Monday, 9th February, 2015

Consent Forms

Dear Parents,

Attached you will find four "consent forms":
  • Computer & Internet Policies (please see our website for further ICT policies)
  • Recording Authorisation
  • Headlice Inspections
  • Annual Medical Release - Day Excursions

Please complete these forms for each student and return them to the class teacher by Monday, 23rd February, 2015.

Thank you for your cooperation.

Terry Spottiswood
Principal
Policies

Cyber Safety Policy

Rationale:
Bullying is when someone, or a group of people, upset or create a risk to another person’s health and safety – either psychologically or physically – or their property, reputation or social acceptance, on more than one occasion. Bullies deliberately set out to repeatedly intimidate, exclude, threaten and/or hurt others. Cyber Bullying is bullying over mobile phone text messages or phone calls, e-mail, instant messaging e.g. MSN, Yahoo messenger and AIM, internet forums, blogs, social networking websites and on-line communities such as MySpace and Facebook.

There are many different forms of Cyber Bullying including:
- Sending harassing or threatening messages
- Pretending to be someone you are not
  - Pretending to be a ‘friend’ to gain trust and sensitive information from the victim
  - Pretending to be the victim to defame and embarrass a perpetrator
- Publishing hurtful and humiliating rumours and photos or posting personal information on the Internet
- Flooding someone’s inbox with e-mails
- Signing someone’s e-mail address up to mailing lists and other websites.

Under certain circumstances (such as harassment and making threats) Cyber Bullying is a criminal activity and is illegal. Cyber Bullying, as with any bullying, is not acceptable behaviour and will not be tolerated at Rolling Hills Primary School (R.H.P.S.)

Aims:
To educate the school community on Cyber Bullying and minimise the occurrence and effects that Cyber Bullying has on our students by:
- Educating staff on the various forms of technology available to children and how they work.
- Educating children on what Cyber Bullying is and what to do if they become victim to it.
- Educating parents to recognise signs indicating Cyber Bullying is occurring to their child and how to respond.
- Educating staff on the signs that indicate Cyber Bullying is occurring and how to respond to this appropriately.

Guidelines:
- All members of the school community will have a clear understanding of the acceptable use of technology.
- All members of the school community will recognise the indicators of Cyber Bullying and how to respond appropriately.
- All reported or suspected cases of Cyber Bullying will be investigated appropriately and thoroughly, providing appropriate consequences, support and education to all involved.
- All members of the school community, teachers, parents, students and support services will work together co-operatively and consistently.

Implementation:
The entire school community will be educated to recognise the signs of Cyber Bullying:
- The child’s internet behaviour has changed dramatically (spending much more or less time on the computer)
- There are dramatic changes in mood, self esteem, beliefs and behaviour
- The child doesn’t want parents or teachers to see what they are doing on the Internet – turning off the screen or minimising windows when adults enter the room or approach the child on the computer
- E-smart friendly school accreditation will be maintained.

Students will:
- Follow the R.H.P.S. Student Conduct Code
- Be aware of the behaviour that indicates another student is involved in Cyber Bullying
- Advise a parent or teacher if they observe/know about another person being Cyber Bullied or are experiencing Cyber Bullying themselves
- Participate in Anti Cyber Bullying activities, including policy development and awareness programs.
**Staff/School will:**
- Model appropriate Cyber Conduct
- Assess and respond appropriately to incidents of Cyber Bullying
- Participate in Professional Development courses to ensure they are up to date with the technology available to students
- Regularly discuss appropriate ICT Code of Conduct with students, including what Cyber Bullying is and what to do if it occurs
- Ensure the most up to date filter systems are used to monitor and block inappropriate Cyber content
- Educate students to anticipate, recognise and deal with risks and problems as and when they arise
- Provide students and families with up to date information and education on Cyber Bullying.

**Parents will:**
- Promote appropriate Cyber conduct at home
- Familiarise themselves with information and communication technology and websites used by their child
- Have an “Acceptable Use Agreement” for the use of information and communication technology at home, which includes clearly identified and consistent consequences
- Keep computers and other information and communication technology in an open and common area and have filter software installed
- Actively participate in Anti Cyber Bullying activities, including policy development and education
- Become familiar with and be alert for behaviour that indicates a child may be involved with Cyber Bullying
- Assist their child, if they are a victim of Cyber Bullying, to determine the appropriate response, using this policy as a guide.

**STEPS THE STUDENT (with adult assistance) CAN TAKE IN RESPONSE TO CYBER BULLYING:**
- Keep a record – include time and date
- Tell someone – parent, friend, teacher etc.
- Contact your phone or Internet service provider and report what is happening
- Contact police if messages are threatening or serious – Cyber Bullying, if threatening is illegal.
- Do not reply to bullying messages – replying can make the situation worse; often not replying discourages the bully.
- Change contact details – a new user name for the Internet, a new e-mail account, new mobile phone number; only give details to people you trust, family and close friends.
- Keep your username and password secret – keep all personal information private.

**Evaluation:**
The Education Sub Committee will review this annually due to the rapid developments in technology.

**References:**
Cybersmart Kids Online
Cyber Safety:
http://www.stopcyberbullying.org
http://www.stopbullying.com/
http://www.splitkidsagainstbullying.org/
Interactive Games relating to all areas of Cyber Safety

NetAlert is Australia’s Internet safety advisory body for Internet safety issues/ concerns contact them on 03 9963 6800 or visit

A free parent’s handbook is available at
Policies

ICT (Information & Communications Technology)  Ratified by School Council November 2013

Acceptable Use Policy

RATIONALE:
ICT is the fastest growing area in Education and our students need to be competent in ICT in order to function in society. Rolling Hills Primary School (R.H.P.S.) recognizes that responsible use of ICT is required as essential knowledge for members of our society and as future employees. R.H.P.S. uses the Internet, FUSE and digital technologies as teaching and learning tools. We see the Internet and digital technologies as valuable resources, but acknowledge that they must be used responsibly. Each child has been asked to agree to use the Internet and mobile technologies responsibly at school. Parents/Carers should be aware that the nature of the Internet is such that full protection from inappropriate content can never be guaranteed.

AIMS:
• To provide innovative and exciting on-line computer facilities that enhance student learning.
• To give students every opportunity to engage in learning using up-to-date technologies.
• To provide resources for educational purposes such as classroom related learning activities, communication and research.
• To allow students to participate in the 21st Century through competent usage of emergent ICT.

GUIDELINES:
This policy needs to be read within the parameters of the other R.H.P.S. ICT Policies- (ICT Copyright Policy, ICT Cyber Safety, ICT Privacy Policy, ICT Policy).
• Students are responsible for good behaviour on school computer networks as detailed in the R.H.P.S.’s ‘Student Code of Conduct of using ICT’ and ‘TRIBES Agreements’ that relate to general school behaviour. General school rules for student behaviour, conduct and standards of communications will apply.
• Individual users of R.H.P.S. computer networks are responsible for their behaviour and communications over those networks. Users will comply with R.H.P.S. standards and will honour the Responsible Use of ICT form that the students have signed.
• Parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources at home.
• R. H. P. S. will actively support the professional development of all staff to ensure the effective inclusion of ICT into the curriculum.
• The National Curriculum will provide the learning focus, curriculum and proficiencies in ICT.
• R.H.P.S. undertakes to ensure that information published on the Internet by students or the school under R.H.P.S.’s name meets legal requirements and standards of general practice within the community in relation to copyright, safety and privacy.
• R.H.P.S.’s network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. These network services are to be accessed through the Department of Education, Employment and Training’s web site.
• Students are only permitted to download content, apps, games (etc.), in accordance with R.H.P.S and DEECD guidelines.
• Students are only permitted to download content during school hours.

IMPLEMENTATION:
• Students will sign the Responsible Use of ICT form before accessing any ICT resources.
• Students are to report any cyber bullying to their class teacher, Principal and/or Assistant Principal, in accordance with the Cyber Safety Policy.
• Parents are responsible for setting up access and guidelines for home ICT usage.
• Staff will incorporate appropriate use of information throughout the curriculum and class teachers will provide guidance and instruction to students in the appropriate use of such resources.
• Staff will facilitate students to enable them to access information in support of and to enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students.
• Written consent will be obtained from parents or guardians before any child’s photograph, written work or video footage is published on the Internet.
• Parents and students must sign the ICT Code of Conduct and ICT consent form.
• Staff will not include any students on social networking pages (please refer to the DEECD guidelines)

EVALUATION:
The ICT Acceptable Usage Policy shall be reviewed annually with a major review undertaken every 3 years by Education Sub-Committee of School Council.

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Student Code of Conduct for Internet Use - 2015

- I will take full responsibility for my own actions when using the Internet.
- I will not give out personal information such as my address, telephone number, parents' work address / telephone number, or the name and location of my school without the permission of a teacher.
- I will not send my picture or anything else without first checking with a teacher.
- I will compose emails using only language I understand is acceptable at Rolling Hills Primary School.
- I will not respond to any messages that are offensive, or that in any way make me feel uncomfortable. It is not my fault if I receive messages like that and, if I do, I will tell a teacher right away and turn off the monitor.
- I will access only appropriate information that is relevant to the work I am completing.
- If I happen to find inappropriate materials whilst using the Internet, I will leave the site immediately and tell a teacher. I will not download the material and I will not tell anyone where to find it. I will turn off the monitor immediately.
- I will not use the Internet link to perform any act that may be construed as illegal or unethical.
- I will respect the email privacy of my fellow students.
- I will ensure that emails I send out show that I am a positive ambassador for Rolling Hills Primary School and will not contain any inappropriate or offensive content.
- I will demonstrate our TRIBES Agreements whilst using ICT.
- I will get permission before using any software or memory sticks not belonging to RHPS
- I will report any ICT problems/issues to my teacher

I agree to follow all of these rules and am aware that breaking them will immediately result in my access to the Internet being removed. Depending on the nature of the breach of the rules, other disciplinary action may also apply.

_____________________________  _______________________________  ________________
Student’s Signature  Teacher’s Signature  Date

Internet Access – Code of Conduct
Parent Approval Form

Student’s Name:  _______________________________  Grade:  _______________________________

- I recognise the dangers for students inherent in the use of the Internet due to the breadth of material available, the risk-taking of young people and the limitations of any supervisory function and software censoring programs.
- I understand that the school will endeavour to provide sufficient and appropriate supervision.
- Where my child is found to breach the “Student Code of Conduct”, he / she will be denied further access to the Internet. The school reserves the right to determine if and when access is restored.
- I have discussed the Code of Conduct with my child.

_____________________________  _______________________________
Parent / Guardian Signature  Date
Parent/Guardian

Recording Authorisation 2015

Our school is moving towards a full digital form of communication. Students use technology in the classroom, we email newsletters and we share significant school activities on FaceBook, which may have photos.

I, .............................................................., the parent / legal guardian of the student named below, agree to and provide permission for the photographic, video, audio or any other form of recording of the named student and his/her work for and on behalf of Rolling Hills Primary School for the purpose of celebrating student achievements or to promote Rolling Hills Primary School.

I acknowledge and agree that ownership of any photographic, video, audio or any other form of electronic recording will be retained by Rolling Hills Primary School.

This authorisation will be for the below named student for 2015.

☐ I hereby give permission for Rolling Hills Primary School to use photographs / videos / audio on advertising material and promotional material for Rolling Hills Primary School. Photographs may be distributed to local and education media to showcase our school.

☐ I do not give permission for Rolling Hills Primary School to use photographs/videos or audio of my child.

Signed ........................................................................... Date.................

Parent / Guardian

Name of Parent / Guardian ..........................................................

Please Print

Contact Telephone Number: ..............................................

Name of Student: .............................................................. Class .............

Please return this entire page to the classroom teacher.
Consent Form to Conduct Head Lice Inspections 2015

Permission to cover the duration of this year at: Rolling Hills Primary School

Throughout the year the school will be arranging head lice inspections of students. The management of head lice infection works best when all children are involved in our screening program. The school is aware that this can be a sensitive issue and is committed to maintaining student confidentiality and avoiding stigmatisation. The inspections of students will be conducted by a trained person approved by the principal and school council.

Before any inspections are conducted the person conducting the inspections will explain to all students what is being done and why and it will be emphasised to students that the presence of head lice in their hair does not mean that their hair is less clean or well kept than anyone else’s. It will also be pointed out that head lice can be itchy and annoying and if you know you have got them, you can do something about it.

The person conducting the inspections will check through each student’s hair to see if any lice or eggs are present. Person’s authorised by the school principal may also visually check your child’s hair for the presence of head lice, when it is suspected that head lice may be present. They do not physically touch the child’s head during a visual check.

In cases where head lice are found, the person inspecting the student will inform the student’s teacher and the principal. The school will make appropriate contact with the parents/guardians/carers.

Please note that health regulations requires that where a child has head lice, that child should not return to school until appropriate treatment has commenced. The school may request the completion of an ‘action taken form’, which requires parents/guardians/carers to nominate if and when the treatment has started.

Please complete this section and return to your child’s class teacher.

Parent’s/guardian’s/carer’s full name: ..........................................................
Address......................................................................................................
........................................................................................................ Post code:..............

Name of child attending the school.........................................................

I hereby give my consent for the above named child to participate in the school’s head lice inspection program during 2015.

Signature of parent/guardian/carer: .................. Date......................

Please inform the school if guardianship/custody changes for your child, as this form will need to be re-signed to reflect these changes. Please also inform the school in writing if you no longer wish to provide consent for the school to undertake head lice inspections for your child.
ANNUAL MEDICAL RELEASE
DAY EXCURSIONS ONLY - 2015

In order that your child may participate in the program for 2015, we would appreciate completion of the form below, giving clearance to seek medical assistance on any excursions organised by Rolling Hills Primary School throughout 2015. Please ensure you update your personal details during the year, should they change.

Full details and permission slips will be supplied to you prior to the date of each excursion. Please PRINT clearly and return the completed form TO THE CLASS TEACHER.

PERMISSION FORM - EXCURSIONS (ONE FORM PER STUDENT PLEASE)

STUDENT NAME: ................................................................. CLASS: .................

PARENT/GUARDIAN NAME: ........................................................................

ADDRESS: ........................................................................................................

TELEPHONE: Home ........................................................

Business: (Mum)........................................... Business (Dad)..............................

MOBILE (Mum) ........................................... MOBILE (Dad) ..............................

EMERGENCY CONTACT:

NAME: .................................................. NAME: ..................................................

TELEPHONE: .................................................. TELEPHONE ...............................

Mobile.................................................. Mobile..................................................

I, ............................................................ give permission for my child to participate in any day excursion (including swimming, sporting trips) organised by Rolling Hills Primary School for 2015.

MEDICAL RELEASE: While I understand that in any emergency affecting my child, every effort will be made to contact parents, I authorise Rolling Hills Primary School, through its employees and authorised agents, in the event of any mishap or illness, to obtain on my behalf, and at my expense, such urgent medical assistance and treatment, including the administration of a general anaesthetic and nursing, hospital and ambulance services, as it may consider appropriate.

I do [ ] I do not [ ] authorise the giving of a blood transfusion.

Parent/Guardian Signature: .......................................................... Date: ..........................

PERMISSION FORM – LOCAL WALKING PERMISSION

I, ............................................................ give permission for my child to participate in local walking activities organised by Rolling Hills Primary School for 2015, supervised by the classroom teacher. This includes direct streets surrounding the school and NOT major roads or highways.

STUDENT NAME: ................................................................. CLASS: .................

Parent/Guardian Signature: .......................................................... Date: ..........................