

ONE SET PER CHILD TO BE COMPLETED

YEAR 3 to YEAR 6

27 January 2021

Dear Parents

Please find attached forms to be **signed and returned to school** no later than Friday 5 February 2021.

1. **COMPULSORY - Local Outings / Sunscreen Application Permission Form**
2. **COMPULSORY - Photograph / Video Permission Form**
 - *Please be aware that it is Catholic Schools Broken Bay 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

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



St Joseph's Catholic Primary School Narrabeen

PERMISSION 2021

CHILD'S NAME:

CHILD'S CLASS:

Please return this form by Friday 5 February 2021

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)



**ST JOSEPH'S PRIMARY SCHOOL, NARRABEEN
PHOTOGRAPH/VIDEO PERMISSION FORM**

Dear Parent/Guardian

In this form we seek your consent to make photographs/films of your child available to the public and to include photographs/films of your child in our promotional materials. The school's other uses of photographs/films of your child (such as in the school newsletter and on our intranet) are explained in the privacy notice provided to you each year. If you would like another copy of this privacy notice, please contact us.

This form also seeks consent for Catholic Schools Broken Bay to use photographs/videos of your child in print and online promotional, marketing, media and educational materials.

Please complete the permission form below, include a mark next to the uses you consent to, and return to the school as soon as possible. If you have more than one child at the school, and do not want to fill out a separate form for each, you can list multiple children in the permission form below.

Thank you for your continued support.

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

NOTE: Please confirm your consent to the uses and disclosures described below by ticking the relevant box. Please note that the child's name may be included with/in the photograph/video. If you do not wish your child's image to be used in the way described below you can leave the box blank.

- I give my consent to the School using my child's photograph/video:

<input type="checkbox"/>	on the school website
<input type="checkbox"/>	on school social media channels (such as Facebook, Instagram and Twitter)
<input type="checkbox"/>	in materials promoting the school, including advertising materials
<input type="checkbox"/>	in newspapers and other media for the purpose of promotion and communication of school activities or programs, training materials and resources

- I give my consent to Catholic Schools Broken Bay using my child's photograph/video:

<input type="checkbox"/>	in material available free of charge to schools and education departments around Australia and for the Catholic Schools Broken Bay's promotional, marketing, media and educational purposes without acknowledgment, remuneration or compensation.
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- I understand and agree that if I wish to withdraw any consent provided above, it is my responsibility to notify the school.

Name of Parent / Guardian
(please circle)

Signed: Parent / Guardian

Date: _____

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

Signed: Student

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: _____