



44 Perry Street  
MUDGEE NSW 2850  
[www.mudgeepublic.com.au](http://www.mudgeepublic.com.au)

Phone: 02 6372 2036  
Fax: 02 6372 6316  
email: [mudgee-p.school@det.nsw.edu.au](mailto:mudgee-p.school@det.nsw.edu.au)

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## **GENERAL PERMISSION NOTES AND AGREEMENTS - 2019**

3 April 2019

Dear Parent/Guardian

The School seeks permission to conduct a variety of educational activities over the course of the year. To enable participation of each student we ask that the final page be returned to your Classroom Teacher as soon as possible.

This procedure will reduce the number of permission notes you need to sign whilst still ensuring you know what activities your child/children are involved in. Included are some agreements that parents/carers need to be aware of and the explained rationale for each permission/agreement sought. If further clarification is necessary, please contact the School.

We ask that all adults who enter Mudgee Public grounds are familiar with the School Community Charter that outlines the responsibility of parents, carers and school staff in Public Schools. The School Community Charter can be found in the *Rules and Policy's* section of our school website.

Regards,

Mr Alan Kerr  
Principal

# Acceptable Use of Technology Agreement

Outlines appropriate and acceptable student use of internet and online communication services provided by the department.

## **1. Objectives - Policy statement**

**1.1** The internet provides an opportunity to enhance students' learning experiences by providing access to vast amounts of information across the globe. Online communication links students to a collaborative learning environment and is intended to assist with learning outcomes. Today's students are exposed to online communication tools and the internet in their community. They have the right to expect secure access to these services as part of their learning experiences.

**1.2** Use of the internet and online communication services provided by the department is intended for research and learning and communication between students and staff. Access to internet and online communication tools at school will assist students to develop the information and communication skills necessary to use the internet effectively and appropriately.

**1.3** Responsible use of the services by students, with guidance from teaching staff, will provide a secure and safe learning environment.

**1.4** Students using internet and online communication services have the responsibility to report inappropriate behaviour and material to their supervisors.

**1.5** Students who use the internet and online communication services provided by the department must abide by the conditions of acceptable usage. They should be made aware of the acceptable usage policy each time they log on.

**1.6** Students should be aware that a breach of this policy may result in disciplinary action in line with their school's discipline policy.

## **2. Audience and applicability**

**2.1** This policy applies to all school students located at NSW public schools who access internet and online communication services within the department network and from any external location.

## **3. Context**

**3.1** This policy document takes account of the Memorandum Student Access to the Internet of 18 July 1997 and the Memorandum DN/04/00215 – Review by Schools of their Student Access to the Internet Policies.

**3.2** This policy document should be read as consistent with school discipline, child protection, anti-discrimination and anti-racism policies.

## **4. Responsibilities and delegations**

### **4.1 Access and Security**

#### **4.1.1** 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 online communication services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- 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 (i.e. unsolicited email) 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.
- ensure that personal use is kept to a minimum and internet and online communication services is generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- never damage or disable computers, computer systems or networks of the department.
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

## **4.2 Privacy and Confidentiality**

### **4.2.1 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.

## **4.3 Intellectual Property and Copyright**

### **4.3.1 Students will:**

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

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

### **4.4.1 Students will be aware that:**

- they are held responsible for their actions while using internet and online communication 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 online communication services.
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

## **5. Monitoring, evaluation and reporting requirements**

### **5.1 Students will report:**

- any internet site accessed that is considered inappropriate.
- any suspected technical security breach involving users from other schools or from outside the NSW Department of Education.

### **5.2 Students should be aware that:**

- their emails are archived and their web browsing is logged. The records are kept for two years.
- the email archive and web browsing logs are considered official documents.
- they need to be careful about putting their personal or sensitive information in emails or on websites.
- these records may be used in investigations, court proceedings or for other legal reasons.

## PERMISSIONS

### Local Excursions - Walking

Throughout the year excursions and sporting/cultural events are held in various venues in Mudgee. Students have traditionally walked to venues where appropriate to participate in the activity. Students walk under teacher supervision and are closely supervised when crossing roads.

### Local Excursions – Bus travel

The School has a 25 seater bus that it uses on excursions to local venues within the Mudgee township. Where numbers allow, students may be transported on the School bus to save travel time. Students will be supervised on the bus and there will always be at least two adults on the bus at any time. Staff who drive the bus have the appropriate licence qualification. A small cost may be levied to cover the cost of bus transport. Journeys away from Mudgee will require an additional permission note.

### Watching of G and PG movies

At various times throughout the year classes may watch G or PG rated movies. Only movies suitable for primary/infants students will be shown. Quite often these movies are adaptations of well-known novels such as Charlotte's Web which has a PG classification.

### Photographs

Students may be photographed to appear in the local press, on the TV news or on the School's website, on Twitter or the P&C Facebook page. These photographs will usually be publicising a school event to the wider Mudgee community. Photographs may be taken by a visiting photographer or by school staff. Where an outside photographer is used, a school staff member is always present.

### 3<sup>rd</sup> Party Websites

From time to time visitors to our school may photograph their visit and post images / videos on their website. Examples may include visiting performances or sporting teams etc. Teachers supervise these photos/videos being taken.

### Paper/Electronic Newsletter copies

Parents/carers will receive a printed copy of the weekly newsletter. This will be given to the youngest child in the family every Tuesday. The newsletter is also emailed to all parents who have provided the school with an email address. The School Newsletter is the main form of communication between the home and school. Each week, the current newsletter is added to the School's webpage.

### Parent Liaison Network

Here information pertaining to the school, grade or class is emailed to parents to remind them of school events. Each class has a designated coordinator to send information out. Parents will be emailed as required information pertaining to their children. This has proven very popular amongst parents.

Class coordinators must adhere to the privacy and confidentiality of all information provided including email addresses and any other personal information.

### Updated Contact Information

It is essential the School is kept up-to-date with current contact information. A current mobile/home phone number to enable immediate contact is requested in case of emergency. If the School currently has your latest contact details no action is required. The School can be notified at any time to ensure up-to-date details are accurate.

**Please complete the final page of this note and return to the School by Friday 15 February 2019.**



**GENERAL PERMISSION NOTES AND AGREEMENTS - 2019**

1. Child Name: \_\_\_\_\_ Class: \_\_\_\_\_

2. Child Name: \_\_\_\_\_ Class: \_\_\_\_\_

3. Child Name: \_\_\_\_\_ Class: \_\_\_\_\_

4. Child Name: \_\_\_\_\_ Class: \_\_\_\_\_

<b><u>Parent / Carer Permissions</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>
<i>I agree to support the School's Acceptable Use of Technology Agreement.</i>		
<i>I give permission for my child to walk to local venues under teacher supervision.</i>		
<i>I give permission for my child to travel under supervision to local venues on the School's bus.</i>		
<i>I give permission for my child to watch <b>G</b> and <b>PG</b> rated movies that are deemed suitable by the class teacher.</i>		
<i>I give permission for my child to be photographed at School activities and photos published in the local Mudgee press, on the school's website, on Twitter and the P&amp;C Facebook page</i>		
<i>I give permission for my child to be to be recorded for local / national television and radio broadcasts</i>		
<i>I give permission for my child's image to be used on 3rd Party Websites</i>		

**PLEASE NOTE** - Where no answer is ticked, the School will presume a 'YES' answer.

If unsure and you wish to enquire further into any area, please speak with your class teacher or contact the School for clarification.

**DECLARATION & AUTHORISATION**

*"I declare that the above information is true and I understand the conditions listed regarding General Permission notes and Agreements – 2019."*

\_\_\_\_\_  
Print Name: Parent / Carer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- Please return this important information to your Class Teacher as soon as possible