

# Consent form for: \_\_\_\_\_

## VIEWING CONSENT

Children often watch videos / DVDs / television documentaries as part of their learning. Almost always these are 'G' rated and don't require consent. Very occasionally something with a 'PG' rating is appropriate for which we would need parental permission.

- Yes, I consent to my child viewing items with a 'PG' rating if deemed suitable by the teacher and school administration.
- No, I do not give consent.

## LOCAL EXCURSIONS

Children occasionally walk within the local area for minor excursions under the supervision of the teacher, for example, to attend activities in local parks or nature reserves. On all occasions, parents will be notified of the local excursion.

- Yes, I consent to my child participating in teacher supervised local excursions as described above.
- No, I do not give consent.

## School Photography: **Fotoworks** (external provider for school photos)

<https://www.fotoworks.com.au>

- Information provided: Student name, student email, address (optional), phone number (optional), school, class details, school year and profile or other photos (headshot).
- How the information is used: To provide class/sibling photographs.
- Where the information is stored: Within Australia
- Terms of Use / Privacy Policy:  
<https://www.fotoworks.com.au/privacy>

Fotoworks-Consent  Fotoworks-Do not consent

## Class communication / Teaching and Learning: **Seesaw**

<https://web.seesaw.me>

- Information provided: Student name, student email, school, class details, school year, parent email, parent name, student work, profile or other photos and videos.
- How the information is used: This service is a digital portfolio and communication platform.
- Where the information is stored: Within Australia
- Terms of Use / Privacy Policy:  
<https://web.seesaw.me/privacy-policy>  
<https://web.seesaw.me/terms-of-service>

Seesaw-Consent  Seesaw-Do not consent

## Assessment: **Elastik**

<https://elastik.com/en-au/>

- Information provided: Staff/teacher: name, email and other data; Student: name, email, gender and other data
- How the information is used: Online assessment tool
- Where the information is stored: Within Australia
- Terms of Use / Privacy Policy:  
[https://elastik.com/wp-content/uploads/2022/09/elastik\\_Au\\_Security-and-Risk-Assessment\\_2022.pdf](https://elastik.com/wp-content/uploads/2022/09/elastik_Au_Security-and-Risk-Assessment_2022.pdf)  
[https://elastik.com/wp-content/uploads/2022/09/elastik\\_Au\\_PrivacyPolicy\\_2022.pdf](https://elastik.com/wp-content/uploads/2022/09/elastik_Au_PrivacyPolicy_2022.pdf)

Elastik-Consent  Elastik-Do not consent

## Behaviour Management: **PBiS**

<https://www.pbisrewards.com/>

Information provided: name, email, gender and other data

How the information is used: Behaviour management

Where the information is stored: Offshore (outside Australia)

Terms of Use / Privacy Policy:

<https://www.pbisrewards.com/policies/platform-terms-of-service/>

<https://www.pbisrewards.com/policies/website-privacy-policy/>

<https://www.pbisrewards.com/policies/platform-privacy-policy/>

PBiS-Consent  PBiS-Do not consent



## APPENDIX B. PERMISSION FOR STUDENT TO HAVE AN ONLINE SERVICES ACCOUNT

**Student's first name:** \_\_\_\_\_

**Student's last name:** \_\_\_\_\_

**School: Broome North Primary School**

**Form Room: M1 M2 M3 M4 M5 L1 L2 L3 L4 N1 N2 N3 N4 J1 J2 J4 J5**

**Parent:**

I give permission for my child to have an online services account.

I DO NOT give permission for my child to have an online services account.

I understand and agree that my child has responsibilities when using the online services provided at school for educational purposes, in accordance with the Acceptable Use Agreement for school students.

I also understand that if my child breaks any of the rules in the agreement that the principal may take disciplinary action in accordance with the Department's Student Behaviour Policy and Procedures.

Name of parent: \_\_\_\_\_

Signature of parent: \_\_\_\_\_ Date: \_\_\_\_\_

Note: While every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter internet content accessed by your child from home or from other locations away from the school. The Department recommends the use of appropriate internet filtering software at home.

**Office use only:**

Processed on: / / by (initials):

**Note:** *This agreement should be filed by the school.*

## APPENDIX C. ONLINE SERVICES ACCEPTABLE USE AGREEMENT

I agree to follow the rules set out below when I use the Department-provided online services:

- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- I will tell the teacher if I see anything that makes me feel uncomfortable or unsafe that I know I should not access or view at school.
- I will say where other people's pictures or words come from if I copy them from the internet.
- I will check with the teacher before giving information about myself or anyone else when using online services.
- I will take care when using the school's computer equipment.
- I will not use any online service to be mean, rude or unkind about other people.

I understand that if I use the internet or my online account in a way that I should not, then I may not be able to use these in the future.

**Name of student:**

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**Signature of parent:**

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**Date:**

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**Office use only:**

Processed on:    /    /    by (initials):

## APPENDIX D. ONLINE SERVICES ACCEPTABLE USE AGREEMENT

I agree to follow the rules set out below when I use the Department-provided online services:

- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- If I find any information that is inappropriate or makes me feel upset or confused, I will tell a teacher about it. Some of these things may include violence, racism, pornography, or content that is offensive, intimidating or encourages dangerous or illegal things.
- I understand the school and the Department of Education can monitor my use of online services.
- I will use appropriate language in all internet communications.
- If I use other people's work taken from the internet as part of my own research and study, I will acknowledge them as the owner.
- I will check with the teacher before sharing images or giving information about myself or anyone else when using online services.
- I will take care of the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

I understand that

- I am responsible for my actions while using online services and may be held responsible for any breaches caused if I allow any other person to use my online account;
- If I misuse any online services, I may be held liable and the principal may take further action.

**Name of student:**

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**Signature of parent:**

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**Date:**

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**Office use only:**

Processed on:    /    /    by (initials):

**Note:** *This agreement should be filed by the school and a copy kept by the student.*



## APPENDIX F. PERMISSION TO PUBLISH STUDENT IMAGES AND WORK FOR SCHOOL PURPOSES.

Dear parent/carer,

Your permission is sought for the school to publish video or photographic images of your child and/or samples of your child's school work to be used by the school and the Department of Education. The purpose of using the images or work will be activities such as promoting the school, school events and student achievements.

Your child's image and/or school work may be published for the above purposes in a range of formats such as hardcopy and digital, including audio and video file formats, and published to a range of media including but not limited to school newsletters, email, school and Department of Education intranet and internet sites including social media websites (e.g. Facebook, YouTube etc.), any third party applications and local newspapers in hardcopy and digital formats, which may enable viewers/readers to identify your child.

The school will endeavour to limit identifying information that accompanies images of your child or child's work; however, there will be occasions when your child's name, class and school may be published along with images.

If you agree to this use of your child's image and school work, please complete the consent below and return this whole permission form to the school. Once signed, the consent will remain effective until such time as you advise the school otherwise.

Ken Molyneux, Principal  
BROOME NORTH PS

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### PERMISSION (do not detach)

I agree to the videoing or photographing of my child and my child's school work during school activities for use by the school and the Department of Education in the ways stated above.

**IMPORTANT:** I understand that while the school and Department of Education will only publish my child's information for the above-stated purposes, the internet is accessible by any person worldwide. I understand that my child's information can be accessed, copied and used by any other person using the internet (e.g. shared through social media such as Facebook, YouTube, etc.). I understand that once my child's information has been published on the internet the school and Department of Education have no control over its subsequent use and disclosure. I understand that I can withdraw this permission at any time by contacting the school or Department in writing; however this will not affect materials that have already been published and disseminated.

I DO / DO NOT give permission for my child's work or image to be published as described above.

Name of student: \_\_\_\_\_ Form / Class: \_\_\_\_\_

Signature of parent: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: This consent form should be filed by the school and a copy provided to the parent.*



# Student Mobile Phones in Schools Policy

The Department of Education does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purpose.

Subsequently, principals must:

- Implement a ban on the use of mobile phones for all students from the time they arrive to the conclusion of the school day;
- Require students to put their smart watches in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day;
- Manage breaches of this policy in accordance with the *Student Behaviour in Public Schools Policy and Procedures*.

Exemptions to this ban include where a student requires a mobile phone:

- to monitor a health condition as part of a school approved documented health care plan;
- under the direct instruction of a teacher for educational purposes;
- or with permission of a teacher for a specified purpose.

While at school, students are the responsibility of Broome North PS. All communication between parents and students, during school hours, should occur via the school office (9195 3000).



Please complete, even if your child does not have a phone or smart watch:

\_\_\_\_\_

Student name

\_\_\_\_\_

Parent/guardian name

\_\_\_\_\_

Parent/guardian signature

\_\_\_\_\_

Date

## Important note for new enrolments.

Once we have received completed enrolment forms, with your current proof of address (for a minimum of 3 months within our local catchment area), your child's birth certificate, Medicare card and current immunisation statement, as well as any relevant medical plans and previous school reports if applicable, you will be contacted by a Deputy Principal to arrange an enrolment interview. You will then receive a confirmation email with your child's class and house.

To avoid disappointment, please do not purchase uniforms or booklist items until enrolment has been confirmed at your enrolment interview.

Book list and uniform details are available on our website.