be clearly labelled, turned off, with the child's name and handed into the school office for safe keeping. Please supply a clear plastic zip lock bag for storage. It is the child's responsibility to collect the phone at the end of the day.

**Parents with an urgent need to be in contact with their child during the day should contact the school office and appropriate steps will be taken to pass on the message.**

#### **Cameras and image capturing devices:**

Taking photographs or videos while at school or when engaged in school-related activities may only occur if there is a sound reason for the photography and permission is given by the school. Depending on the particular circumstances and purpose of the photography, the permission of parent/carer and/or student may be required. Students are not to bring cameras to school without the permission of the school. This may be the case during special events such as excursions or sporting carnivals. Students are never to use mobile phone cameras whilst at school unless permission has been granted.

#### **MP3 Players, ipods, ipads, tablets, USB drives and storage devices etc**

Students have regular access to technology via the school's computer system. The school recognises the increasing role of electronic devices in students' lives. However equipment such as MP3 players, ipods, ipads and tablets are not to be brought to school.

The school's computer network provides each student with their own drive where their work can be saved and accessed from any school computer after they login. The use of USB storage device is permitted at school if its use is directly related to classroom learning tasks. These devices have the potential to be used to share inappropriate material and should be regularly checked by parents.

This policy should be read in conjunction with the **Agreement for the Use of Mobile Phones, Portable Computer Games, MP3 Players/iPods, iPads, Tablets, Cameras and Similar Devices at School**. The agreed terms are as follows:

- The device must be named, turned off, stored in a clear zip lock bag and handed into the office on arrival at school, where it will be stored securely;
- It is the responsibility of the student to collect the device after school;
- In the event that the device is not handed in, it may be confiscated by a staff member and it will be the responsibility of a parent or carer to collect it from the office;
- Loss or damage to the device during transit will not be the responsibility of the school;
- The school will not be responsible for any pre-existing damage to the device; and
- A new Agreement must be completed at the beginning of each new school year.

## **Internet Users Policy and Code of Behaviour**

Electronic communication will only be used for educational purposes consistent with research, professional development, instructive and collaborative projects.

No identifying information such as full name, address or other information that will identify individuals or groups will be entered. Photographic material of groups will not be sent across the Internet without signed permission from school and parent/guardian. No individual photos will be permitted to be stored on the Internet.

All users are expected to abide by the generally accepted rules of Network etiquette (netiquette) see below.

### **Objectives**

- All users will promptly disclose to a teacher or other school employee any message that they receive which is inappropriate or makes them feel uncomfortable.
- Users will respect the work of others.
- Users must only submit and access knowledge accurate and/or appropriate material.
- Users will follow general accepted rules of Netiquette, namely politeness, appropriate language use; personal details are not revealed and that all communications and information are viewed as private.
- The network will not be used in such a way that it disrupts the use of the network by others.
- Helensburgh Public School retains the right to review and edit information sent and received electronically.
- Users will not post or send personal contact information about themselves or other people. Personal contact information includes address, school address, telephone, work address, etc.

### **Acceptable Use of the Internet Contract**

#### **Access and Security**

Students will:

- Not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- Ensure that communication through Internet and Email Services is related to learning.
- Keep passwords confidential and change them when prompted.
- Never allow others to use their personal e-learning account.
- Log off at the end of each session to ensure that nobody else can use their e-learning account.
- Promptly tell their supervising teacher if they suspect they have received a computer virus or spam (promptly tell the teacher) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- Seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.

- Never knowingly initiate or forward emails or other messages containing:
  - A message that was sent to them in confidence.
  - A computer virus or attachment that is capable of damaging recipients' computers.
  - Chain letters and hoax emails.
  - Spam, e.g. unsolicited advertising material.
- Never send or publish:
  - Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
  - Threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
  - Sexually explicit or sexually suggestive material or correspondence.
  - False or defamatory information about a person or organisation.

### **Privacy & Confidentiality**

Students will:

- Never publish or disclose the email address of a staff member or student without that person's explicit permission.
- Not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- Ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

### **Intellectual Property & Copyright**

Students will:

- Never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- Ensure any material published on the Internet or Intranet has the approval of the Principal or their delegate and has appropriate copyright clearance.

### **Misuse and Breaches of Acceptable Usage**

Students will be aware that:

- They are held responsible for their actions while using Internet and Email services.
- They are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access Internet and Email services.
- The misuse of Internet and Email services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Students will report:

- Any Internet site accessed that is considered inappropriate.
- Any suspected technical security breach involving users from other schools, TAFEs or from outside the DEC.

Please keep this letter at home for your personal reference and records.



**CANTEEN VOLUNTEERS**  
**(Please return to Canteen)**

Dear Parents

We can always use volunteers for our school canteen.

Our canteen attempts to provide a selection of healthy food and drink and a few tuckshop goodies for our children at lunchtime and a proposed two recess times per week. Our canteen meets the criteria for the NSW Healthy Canteen Strategy.

The hours are 8.30 am to 12.00 pm on a normal day and 8.30 am to 1.40 pm when open for recess. We require two volunteers each day.

If you can spare one day per month, please fill out the form indicating which day of the week you are available. Please return to the Canteen as soon as possible. The roster has been arranged for Term 1 but you will be placed on the roster for the rest of the year. If you have any inquiries, please pop into the Canteen to see Bronwyn Charman or Melissa Sullivan during canteen hours.

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**HELENSBURGH PUBLIC SCHOOL**  
**CANTEEN VOLUNTEERS**

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

Phone: \_\_\_\_\_

Child/ren's Name: \_\_\_\_\_

Class/es: \_\_\_\_\_

Day you prefer: \_\_\_\_\_

Are you willing to go on an emergency roster?    Yes ( )    No ( )

**Once again we thank you for your help!**