



Name of Student: _____

Date of Birth: _____

EAST PARA PRIMARY SCHOOL
12 Caroon Avenue MODBURY HEIGHTS SA 5092
PO Box 76 PARA HILLS SA 5096

SCHOOL ENROLMENT FORM

INFORMATION PRIVACY STATEMENT

The Department for Education and Child Development (DECD) is committed to respecting the confidentiality of information provided by children/students and parents, for example, information requested on child/student enrolment forms.

This form has been designed to ensure compliance with the *South Australia Education Regulations 2012* and to enable DECD to:

- Undertake administration and care responsibilities including maintaining emergency contact information;
- Communicate with you about important matters;
- Provide first aid and plan for child/student health support requirements;
- Provide all information required for resource entitlements;
- Collect necessary statistical information and undertake analysis of the composition and performance of the child/student population;
- Meet reporting requirements, including to other government authorities and funding agencies; and
- Provide information to contractors engaged to assist in the completion of the Australian Early Development Census survey by teachers (<http://www.aedc.gov.au/>).

If organisations are contracted on behalf of DECD to undertake tasks which require access to enrolment data, the contract(s) between DECD and those organisations will include strict confidentiality and disposal provisions.

The Australian Education Regulation 2013 requires schools across Australia ask the questions marked * on their school enrolment forms. Although some items on the enrolment form are not mandatory to complete under the national regulations, provision of this information will be beneficial to your child's school for planning and resourcing decisions.

The information provided in Enrolment Forms is stored securely in local school and DECD databases. Information from your enrolment form may be transferred electronically from one site to another as your child moves locations between levels of education. Any such transferred information will be updated by information provided on the current enrolment form. While your child is enrolled in a DECD site other information will be gathered relating to your child's education and wellbeing; for example records of learning progress, absences from school, behaviour, health and social development reports, observations and assessments. The management of these data is governed by Australian, State and DECD policies to ensure that the information is used only for the purposes stated above and is secure, private and confidential. Only unidentifiable data is reported to the Commonwealth and DECD may also provide de-identified student information for research where appropriate based on DECD operating principles and ethics guidelines. The disclosure of personal information held by Government is regulated by the Information Privacy Principles (see http://dpc.sa.gov.au/sites/default/files/pubimages/Circulars/PC012_Privacy_0.pdf). Unless required to do so by a law of the State or Commonwealth, or as permitted by the Information Privacy Principles or in accordance with the ISG (see below), the Department will not otherwise disclose the information to others without your consent.

INFORMATION SHARING STATEMENT

There will be occasions where sharing information with others outside DECD will be important to your child's educational progress, safety or wellbeing. In these circumstances DECD follows the SA Government's *Information Sharing: Guidelines for Promoting the Safety and Wellbeing of Children, Young People and Families (ISG)* www.gcyp.sa.gov.au. Under the ISG your consent for the sharing of personal information about your child will be sought and respected in all situations unless:

- It is unsafe / impossible to gain consent or consent has been refused; and
- Without information being shared, a child or children will be at increased risk of serious harm.

The aim of information sharing under the ISG is to protect and promote the safety and wellbeing of children, young people and their families. This site works with parents/caregivers and other agencies/services to achieve that aim. Parents /caregivers are strongly encouraged to share all information relevant to their child's capacity to enjoy and benefit from education:

- By using the 'any other information' section of this form; and/or
- In discussion with staff at the time of enrolment; and/or
- In discussion with staff at any time in the future.

Has the person conducting the interview explained the Information Privacy Statement and Information Sharing Statement?

Parent/Guardian signature

Refer to the occupation groups listed below when completing the questions on page 3.

Group 4 Other Occupations	Group 3 Trades and advanced / intermediate clerical, sales and service staff	Group 2 Other business managers, Arts / Media/ Sportspersons and associate Professionals	Group 1 Senior management in large business organisation, government administration and defence, and qualified professionals
<p>Drivers Mobile plant, Production/ Processing, Machinery, Other machinery Operators.</p> <p>Hospitality staff Hotel service supervisor, Receptionist, Waiter, Bar attendant, Kitchen hand, Porter, Housekeeper.</p> <p>Office assistants Typist, Word processing, Data entry, Business Machine Operator, Receptionist, Office assistant.</p> <p>Sales assistants Sales assistant, Motor vehicle/ Caravan/ Parts Salesperson, Checkout operator, Cashier, Bus/train conductor, Ticket seller, Service station attendant, Car rental desk staff street, Vendor, Telemarketer, Shelf stacker, Assistant/aide Trade's assistant, School/ Teacher's aide, Dental assistant, Veterinary nurse, Nursing assistant, Museum/gallery attendant, Usher, Home helper, Salon assistant, Animal attendant.</p> <p>Labourers and related workers</p> <p>Defence Forces Other ranks below senior NCO not included above. Agriculture, horticulture, forestry, fishing, mining</p> <p>worker Farm overseer, Shearer, Wool/hide classer, Farm hand, Horse trainer, Nurseryman, Greenkeeper, Gardener, Tree surgeon, Forestry/logging worker, Miner, Seafarer/fishing hand.</p> <p>Other worker Labourer, Factory hand, Storeman, Guard, cleaner, Caretaker, Laundry worker, Trolley collector, Car park Attendant, Crossing Supervisor.</p>	<p>Tradesmen/women Generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</p> <p>Clerks Bookkeeper, Bank/ PO clerk, Statistical/ Actuarial Clerk, Accounting/ claims/ audit clerk, Payroll clerk, Recording/ registry/ filing clerk, Betting clerk, Stores/ inventory clerk, Purchasing/ order clerk, Freight/ transport/ shipping clerk, Bond clerk, Customs agent, Customer services clerk, Admissions clerk.</p> <p>Skilled Office Staff Secretary, Personal assistant, Desktop publishing operator, Switchboard operator.</p> <p>Skilled Sales Staff Company sales representative, Auctioneer, Insurance agent/ Assessor/ Loss adjuster, Market researcher.</p> <p>Skilled Service Staff Aged/ Disabled/ Refuge/ Child care worker, Nanny, Meter reader, Parking inspector, Postal worker, Courier, Travel agent, Tour guide, Flight attendant, Fitness instructor, Casino dealer/supervisor.</p>	<p>Owner/manager Farm, Construction, Import/ Export, Wholesale, Manufacturing, Transport, Real estate business.</p> <p>Specialist manager Finance, Engineering, Production, Personnel, Industrial relations, Sales/marketing.</p> <p>Financial services manager Bank branch manager, Finance/ investment/ insurance, Broker, Credit/ loans officer.</p> <p>Retail sales/services manager Shop petrol station, Restaurant club, Hotel/ Motel, Cinema, Theatre agency.</p> <p>Arts/media/sports Musician, Actor, Dancer, Painter, Potter, Sculptor, Journalist, Author, Media presenter photographer, Designer, Illustrator, Proof reader sportsman/woman, Coach trainer, Sports official.</p> <p>Associate professionals Generally have diploma/ Technical qualifications, Support managers and professionals.</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing Technician/ Associate professional.</p> <p>Business/administration Recruitment/ Employment/ Industrial relations/ Training officer. Marketing/ Advertising specialist, Market research analyst, Technical sales representative, Retail buyer, Office/project manager.</p> <p>Defence Forces Senior Non-Commissioned officer.</p>	<p>Senior executive/ manager/ department head in industry, commerce, media or other large organisation.</p> <p>Public service manager (Section head or above), Regional Director, Health/ Education/ Police/ Fire services, Administrator.</p> <p>Other administrator School Principal, Faculty head/Dean, Library/Museum/Gallery director, Research facility director.</p> <p>Defence Forces Commissioned Officer.</p> <p>Professionals Generally have degree or higher qualifications and experience in applying this knowledge to: <input type="checkbox"/> Design, develop or operate complex systems; <input type="checkbox"/> Identify, treat and advise on problems; <input type="checkbox"/> And teach others.</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing. Professional.</p> <p>Business Management consultant, Business analyst, Accountant, Auditor, Policy analyst, Actuary, Valuer.</p> <p>Air/sea transport Aircraft/ship's Captain/ Officer/ Pilot, Flight officer, Flying instructor, Air traffic controller.</p>
<p>Parent's education, qualification and occupation</p> <p>The questions about each parent/guardian's education, qualifications and employment group are asked on all school enrolment forms.</p> <p>In South Australia this information is used in determining each school's Index of Educational Disadvantage (IED), which is linked to funding levels and may be used to allocate resources to Preschool services. In the future this information may be used to determine resource allocations to Preschools.</p>			

Date form filled out: / / .

Student Personal Details (please provide proof of Birth)

Family Name:

Given Names:

Preferred Name:

Date of Birth: * Sex Male Female

School Use Only

School No:

EDID:

Student ID:

School Year Level:

NEP:

Roll Class:

House:

Enrolment Date: / /

NESB

ATSI

VISA:

Permanent resident:

Origin:

Medical Condition:

Custody Order:

Eldest:

Sibling at this school: ID No.

What is the student's previous school / Kindergarten? Name of School/Kindergarten Country / State

If overseas, name country. If interstate, name state. Include name of school, preschool, kindergarten, child care centre etc.

If Transferring from another school: Year Level: in what Year

Has this student been approved for School Card Assistance at his/her previous school?
Yes No

Does this student have a Negotiated Education Plan? Yes No

Is this student the eldest child at East Para Primary School? Yes No

How far does the student live from school? km

* Is the student of Aboriginal or Torres Strait Islander origin?
(For persons of both Aboriginal or Torres Strait Islander origin, tick both 'Yes' boxes.)
Yes, Aboriginal Yes, Torres Strait Islander No

* In which country was the student born?
Australia Other – please specify

*If other, on what date did the student arrive in Australia? *The student's passport must be sighted on enrolment.*

For a student born Overseas with a date of Arrival in Australia on or after 1/1/2006, a "Visa subclass" must be entered. Refer to Visa in passport or visa grant letter for e-visas. Some temporary residents are required to pay fees and must have a letter of offer/confirmation from International Education Services. Refer Overseas Student Factsheet: <https://myintranet.learnlink.sa.edu.au> DECD intranet site> Operations and management > Information and records management > Site data collection > Student data management on EDSAS

Did the student attend the Intensive Language Centre? Yes No Visa Sub-class:

Refugee: Permission to Flag? Yes No

What is the student's cultural background?

Does the site need to be aware of any cultural and/or religious requirements? Please advise:

* Does the student speak a language other than English at home? Yes No, English only

+ If Yes, what languages (including English) does the student speak at home?

Main language % Other language/s %

Does the student attend an after hours Ethnic School? Yes No

If Yes, which school? Which language is studied?

Is this student under the Guardianship of the Minister for Families and Communities (GoM) or in Alternative Care? Yes No

If Yes, further details must be obtained from the confidential Families SA-DECD Information Sharing Form as supplied to the school principal by the Families SA caseworker. This form will provide the necessary information for data input.

Does this student receive AUSTUDY? Yes No Religion: (Optional)

Does this student receive AUSTUDY? Yes No

Biological Parent 1 or Legal Guardian
(Enrolling Parent/Guardian)

Mr/Mrs/Ms/Other

Family Name:

Given Names:

Sex: Male Female

Relationship to student:

Occupation:

Full Time Part Time Self Employed

* What is the occupation group of parent 1/ guardian 1?

Please select the appropriate parental occupation group from the list on page 2

- If the person is not currently in paid work but has had a job in the last 12 mths or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter 8 above.

Work Location:

Work Phone Number:

PG 1 Mobile Phone:

PG1 Home Phone: Silent

PG 1 Email:

RELATIONSHIP WITH PARENT/GUARDIAN 2:

Married / divorced / separated / defacto / other

* What is the highest year of primary or secondary school the parent 1 / guardian 1 has completed? (For persons who never attended school, select 'Year 9 or equivalent or below'.)

- Year 12 or equivalent 4
- Year 11 or equivalent 3
- Year 10 or equivalent 2
- Year 9 or equivalent or below 1

* What is the level of the highest qualification the parent 1/ guardian 1 has completed?

- Bachelor degree or above 7
- Advanced diploma / Diploma 6
- Certificate I to IV (including trade certificate) 5
- No non-school qualification 8

In which country was the parent 1/ guardian 1 born?

If not born in Australia, what was the date the parent 1/guardian 1 arrived in Australia?

* Does the parent 1/ guardian 1 speak a language other than English at home? Yes No, English only

If yes, what is the main language the parent 1/ guardian 1 speaks at home?

Does this Parent or Guardian require an interpreter? Yes No

Does parent 1/guardian 1 identify with a non-English speaking culture? Yes No

If yes, which culture?

Does this Parent or Guardian require an interpreter? Yes No

Language for Translation

What is the cultural background of Parent 1/Guardian 1?

Biological Parent 2 or Legal Guardian

Mr/Mrs/Ms/Other

Family Name:

Given Names:

Sex: Male Female

Relationship to student:

Occupation:

Full Time Part Time Self Employed

* What is the occupation group of parent 2/ guardian 2?

Please select the appropriate parental occupation group from the list on page 2.

- If the person is not currently in paid work but has had a job in last 12 months or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter 8 above.

Work Location:

Work Phone Number:

PG 2 Mobile Phone:

PG 2 Home Phone Silent

PG 2 Email:

If this parent does not reside at the same address :

Address:

* What is the highest year of primary or secondary school the parent 2 / guardian 2 has completed? (For persons who never attended school, select 'Year 9 or equivalent or below'.)

- Year 12 or equivalent 4
- Year 11 or equivalent 3
- Year 10 or equivalent 2
- Year 9 or equivalent or below 1

* What is the level of the highest qualification the parent 2/ guardian 2 has completed?

- Bachelor degree or above 7
- Advanced diploma / Diploma 6
- Certificate I to IV (including trade certificate) 5
- No non-school qualification 8

In which country was the parent 2/ guardian 2 born?

If not born in Australia, what was the date the parent 2/ guardian 2 arrived in Australia?

* Does the parent 2 / guardian 2 speak a language other than English at home? Yes No, English only

If yes, what is the main language the parent 2/ guardian 2 speaks at home?

Does this Parent or Guardian require an interpreter? Yes No

Does the parent 2/guardian 2 identify with a non-English speaking culture? Yes No

If yes, which culture?

Does this Parent or Guardian require an interpreter? Yes No

Language for Translation

What is the cultural background of Parent 1/Guardian 1?

FAMILY DETAILS

ADDRESSES

Mailing Address (Of Parent/Guardian with whom student lives)

Mailing Title:			
Address:			
Suburb/Town:			
Postcode:		Student's Mobile Phone:	
Country: <i>(If not Australia)</i>			
Family Email Address:			
Student's Email:			

Residential Address (If different from Mailing Address)

Mailing Title:			
Address			
Suburb/Town:			
Postcode:		Country:	<i>(If not Australia)</i>
Student's Email :			

If other addresses (B – Billing, H – Holiday, S – SSABSA Mail, T – Term) please attach separate sheet.

FAMILY COURT ORDERS

Are there any current Court-sanctioned residency, parental responsibility or contact orders relating to this student? **Yes** **No**

If Yes, please attach a copy of the order for the school's records.

On what date was the order issued OR on what date is the order due for review? / /

Details:

BROTHERS AND SISTERS

Name	Sex	Date of Birth	Attends this School?
	Male <input type="checkbox"/> Female <input type="checkbox"/>	<input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Male <input type="checkbox"/> Female <input type="checkbox"/>	<input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Male <input type="checkbox"/> Female <input type="checkbox"/>	<input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Male <input type="checkbox"/> Female <input type="checkbox"/>	<input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

EMERGENCY CONTACTS

if Parents or Guardians cannot be contacted or unable to collect students. Note: Includes permission to provide overnight care.

Priority order

1. **Name:** **Home Phone:** **Silent**
Relationship: **Mobile Phone:**
Work Phone: **Ext:**

2. **Name:** **Home Phone:** **Silent**
Relationship: **Mobile Phone:**
Work Phone: **Ext:**

3. **Name:** **Home Phone:** **Silent**
Relationship: **Mobile Phone:**
Work Phone: **Ext:**

4. **Name:** **Home Phone:** **Silent**
Relationship: **Mobile Phone:**
Work Phone: **Ext:**

Other Parent / Guardian / Carer (Step parent)

Resides at same address as student? Yes No

REPORTS & CORRESPONDENCE

Please indicate if a separate report and/or correspondence is to be sent to a biological parent at a separate address

(If there is more than one person who would like to receive correspondence please attach details)

Reports **Newsletter**
 Correspondence

Relationship to student

Mr/Mrs/Ms/Other

Family Name:

Given Names:

Mailing Title:

Address

Suburb/Town:

Postcode:

Occupation

Location

Full time / Part Time

Relationship to Parent/Guardian 1:

In which country was the parent / guardian born?

If not born in Australia, what was the date of arrival in Australia?

* Does the parent / guardian speak a language other than English at home? Yes No, English only

If yes, what is the main language the parent / guardian speaks at home?

Does the parent / guardian identify with a non-English speaking culture? Yes No If yes, which culture?

MEDICARE NUMBER: _____

RELEVANT MEDICAL CONDITIONS

Does your child have a diagnosed medical condition which might need first aid? **Yes** **No**

If Yes, please tick relevant conditions:

Acquired Brain injury		Severe allergy Anaphylaxis		Asthma		Heart Condition		Cystic Fibrosis		Continence	
Cerebral Palsy		Diabetes		Gastrostomy		Joint Conditions		Mild Allergy		Medication	
Oral Eating & Drinking		Oncology		Seizures		Transfer & Positioning		Visually Impaired			
Other	Please specify:										

Does your child need extra routine health support? (e.g. support with medication management, continence care, psychiatric issues) **Yes** **No**

If your child has a medical condition entered here, The school must have a Health Care Plan from the treating doctor / health professional.

Is plan attached? **Yes** **No**

OTHER SCHOOLS ATTENDED

List most recent schools / kindergartens / child care centres attended. If unsure of dates, please estimate.

School	From	To
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

ANY OTHER INFORMATION / COMMENTS:

I HAVE PROVIDED THE SCHOOL WITH A COPY OF THE ENROLING STUDENT'S BIRTH CERTIFICATE

Parent / Legal Guardian Signatures

Signature of Biological Parent 1 / Legal Guardian 1: Date / /

Signature of Biological Parent 2 / Legal Guardian 2: Date / /

Enrolment Interviewer

Data Entry Person:

EXPLANATION OF TERMINOLOGY WEB & NEWSLETTER PUBLISHING / GENERAL DISPLAY

All permissions remain valid until the school receives written notification of change signed by parent or guardian.

At times filming and photographs of students at East Para Primary School are used on our web page, in the newsletter, on general display in classrooms, in the school or as a school promotion.

Newsletters are placed on the website and the school app weekly, inclusive of photos that consent has been received for their publication.

Full Names are not published on the web in conjunction with photographs identifying specific students, however, names may be used from time to time in the school newsletter and to display work.

At the time of whole school photos, student names and photos are included in the photographic package offered.

THE INTRANET is for use only within the school by teachers and students.

THE WEBSITE is accessible by others outside the school by typing in the school's Website address.

Mobile phone : School App Is accessible by downloading the app from a providers play store

DEPARTMENT OF EDUCATION & CHILD DEVELOPMENT

I: _____
(parent's/guardian's name - PLEASE PRINT)

of: _____
(address - PLEASE PRINT)

on behalf of: _____
(child's name - PLEASE PRINT)



Please tick the boxes below signifying consent

SCHOOL PHOTOGRAPHS

- I give consent for my child to be photographed by a Commercial Photographer** and for East Para Primary School to **release my child's name, class and ID number** to the commercial photographer for the purpose of school photograph production. I understand that my child's given name and family name will be included on class photos.

NEWSLETTER / WEBSITE

I consent to **my child's name published as indicated below in the East Para Primary School newsletter** (which is uploaded onto the website) for an undefined period of time;

Given Name **Family Name**

DISPLAY

I consent to **my child's name published as indicated below on display at East Para Primary School** for an undefined period of time;

Given Name **Family Name**

Signed by: _____ Signature: _____ Date: _____

SHORT WALK EXCURSION CONSENT

From time to time the teachers need to take classes on short local walks as part of their educational program. It would be most convenient and economic for us and possibly for you as parents/caregivers if you give your permission for these walks to take place at any time during the years in which your child is at this school. It is understood that in extreme heat or inclement weather conditions, such walks would not take place.

Major excursions involving use of transport are not included in this consent. For each excursion involving financial cost a separate notice will be given and separate consent forms.

I, _____ give my permission for

my child _____

to go on short walk excursions with the teacher. **Signature:** _____

This consent overrides any previous notification received.

MEDIA . COMMENT . WORK SAMPLE Consent Form – Child

Permission to use likeness, image, voice, performance and/or creative work of students and children. **Background**
The Department for Education and Child Development (DECD)/**East Para Primary School** develops teaching and learning and promotional materials and publishes them in print and digitally (on websites). Increasingly students are publishing their own materials on websites (eg school website, DECD website, Scootle™, iTunes™ or other online environments).

Request for Permission

DECD/ East Para Primary School seeks permission to use the following:

- **media (photo/film/audio recording) in which your child appears**
- **a written comment made by your child**
- **your child's work samples (for example, a painting, written work, podcasts).**

Granting Permission

By completing and returning this permission form, you are granting permission for the DECD/ East Para Primary School to use:

- an image or recording of your child which appears in a photo, film and/or audio recording to publish on paper and/or on websites under a CC-BY -NC licence*
- your child's work samples on paper and/or on websites under a CC-BY-NC licence*
- an image or recording of your child which may identify your child by first name and/or DECD school/preschool/service only
- work samples created by your child without identifying your child - or identifying your child by first name and/or DECD school/preschool/service only.

Notes

- Additional written consent by the parent / guardian must be obtained by the DECD school/preschool/service prior to publishing full names of children where they appear in media articles (eg: for awards or recognition of effort etc).
- Not every item for which permission is granted will be used.
- Media, comments and/or work samples might not appear in exactly the form in which they have been submitted.
- Media, comments and/or work samples which contain images of or references to Indigenous people will be accompanied by warning text to indicate that the work may include references to Aboriginal and Torres Strait Islander people who have passed away.
- The material will be available to 'the world' to download and use under a CC-BY-NC licence*. This licence is perpetual (forever), irrevocable, free, worldwide, non-exclusive and allows for the replication, distribution, display, performance and remixing of copyrighted work for non-commercial purposes, provided that the author is credited.

Consent

I give permission to the DECD/ **East Para Primary School** to publish media, comments and/or work samples of:

Child's Name: _____
(Full name - please print)

Name of school/service: **EAST PARA PRIMARY SCHOOL**

Child's signature: _____
(Student to sign)

Parent/Guardian's signatures: _____
(Parent/guardian to sign) (Parent/guardian to sign)

Full name of Parent(s)/Guardian(s): _____
(please print) (please print)

Date: _____

Please provide signatures of both parents and/or guardians where possible.



* **Creative Commons licensing by attribution, non-commercial**

This licence allows the replication, distribution, display, performance and remixing of copyrighted work provided that the author is credited and re-use of the material is restricted to non-commercial purposes only.

East Para Primary School encourages students to use PC's, Laptops, iPads, phones, through agreements with their class teacher, to enhance their learning opportunities.

- In Years Reception to Year 5 there will be a ratio of 1:3 students
- In Years 6/7 there will be a ratio of 1:1 students
- The Library, Japanese and Music will each have 5 x iPads enabling a ratio of 1:2 students with the addition of the class iPads



At all times students are expected to practice their RITCHR VALUES.

This agreement outlines school policy to ensure student learning is in a safe environment and school ICT equipment is treated with care,

At East Para Primary School every teacher will provide supervision of internet use. To prevent students accessing inappropriate internet sites we also use 'filters'. The Network Administrator tracks all computer/internet usage and updates filters, as required, to monitor all mail. Emails containing offensive language are automatically forwarded to the principal.

We strongly recommend parent supervision when students are completing 'on-line' work at home.

Students are asked to be aware of:

- **Materials that are unsuitable:** These can include swearing, pictures and pornography.
- **Advertising:** Some businesses try to get you to buy or give details about yourself and family.
- **Contact with strangers:** Some people use false names, or are not what they claim to be.
- **Gambling sites:** These are for people over 18 years old.
- **Laws:** These include
 - **Copyright laws:** You cannot just copy everything from the internet. When you copy something you need to say who the author is and from where you got the information.
 - **Creative Commons:** A website that clearly indicates how the work of others can be used or built upon legally
 - **Hacking:** Entering private networks is illegal.
 - **Privacy:** These ensure that each of us can protect ourselves, families and businesses.

Student Guidelines

- May use school ICT equipment once parents/caregivers have completed, signed and returned the 'User Agreement' form.
- Always advise/seek permission from your teacher or the adult supervising you before going on the internet. Ensure a staff member is observing you at all times.
- Ask your teacher when there is something you are not sure about.
- Submit to the teacher, and have approved, a parent signed Personal ICT/Game approval form before connecting any ICT device to the school computers/network. This includes Wireless/Bluetooth technologies
- Do not share Music from ICT devices (ie no transference of music files and no sharing of earphones for listening)
- Never use another person's log on name and / or password to access the computer.
- Never give your password to anyone else.
- Do not attempt to enter any unauthorised sites especially those with an 'over 18' warning or requiring a special registration code. If you reach an unsuitable site by accident, the "10 Second Rule" applies.
 - **10 Second Rule** – If you find something that is confusing, scary inappropriate, or against the law, turn off the screen within 10 seconds and report to your teacher.
- Ask a teacher before saving / printing any information. Be prepared to explain why you need the information.
- Do not complete any on-line forms until you have discussed the reasons with your teacher.
- Do not use offensive language when sending emails. If you receive a message with offensive language report it to your teacher.
- Always be polite – this is called 'Netiquette'.
 - **Use friendly signs e.g. Smiley face :)**
 - **Do not use CAPITAL LETTERS because it is regarded as Yelling.**
 - **Do not pretend to be anyone else.**
 - **Do not send junk mail.**
- Save sites you may want to use again on 'Favourites' or 'Bookmark' .
- Be careful with information on the Internet – it is not all true.
- Do not give out personal details (name, home email address, home address, phone number, school, photographs) – only use your email address or 'nickname' agreed to, with the teacher.
- Use an 'online name' and avatar when sharing your work online
- Do not arrange to meet people
- Obtain permission before borrowing photographs, literature, animation, film, sound, software database material and material from the internet – always identify the ownership of borrowed material.
- Ensure information gained from on line interviews has the individual's approval for publishing.
- Ensure compliance with copyright laws and do not download or copy any music, videos, games or programs without the permission of the original owner unless 'Creative Commons' rules allow this.
- If you observe other students attempting to get around, or bypass, security, monitoring and filtering, report what you have observed to your teacher
- Be careful and look after all our school ICT equipment

- o Remember what you learn in the Child Protection Curriculum and use these strategies when on the internet. This will ensure you have a lot of fun and hours of invaluable learning.
- o Responsibility for equipment brought from home lies with the student

Conditions for Use

iPad, Mobile Phone, iPod

- o Use the device for learning purposes as negotiated with your teacher
- o Act responsibly and do not use the device to find, create or send information that might be harmful, inappropriate or hurtful to you or anyone else.
- o Seek permission from individuals involved **before** taking photos, recording sound or videoing them and only when this is negotiated with your teacher (including teachers).
- o Seek written permission from individuals involved **before** publishing or sending photos, recorded sound or video to anyone else or to any online space.
- o Respect others when you talk to and work with them online and never write or participate in online bullying.
- o Seek teacher permission before uploading any content.
- o Each class, with their teacher, will determine logical and fair expectations for iPod, mobile phone, iPad usage and consequences should inappropriate usage occur.
- o Protect the privacy of others and never post private information about another person in text messages or on the internet.
- o Keep my mobile device on silent/flight mode when **not** using it as part of your learning.
- o Students are not permitted to take iPads outside during recess and lunch.
- o Make any essential private calls or send messages to parent/caregivers during break times.

Consequences for Not Following the Agreement

- o Students who break the rules will be 'suspended from school internet usage' for a period of time relevant to the inappropriate behaviour.

iPad Care

The iPad should

- o Be handled in a safe manner eg – do not run with, throw or sit on the iPad
- o Be kept away from liquids and food
- o Only be used by the student
- o Not be left unattended in a public place.
- o Always be kept in its case.
- o Be cleaned with a lint free cloth.

AGREEMENT: Parent caregiver/guardian, please read the above Guidelines carefully before signing this agreement

1. I understand that East Para Primary School will:

1. Do its best to enhance learning through the safe use of ICTs. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on school ICT devices at school or at school related activities.
2. Work with children and their families to encourage and develop an understanding of the importance of cyber safety through education designed to complement and support the Use Agreement initiative. This includes providing children with strategies to keep themselves safe in a connected online world.
3. Respond to any breaches in an appropriate manner.
4. Welcome enquiries at any time from parents/caregivers/legal guardians or children about cyber safety issues.

2. I understand as a Parent/Caregiver/guardian my responsibilities include:

1. Discussing the information about cyber safety with my child and explaining why it is important.
2. Supporting the school's cyber safety program by emphasizing to my child the need to follow the cyber safety strategies. Website reference http://www.acma.gov.au/WEB/STANDARD/pc=INT_PUB_CONTENT_PARENTS
3. Contacting the principal or nominee to discuss any questions I may have about cyber safety and/or this Use Agreement.
4. Completing the parent permission proforma that permits my child to bring ICT devices from home
5. Ensure that music on students i-Pods/MP3-4/USB players is not offensive and therefore appropriate for the school learning environment

3. SAPOL (South Australian Police)

1. I understand that where Cyber Bullying takes place using computers or handheld devices, DECS legislation requires EPPS to involve SAPOL. This may involve:
 - o **A school based workshop involving police liaison officers**
 - o **An informal caution – involving a Community conference**
 - o **Formal Caution – involving the family**
 - o **Family Conference – involving perpetrator, parents, police, and the victim Court Proceedings**

Student's Name: _____ **Date:** _____

Name of Parent/caregiver/legal guardian : _____

Parent/caregiver/legal guardian signature : _____

Please note: This agreement will remain in force as long as your child is enrolled at this school. If it becomes necessary to add/amend any information or rule, you will be advised in writing.

ENROLMENT CHECKLIST

HAVE YOU ?

Provided a copy of the enrolling **student's Birth Certificate**.

SIGNED THE ENROLMENT as enrolling parent or guardian – **on the BOTTOM of PAGE 7?**
and filled out **all** the sections of the enrolment form?

Included **at least one emergency contact other than yourself or your spouse / partner ?**

If you speak a language other than English at home

have you included the %age of time that language is spoken and the %age of time English is spoken ?

Included a **health care plan from the treating doctor / health professional** if your child has a medical condition ?

Included a copy of any **family court orders** that may be applicable ?

Filled in the appropriate **consent sections** ticking the boxes and signing the photo, email, name and promotional activity sections ?

Completed and signed the **STUDENT TECHNOLOGY USER AGREEMENT ?**

If you have any queries about the above, please don't hesitate to contact the school office on 8264 3944 for assistance.

