



Dear Parents and Carers,

Attached is the General Permission Note for 2024. There are 4 places for you to sign.

The General Permission Note is designed to streamline our permission note system. It may seem like a lot of places to sign, but the note replaces several notes that we have used in the past.

This note only covers excursions and events which take place locally; you will still need to sign a permission note for excursions involving car or bus travel away from Jasper Road Public School.

### **1. Using Balcombe Heights Masonic Grounds and Tori Burns Reserve for School Activities**

During the year the school uses the facilities of Balcombe Heights Masonic Grounds (opposite school) and Tori Burns Reserve for a range of school activities.

We may take a group of students over for sport, sport training, for a curriculum activity, cross country activities or recreational activities. The students are, of course, under our supervision at all times.

### **2. Video Permission**

Throughout the year the opportunity may arise for children to view movies and films which are rated PG. Teachers will use their professional judgement as to the suitability of these films and shall present them in a supportive environment.

### **3. Permission to Publish**

Publishing on the Internet:

- Communication through e-mail and via the School's internet website is treated as a form of publishing. Students must gain teacher approval for publication.
- It is the school's policy that no student will be identified by full name and no student's contact details are to be published.
- Students will observe the rules of "Netiquette" and follow the Internet Code of Behaviour Agreement.

Downloading information and Signing Up for Services:

- Students will not knowingly access or attempt to access sites that are inappropriate or not of an educational nature.
- Students must gain teacher approval before downloading software, screensavers and other utilities not essential to browsing the internet.



- Students must not sign up for any services available on the internet without first gaining teacher approval.
- Students will not use Smart phones/watches during school time, except for BYOD teaching experiences.

Receipt of Inappropriate Internet material:

- In the case of an inappropriate site or image being displayed on a computer, the student must immediately turn off or minimize the screen and quietly report it to the teacher. All inappropriate sites will be reported to the Department in order to have them included in the filter.

The school uses third-party providers offering web-based educational resources and cloud-based storage to support our administrative functions and enhance student learning outcomes. The department has a service agreement with some providers it has assessed as meeting privacy and security standards required of the department. The school offers students access to a number of services in addition to these.

All students with parental permission will be given the opportunity to use the internet as part of their classroom studies as appropriate. Any material accessed and utilised from the internet will be acknowledged and copyright respected. Breaches of the Code of Behaviour will result in loss of access to the internet or as specified in the School's Discipline Policy.

#### 4. Internet Code of Behaviour

Students are responsible for their behaviour on the internet, just as they are in the classroom or in the playground. In recent times, internet-based resources have become more interactive, allowing students to publish work, visible to a wider, often global audience, through resources such as a school/classroom blog, social educational learning networks and Google Applications for Education. Online communication is critical to our students' learning of 21st Century skills.

Video conferencing and web 2.0 tools such as blogging, social learning networks or podcasting offer an authentic, real-world vehicle for student expression. Publishing student pictures and work on websites and participating in video conferences promotes learning and collaboration and provides an opportunity to share achievements and learn from their peers and teachers. The use of video-conferences, blogs, podcasts, Google Applications for Education, social learning networks or other web 2.0 tools is considered an extension of the classroom. Any language that is considered inappropriate in the classroom is also inappropriate in all internet applications. The NSW Department of Education utilises filtering software and other technologies to prevent students from accessing websites that are inappropriate for children. The school monitors the online activities of students through direct observation and technological means. Breaches of the internet code of behaviour will result in contact with parents and loss of internet access and email account privileges for a set period of time. Students and parents/carers together are required to read, discuss and understand the Internet Code of Behaviour.



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, change them when prompted, or when known by another user and never allow others to use their personal e-learning account.
- use passwords that are not obvious or easily guessed.
- log off at the end of each session
- 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
  - 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.

The agreement is to be signed, dated and returned to school as soon as possible.

Yours sincerely

Craig Warner  
Principal



## GENERAL PERMISSION NOTE 2024

Dear Parents/Carers,

This note will be filed securely in your child's Student Record Card and will remain current for 2024. Please fill out and sign all sections of the note and return it to the class teacher as soon as possible.

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

1. I give permission for my child to be taken to Balcombe Heights Masonic Grounds and Torry Burn Reserve for specific activities organised by the school.

Parent / Carer signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. I give permission for my child to watch PG rated films through the year which support and enhance the curriculum.

Parent / Carer signature: \_\_\_\_\_ Date: \_\_\_\_\_

3. I give consent for Jasper Road to publish my child's name and picture online including on Schoolzine and the school website and provide your child's personal information to access any online service providers including Seesaw.

Parent / Carer signature: \_\_\_\_\_ Date: \_\_\_\_\_

4. I have read the Internet Code of Behaviour with my child and expect my child to follow them. If this is not signed, the student may not use the internet for any purpose at school.

Parent / Carer signature: \_\_\_\_\_ Date: \_\_\_\_\_