



# Jasper Road Public School

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Dear Parents and Carers,

Attached is the General Permission Note for 2018. There are 6 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. Special Religious Education (SRE) & Special Ethics Classes (SEE)

This is the time allowed under the Education Act of 1990, for teachers to come into the school to teach their particular faith or Ethical behaviour to the children enrolled in that program. SRE and SEE teachers are mainly volunteers who are authorised, approved, and trained by their own churches, religious communities and the NSW Government through The Ethics Centre.

SRE are only provided by a religious group approved by the Department of Education (DoE). The list of approved groups is updated regularly on the DoE website. Special Religious Education (SRE) plays a vital role in the holistic education of children, helping them form personal moral and ethical frameworks and nurturing their faith while at school. For further information, please contact the school Principal. Special religious education is education in the beliefs and practices of an approved religious persuasion by authorised representatives of that persuasion. Volunteers providing special education in ethics in NSW public schools complete a declaration that they are not a person prohibited from undertaking child-related employment.

SEE is education in ethical decision making, action and reflection within a secular framework, based on a branch of philosophy. Parents/caregivers in public schools have the right to have their children attend special education in ethics classes, where authorised teachers are available.

SRE and SEE classes are held at Jasper Road Public School each Tuesday. The denominations provided through SRE are Protestant and Catholic, and depending on numbers Hindu, Orthodox, and Muslim may also be available. All religious groups and SEE providers offer material for teachers and students, chosen by their co-ordinators or authorising body and are suitable to the relevant age groups.

Children are welcome to attend any SRE or SEE (dependant on availability) class their parent or caregiver chooses - they are open to all children, not just church attendees. You may change your class at any time or withdraw your child from any SRE or SEE program by notifying the Principal in writing.

Parents may select a No Religion option for their child, if they prefer. Children who do not attend SRE or SEE classes are supervised by a teacher.

### 3. **STAGE 2 & 3 VIDEO PERMISSION**

Throughout the year the opportunity may arise for Stage 2 & 3 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.

### 4. **PERMISSION TO PUBLISH**

We seek your permission to obtain and publish content that may include the image and/or name of your child in our publicly available school communications. These could be in print, video, and/or our publicly available school website. Content examples include but are not limited to photographs, text, illustrations/graphics, videos, sound recordings, examples of student work.

Our school communications include but are not limited to:

- school's public website
- school newsletter (online, not password protected)
- local community newspaper / magazine
- media promotions and advertising activities
- electronic and print promotional material
- annual report
- environmental websites

### 5 **PERMISSION TO EAT PARTY FOOD**

Parents often ask if they can send party food to class so that children may celebrate their child's birthday. Teachers need accurate information about student's allergies. Please be mindful to update information at the school should the following information change during the year.

### 6. **INTERNET USER CODE OF CONDUCT**

It is the school's policy that ALL internet access is to be for educational purposes only. The following outlines the school's code of behaviour.

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.

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.

## **Internet Code of Behaviour**

In keeping with our school's aim of providing a safe and happy environment for all students, we have developed a Jasper Road Public School internet code of behaviour which will enhance each child's supervised educational and recreational access to the internet. 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, 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.

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

Yours sincerely

Craig Warner  
***Principal***



# GENERAL PERMISSION NOTE 2018



Dear Parents/Carers,

This note will be filed securely in your child's Student Record Card and will remain current for 2018. Please fill out and sign all sections of the note and return it to the Office as soon as possible.

Student's name: \_\_\_\_\_

Class: \_\_\_\_\_

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

Please tick box and sign.

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

Date: \_\_\_\_\_

2. My child will be attending the following Special Religious Education in 2018:

Please tick appropriate box and sign

Protestant  Catholic  Hindu  Muslim  Orthodox

Please be advised that in the event that any of the above Scripture Classes are unavailable, your child will attend Non-Scripture unless you notify us in writing.

Ethics SEE (Yr K-6 Non SRE)  or I do not wish my child to attend SRE or SEE classes in 2018

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

Date: \_\_\_\_\_

3. **Stage 2 & 3 Only** - I give permission for my child to watch PG rated films through the year which support and enhance the curriculum

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

Date: \_\_\_\_\_

4. This signed permission remains effective until I advise the school otherwise.

I agree to the school obtaining and publishing content related to my child in school communications.

I give permission for my child's first name to be included in publications regarding Jasper Road PS as outlined above.

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

Date: \_\_\_\_\_

5. My child has food allergies and has my permission to eat any type of party food.

No Food Allergies  Yes Food Allergies  Type of Allergy: \_\_\_\_\_

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

Date: \_\_\_\_\_

6. I have **read and discussed** the issues raised in the NSW Department of Education's Online Communication Services: acceptable usage for school students (available at <https://education.nsw.gov.au/policy-library/policies/online-communication-services-acceptable-usage-for-school-students> or at the JRPS website: School Information – Policies – Online communication acceptable usage for students) with my child and agree to the following:

- I allow my child to access the internet at school abiding by the Code of Behaviour (see below)
- I allow my child's work to be published on the school's website
- I allow my child's identifiable image to be published on the school's website (first name only)

### INTERNET CODE OF BEHAVIOUR AGREEMENT

	Tick
1. I accept that internet access at school is for educational purposes. I will not attempt to access sites other than those related to study during class time and will only access games or other personal interest sites if directed by the teacher.	
2. I will never try to access unacceptable content.	
3. If I come across offensive material, I will immediately tell the teacher.	
4. I understand that information found on the internet may not be accurate and I will try to check the facts.	
5. I understand that material on the internet is subject to copyright and I will acknowledge any material that I use. I will not copy another person's work, including other student's work.	
6. I will keep passwords confidential and log off after each session.	
7. I will use email and internet services respectfully and not send or post material which could cause offence, hurt or harm to others.	
8. I will not change or delete any other person's work or bookmarks on the internet or intranet.	
9. I will not enter information such as names, addresses, phone numbers, photographs, passwords, locations, entry codes or cracks (violation of security measure or privacy of others) on any site or apps.	
10. I understand that certain sites will be blocked by the system filter and that other sites such as games which include any form of violence, certain websites in languages other than English, song lyric sites with unacceptable language or "cheat" sites are considered inappropriate content for school use.	
11. I will not print any documents or pictures without the permission of my teacher.	
12. I will not attempt to update, download or install any program.	
13. I will take care of all equipment and never purposely damage or disable computers or networks.	
14. I will not use 3G or 4G on school grounds when personal devices like smart devices, ipads, tablets, watches and ipods etc. are brought to school for special purpose programs. 3G and 4G will be turned off before I bring my device to school.	
15. I have permission to use and create/publish pages to educational websites using interactive tools including, but not limited to, blogs, wikis, educational social learning networks, Google Applications for Education, podcasts and vodcasts. These tools include functions for publishing work, photos, video, voice and comments without including any identifying information, such as names and locations.	
16. I understand that internet use is a privilege and that failure to follow this code of behaviour will result in loss of Internet access or other disciplinary measures.	
17. I will not attach any school-owned equipment to my mobile device without the permission of the school.	
18. I will stay safe by not giving my personal information to strangers.	
19. I will use my own portal/internet log-in details and will never share them with others.	
20. I will not use my device for text, filming, SMS messaging or device instant messaging during lesson time and assemblies (and similar).	

I have read the JRPS internet code of behaviour and ticked each box to show that I understand it. I accept the rules and agree to follow them as long as I am a student at this school.

Students Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the rules. I accept them and expect my child to follow them. I understand this agreement will be kept on file at the school.

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

Note: If this document is not signed, the student may not use the internet for any purpose at school.