

ONE SET PER CHILD TO BE COMPLETED

YEAR 3 to YEAR 6

28 January 2020

Dear Parents

Please find attached forms to be **signed and returned to school** no later than Friday 7 February 2020.

1. **COMPULSORY - Local Outings / Sunscreen Application Permission Form**
2. **COMPULSORY - Photograph / Video Permission Form**
 - *Please be aware that it is Catholic Schools Office Policy that students' surnames are not published on the Website and any photographs used would not list student's full name.*
 - *If we do not receive this form signed, your child cannot be included in any photographs or videos.*
3. **COMPULSORY - Acceptable User Agreement for Network and Internet Services** (K-2 and 3-6) read and dated by parent and child.
4. **OPTIONAL - Bicycle User's Permission Note** – signed by child and parent with one copy returned to school. The Road Safety Guidelines can be found on the school website. Children without a Permission Note will not be allowed to ride home from school.

It is the parents / guardians responsibility to contact the school office if details or permissions change throughout the year. The school will not contact parents to confirm permission details throughout the year.

If you mislay or require additional forms, they are available on the school website: **Parent Information – Forms & Links** page.

Yours sincerely



Virginia Outred
Principal



St Joseph's Catholic Primary School Narrabeen

PERMISSION 2020

CHILD'S NAME:

CHILD'S CLASS:

Please return this form by 7 February 2020

LOCAL OUTINGS

I give permission for my child to take part in local outings, walks or visits that are arranged during school time, that are within walking distance of St Joseph's School and within the local Narrabeen area.

SUNSCREEN application during school hours

- ☐ I give permission for my child to self-apply sunscreen. The brand of sunscreen provided by St Joseph's School will be Woolworths home brand.

OR

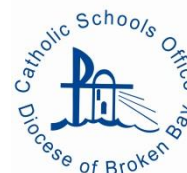
- ☐ I do not give permission for my child to use school supplied sunscreen. My child will have his/her own supply of sunscreen in his/her bag.

If no box is ticked, we will assume your child does NOT have permission and will have his/her own supply of sunscreen.

Signed: Date:

(Parent / Guardian)

PHOTOGRAPH/VIDEO PERMISSION FORM



Dear Parents

At certain times during the year, your child may have the opportunity to be photographed or filmed for our school publications, website and/or social media, or to promote the school in print or electronic media.

The Catholic Schools Office (CSO) Broken Bay may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child's photograph/video for the above purposes. Please complete the permission form below and return to the school as soon as possible. By signing this form you consent to use of your child's photograph/video for all the purposes listed. If you strike out one or more of the purposes listed your child's photograph/video will not be used by the school for any of these purposes. This is because it is too difficult administratively to manage partial consents.

Thank you for your continued support.

STUDENT' NAME: _____ **YEAR LEVEL:** _____

- I give permission for my child's photograph/video and name to be published in:
 - School publications (for example newsletter, year book, intranet)
 - the school website(s)
 - school promotional materials
 - print media
 - social media platforms
- I authorise the CSO to use the photograph/video in material available free of charge to schools and education departments around Australia and for the CSO's promotional, marketing, media and educational purposes.
- I give permission for a photograph/video of my child to be used by the CSO in the agreed publications without acknowledgment, remuneration or compensation.
- I understand and agree that if I do not wish to consent to my child's photograph/video appearing in any or all of the publications above, or I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

Licences under NEALS: The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licenced material wholly and freely for educational purposes.

Name of Parent / Guardian
(please circle) _____

Signed: Parent / Guardian _____ **Date:** _____

**If student is aged 15+,
student must also sign:**

Signed: Student _____ **Date:** _____

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

Entered into SAS

Date:

St Joseph's Catholic Primary School

Acceptable User Agreement

for Network and Internet Services



At St Joseph's Catholic School, Internet and network services are used to enhance teaching and learning through the use of computers and the school network. ICLT is used for communicating, publishing, researching and for learning skills. This agreement describes the acceptable use of ICLT.

Year 3 - 6 Acceptable Use Agreement.

As a computer user at St Joseph's Catholic School, I will follow these rules:

1. I will use the computers only for the task that I am meant to be doing and will only access information that is useful to me in my studies.
2. I will take care of the school's hardware and software.
3. I will use only software that is approved by the teacher.
4. I will not inconvenience others by, for example
 - downloading large files
 - printing more copies than I need
 - leaving my computer "locked" or logged in
5. I will keep my passwords to myself and not use the passwords of others.
6. I will store my own work in my folder/file or on my own disc.
7. I will not look for anything illegal, dangerous or offensive on the Internet.
8. If I accidentally come across something that I am unhappy with, I will immediately click on the HOME or BACK button and inform the teacher.
9. I will only send messages that are polite and sensible. I will not use the computer to annoy or offend anyone.
10. I will not intentionally spread viruses by email or post unnecessary email.
11. I will not give out personal information such as my surname, address and phone number or that of my parents or others unless I have the expressed permission of my parents/ guardians.
12. I will not publish a picture or email of myself without first checking with the teacher.
13. If I receive any messages that I do not like I will immediately tell the teacher.
14. I will only publish web pages or send email with the teacher's permission.
15. I know the school may check my computer files and will monitor the Internet sites that I visit.

16. I know that the school will take all reasonable precautions to ensure that I cannot access inappropriate material but it can not be held responsible for the material I access on the Internet.
17. I know that the school will not be responsible for any loss of data or for the accuracy of information I obtain from the school's computers.
18. I will not copy other people's work and call it my own, including pictures and information I find on the Internet or the school network.

If I break these rules, then I understand that I may not be allowed to use computers at school.

I will need to re-negotiate how and when I will be able to use computers and my level of privileges with the Principal.

Student's name: _____

Student's signature: _____

Date: _____

Parent/ Guardian Agreement

I understand that St Joseph's Catholic School provides students with access to computer and Internet and network services that may include Internet, Intranet, email and bulletin boards to enhance teaching and learning.

I agree to _____ using the Internet and Network services at the school for educational purposes in accordance with the Acceptable User Agreement above.

I understand that the school cannot control what is on the Internet and that some materials on the Internet may be objectionable. I understand that the school will take all reasonable precautions to minimise the risk of exposure to unsuitable material.

I believe my son / daughter understands this responsibility and I hereby give permission for him / her to access the Internet under the school rules.

I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet and network services for a period of time determined by the Principal.

Parent/ Guardian's name: _____

Parent/ Guardian's signature: _____

Dated: _____

Class teacher: _____

Signature: _____

Dated: _____

Appendix A - Bicycle User's Permission Note

HOME Copy - Student Agreement:

The Catholic Schools Office and Ministry for Transport NSW (formerly NSW Roads and Traffic Authority) recommend that children under 10 years of age DO NOT ride bicycles to or from school unless accompanied by an adult. I agree to the following conditions:

- I will obey all RTA road rules concerning bicycles. This includes the pedestrian's right of way on footpaths. The bell should be used as a warning when approaching pedestrians.
- I understand cyclists 12 years and over must not ride on the footpath unless it is signposted as a shared footpath, they should use the road.
- I understand that it is a joint responsibility between my parents and I to keep the bike in good and safe working order and that all protective equipment as required by law is provided.
- I will wear my Standards Australia approved helmet correctly when riding a bicycle to and from school.
- I will dismount before entering the school grounds and walk my bicycle whilst on site.
- I understand that if I bring my bicycle to school I do so at my own risk and will secure it with a lock and chain in the bike rack. Bicycles and helmets are brought and stored on school grounds at the owner's risk.
- I will not ride my bike in the school grounds during and after hours.
- I will not lend my bike to another student when travelling to and from school.
- I will not carry any passengers on my bike.

Signed (child/student): _____ Date: _____

Signed (parent/carer): _____ Date: _____

Please keep the bicycle user's permission note and the bicycle information provided at home for ready reference.

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Appendix A - Bicycle User's Permission Note

SCHOOL Copy - Student Agreement

Note: Parents will be notified if children do not adhere to the School's Road Safety/ Bicycle Guidelines requirements. The student has agreed to the following conditions:

- I will obey all RTA road rules concerning bicycles. This includes the pedestrian's right of way on footpaths. The bell should be used as a warning when approaching pedestrians.
- I understand cyclists 12 years and over must not ride on the footpath unless it is signposted as a shared footpath, they should use the road.
- I understand that it is a joint responsibility between my parents and I to keep the bike in good and safe working order and that all protective equipment as required by law is provided.
- I will wear my Standards Australia approved helmet correctly when riding a bicycle to and from school.
- I will dismount before entering the school grounds and walk my bicycle whilst on site.
- I understand that if I bring my bicycle to school I do so at my own risk and will secure it with a lock and chain in the bike rack. Bicycles and helmets are brought and stored on school grounds at the owner's risk.
- I will not ride my bike in the school grounds during and after hours.
- I will not lend my bike to another student when travelling to and from school.
- I will not carry any passengers on my bike.

I give permission for _____ (child's/student's name)
to ride his/her bicycle to and from school.

Signed (parent/carer): _____ Date: _____

PLEASE RETURN TO THE BICYCLE PERMISSION FORM TO THE SCHOOL OFFICE