



# MUDGEE PUBLIC SCHOOL

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## GENERAL PERMISSION NOTE AND AGREEMENTS

22<sup>nd</sup> February 2021

Dear Parent/Guardian

The School seeks permission to conduct a variety of educational activities over the course of your child's attendance at Mudgee Public School. The General Permission Note & Agreement which, is attached, will carry forward from 2021 for the duration of your child's enrolment at Mudgee Public.

To enable participation of each student, we ask that parent/carers read and understand the Acceptable Use of Technology Agreement and the General Permissions information which explains the rationale for each permission/agreement sought. Please then complete the final page, General Permissions & Agreements and return it to your Classroom Teacher as soon as possible. **NOTE: Please ensure that all boxes are ticked.** Where a box has **NOT** been ticked the school will presume a 'YES' answer.

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.

Should any of your decisions change in the future, you are asked to inform the school in writing.

Only the final page of this note needs to be returned to the School. Please keep the information sheets for future reference.

John Carters  
Principal

## Acceptable Use of Technology Agreement

A digital technology policy was put in place in NSW public schools in 2020. It covers student use of mobile phones, smartwatches, tablets, laptops and any other device that allows connectivity to the internet and applications. It outlines appropriate and acceptable student use of internet and online communication services provided by the department.

### **Purpose & Policy Statement**

Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

1. This policy covers student use of digital devices (personal or school provided) and online services in school-related settings, specifically on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and student conduct.
2. The use of digital devices by primary school students must be restricted during class, at recess and at lunch unless approved by a teacher or principal for an educational purpose, where use forms part of a reasonable adjustment for student learning and wellbeing or where an exemption has been granted for other reasons.
3. School staff should manage and report incidents of inappropriate use of digital devices and online services in accordance with school procedure, departmental policy and any statutory and regulatory obligations to help prevent any further incidents and provide support where required.

### **Context**

1. The department provides guidelines, procedures and safe and secure technology-related resources, equipment and infrastructure to help protect students from harm and create environments where students can benefit from using technology.
2. Digital devices and online services are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Learning environments, at school and at home, should support students to develop technological, social and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments, and prepare students for life beyond school.
3. Student use of digital devices and online services in schools is intended to enhance learning, wellbeing and educational attainment. Digital devices and online services can help students develop the skills needed for digital literacy, creativity, critical thinking, problem solving, interpersonal relationships and collaboration.
4. Digital devices and online services may form part of the reasonable adjustments provided to a student to enable them to participate in school on the same basis as their peers.
5. Digital devices and online services may cause harm if used inappropriately, such as to bully or intimidate others or gain access to and share inappropriate content.
6. The department does what it reasonably can to provide safe and secure access to school resources, equipment and infrastructure, including internet connectivity, for students at school.

### **Responsibilities and delegations**

Students' safe, responsible and respectful use of digital devices and online services is the shared responsibility of students, parents, carers and school staff.

#### **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.

#### **Parents and carers:**

- recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services
- support implementation of the school procedure, including its approach to resolving issues
- take responsibility for their child's use of digital devices and online services at home
- communicate with school staff and the school community respectfully and collaboratively, as outlined in the 2018 School Community Charter.

### **Our School's Approach**

Teachers ask students to hand their phones in at the start of the day. Students demonstrate responsibility by electing to place their phones in a box until the end of the school day at 3.15 pm. The box is promoted as something to help students ensure they do the right thing during the school days. Teachers can confiscate the phone until the end of the school day if used at an inappropriate time.

#### **Consequences for inappropriate use**

- The student is given a warning from a teacher or other staff member.
- The student is referred to the Assistant Principal or Deputy Principal.
- The student's digital device is confiscated by a staff member.
- Confiscated devices are returned at the end of day / retrieved by parents.

The Department is providing school communities with a large range of supporting resources to help with a range of supporting resources to help them foster safe, responsible and respectful student use of technology. Students, parents and teachers, can learn more at

<https://digitalcitizenship.nsw.edu.au>

## **GENERAL 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.



## GENERAL PERMISSION NOTES AND AGREEMENTS

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

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

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

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

**This permission note will carry forward from 2021 for the duration of your child's enrolment at Mudgee Public School**

<u>Parent / Carer Permissions</u>	<u>Yes</u>	<u>No</u>
<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 recorded for local / national television and radio broadcasts</i>		
<i>I give permission for my child's image to be used on 3<sup>rd</sup> 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 child's 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 Permissions and Agreements. I understand that should any of my decisions change in the future, I should inform the school in writing."*

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- Please return this important information to your class teacher or school office as soon as possible