



# Kentlyn Public School

Georges River Road, Kentlyn, 2560  
PO Box 5222Minto, 2566  
Phone: 4628 2455 - Fax: 4628 4365  
kentlyn-p.school@det.nsw.edu.au

## Permission Notes: 2022

Tuesday 1 February 2022

Dear Parents/Carers,

Your child is encouraged to be actively involved in school activities and to assist you we have combined a number of yearly permission notes onto the following pages. We hope this initiative will simplify things at a busy time of year. Parents can clarify any of these permission notes by contacting their child's class teacher. This note will also be on our Skoolbag App for easy access. **Please ensure that you have completed all the sections and ensure that if you do not give permission you tick that box.** (DO NOT SEPARATE ANY OF THE PAGES. Please hand in as is). **One note must be completed per child. Notes to be returned to your child's classroom teacher by Friday 4 February 2022.**

Androula Kavallaris

Principal

CHILD'S NAME: \_\_\_\_\_

CLASS : \_\_\_\_\_

### **1. General Permission to Publish**

I am seeking your permission to publish information about your child for the purposes of sharing his/her experiences with other students, informing the school and broader community about school and student activities and recording student participation in noteworthy projects or community service. The material may include

This information may include your child's name, age, class photographs, videos, text, illustrations/graphics, sound recordings or other samples of work.

The communications in which your child's information may be published include but are not limited to:

- **Public websites of the Department of Education and Communities including the school website, blogs and wikis.**
- **Department of Education and Communities publications including the school newsletter, annual school magazine and school report, promotional material published in print and electronically including on the Department's websites.**
- **Official Department and school social media accounts on networks such as YouTube, Facebook and Twitter.**

Parents should be aware that when information is published on public websites and social media channels, it can be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information. Published information can also be linked to by third parties.

#### **Permission to Publish**

I have read this permission to publish and:

*Tick the appropriate box*

**[ ] I give permission**

**[ ] I do not give permission**

to the school/Department of Education and Communities to publish information about my child as described above, including in publicly accessible communications.

This signed permission remains effective until the end of 2021 or until I advise the school otherwise.

Child's name .....

Parent/carer/caregiver's name .....

Parent/carer/caregiver's signature .....



## 2. Permission to Use Kentlyn Oval and Kentlyn Playground During School Hours. (8:30am – 3:00pm)

At Kentlyn Public School we use Kentlyn Oval as an extended part of our playground for morning, recess, lunch, and various sporting events and from time to time other school organised events. We are trialling in 2022 for the students to also use the adventure playground that is attached to Kentlyn Oval. Please note that your child may only use the playground if it is an organised school/class event and he/she is supervised by a staff member.

**This note will cover your child for the whole 2022 school year.**

**Parent/Carer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 3. Special Religious Education – New DoE requirements 2022

A feature of the public education system in NSW is the opportunity to provide time in class for education in ethics, faith and morality from a religious or non-religious perspective at the choice of parents.

The school website (<https://kentlyn-p.schools.nsw.gov.au>) provides information on these options to support parent/carer choice.

A parent/carer may at any time notify the school in writing that they wish to change their decision. Students will continue the same arrangement as the previous year, unless a parent/carer has requested a change in writing.

For more information about Special Religious Education (SRE) and Special Education in Ethics (SEE), including the list of approved providers, please visit: <https://education.nsw.gov.au/teaching-and-learning/curriculum/learning-across-the-curriculum/religion-and-ethics>

If your preferred Scripture option is not available please contact the approved provider. Students not attending Scripture are given supervised alternative meaningful activities.

The following options are available at Kentlyn Public School.

**SRE Options** (Please tick the option that you would like your child to attend)

**Option 1:** Catholic - Provider – St Thomas More Catholic Parish

Curriculum Overview: <https://www.ccdwollongong.com/working-with-children-check>

**Option 2:** Protestant – Provider – Campbelltown City Baptist Church

Curriculum Overview: <https://whysre.com.au/sre-curriculum/cep-curriculum-overview/>

OR

**Option 3:** Non Scripture - Your child will participate in alternative meaningful activities. All students at Kentlyn Public School are asked to read their favourite books or a book from our library at this time.

**Students not attending SRE will attend Non-Scripture and will be supervised at the school in a location separate from SRE classes. This is to include reading or private study but does not include timetabled lessons or scheduled activities in accordance with DoE policy (Section A-3; A-11)**



## 4. Bicycle Riding Code of Conduct

### ROAD SAFETY INFORMATION

YOU ARE RESPONSIBLE FOR YOUR CHILDREN'S SAFETY WHEN THEY ARE TRAVELLING TO AND FROM SCHOOL

## Ride a bicycle safely

As younger children are still developing the skills needed to ride alone, the safest place to ride bikes, scooters and skateboards is within fenced areas.

Until children are at least 10 years old they should ride away from vehicles and driveways. As they are learning to ride it is important to ride or walk alongside them and talk about how to be a safe bicycle rider.

Children between 10 years old and 12 years old should ride away from busy roads.

Children under 16 and adult riders accompanying and supervising them may ride on the footpath, unless there are signs specifically prohibiting cycling.

Teach your children to be safe bicycle riders by getting them to always:

- follow bicycle road rules including:
  - ride to the left on footpaths
  - give pedestrians right of way on footpaths
  - watch out for cars entering or leaving driveways
- wear a correctly fitted bicycle helmet – it's the law
- wear bright coloured clothing such as a vest so other road users can see them

#### For further support

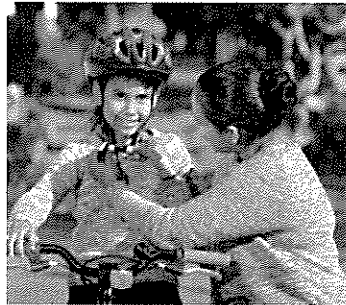
Go to the department's Road Safety Education program at [education.nsw.gov.au/road-safety-education](http://education.nsw.gov.au/road-safety-education) or visit [education.nsw.gov.au](http://education.nsw.gov.au) and search for road safety education.

NSW Department of Education Road Safety Education

For older children, think carefully about the following when judging their ability to ride on their own:

- How safe is the travel route?
- What are their riding skills like?
- How aware are they of their surroundings in the traffic environment?
- How well can they manage unexpected hazards?

Your school will have procedures about students bringing bikes onto school grounds. Ensure your children follow these at all times.



Riding a bicycle to school is a useful way for children to develop independence and self-reliance. Children need to learn the skills to ride a bike safely within the local traffic situation and act as responsible road users. Kentlyn Public School encourages the safe use of bicycle riding to and from school.

Please read through the following Code of Conduct with your child.

Students must understand:

- Safe riding on the road requires more than the ability to control a bicycle— a knowledge of traffic and road rules is essential.

It is a legal requirement that bicycle riders wear an approved helmet at all times. Chin straps should be adjusted for correct fitting.

Safe riding involves more than having the skills to ride. Bicycle components, maintenance, clothing and behaviour are as important.

It is not considered safe for children under the age of ten to ride to school unless they are with an adult (Federal Office of Road Safety, Canberra).

Children under the age of 12 are permitted to ride on footpaths.

When students ride on the road they become part of the traffic system. They must know and obey the road rules and understand how other vehicles use the roads.

Parents and carers are responsible for how their child travels to and from school.

### Bicycle Management at School

Students must:

- Walk their bicycles through the school grounds. Under no circumstances should students ride bicycles through the school.
- Not allow other students to ride or walk their bicycles within the school grounds.
- Place bicycles and helmets in the bicycle rack. It is recommended that children have a chain / locking system to lock their bicycles (students are responsible for keys and / or lock combinations).
- Be responsible for the security of the bicycle and bicycle safety helmet in the school grounds.
- Bring in the signed permission note below to Ms Kavallaris prior to riding to school.

If a student is found to be riding in an unsafe manner the parent will be notified and this privilege may be withdrawn at the discretion of the principal.

**ONLY COMPLETE THIS SECTION IF YOU GIVE PERMISSION FOR YOUR CHILD**

### Bicycle Riding Code of Conduct

I hereby give permission for my child \_\_\_\_\_ of class \_\_\_\_\_ to ride a bicycle to and from school. I have read and discussed the school bicycle Code of Conduct with my child and I understand that I am responsible for my child travelling to and from school.

I also understand that full responsibility for the security of the bicycle and bicycle safety helmet whilst on the school grounds rests with my child.

Parent / Carer's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I understand and agree to comply with the above bicycle riding Code of Conduct.

Child's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



If you have a child with any medical conditions, including allergies, please ensure that you complete the following forms, **otherwise write "Not Applicable"**

**If your child has asthma or needs an EPIPEN, an up-to-date Health Care Plan from the child's doctor must also be included.**

### 5. Medical information form 2022

The information is being obtained for the purpose of ascertaining relevant medical information, requirements and other health care related needs about \_\_\_\_\_ (Student Name) who is currently enrolled at the school and who may participate in school excursions, sporting activities or other educational activities conducted by or in conjunction with Kentlyn Public School.

#### Privacy Advice

The information provided on this form is being obtained for the purpose of ascertaining relevant medical information, requirements and other health care related needs about your child who may participate in excursions, sporting activities or other educational or school activities conducted by or in conjunction with your school. The information will be used by officers of the NSW Department of Education and Training to assist planning, to support students, and to minimise risks when conducting school excursions, sporting or other school activities. Other persons or agencies that may be provided with information include, but are not limited to, volunteers and members of external organisations who join with the school or are otherwise involved in the planning or delivery of the excursion, sporting or other school activity; and persons that may be called upon to provide health care treatment or other assistance during or as a consequence of such excursions or activities. Provision of this information is not required by law. However, a failure to provide the information may mean that your child can not participate in a particular excursion or school activity. In such circumstances the school will make available an alternative educational experience. Provision of the information will significantly assist the school in planning a safer educational activity. This information will be stored securely. If you have any concerns about provision of this information, please contact the school principal to discuss further. You may correct any personal information at any time by contacting the school office.

*Student name:* ..... *Class:* .....

*Medicare number* .....

#### Parent or caregiver contact details

*Parent 1:*

*Address:* .....

*Home phone:* ..... *Work:* ..... *Mobile:* .....

*Parent 2:* ..... *Work:* ..... *Mobile:* .....

#### Doctor contact details

*Name:* .....

*Address:* .....

2. ....

*Doctor's telephone:*

1. ....









## DIGITAL TEXTS AND THE K-6 SYLLABUS 2022

The new English K-10 syllabus has mandated that in EACH YEAR, students MUST study examples of media, multimedia and digital texts which are appropriate to their needs, interests and abilities.

Digital texts according to the English K-10 syllabus (2012) Board of Studies, NSW are 'Audio, visual or multimodal texts produced through digital or electronic technology which may be interactive and include animations and/or hyperlinks. Examples of digital texts include DVDs, websites, e-literature (e-books) and apps.'

From time to time it may be necessary to view as part of the curriculum movies, excerpts of movies or digital texts that are PG rated. Any PG digital text or movie shown will be highly scrutinised by the class teacher and only shown if appropriate to the curriculum content.

*Androula Kavallaris*

Androula Kavallaris  
Principal

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### DIGITAL TEXTS AND THE NEW K-6 SYLLABUS 2022

I give permission for my child to view a PG rated digital text, movie, movie excerpt that has been selected by the class teacher and deemed appropriate.

Child's name: \_\_\_\_\_

Child's Class: \_\_\_\_\_

Parent's/Carer's name: \_\_\_\_\_

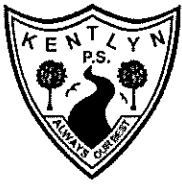
Parent's/Carer's Signature: \_\_\_\_\_

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

**FOR OFFICE USE ONLY (place a cross in any section where permission has NOT been given by Parent/Carer.**

1. General Permission to Publish	2. Kentlyn Oval + playground equipment	3. Religious group and scripture	4. Ride bike to school	5. Medical needs	6. PG multimodal media and movies





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Tuesday 1 February 2022

Dear Parents and Carers,

## Using the Seesaw App at Kentlyn Public School to support communication about student learning

Our school is excited to be using the Seesaw App as a communication tool enabling parents and carers to share in their child's learning in the classroom. Our main purpose in using Seesaw is **to support enhanced communication and involvement of parents regarding student's learning at school** and, as such, are purchasing access for each child and their parent.

Seesaw is a student-driven digital portfolio that empowers students to independently document what they are learning at school. Additionally, this app supports our students in developing important 21<sup>st</sup> century skills in communication, collaboration, creative thinking, problem solving, digital literacy and citizenship. Seesaw is a highly regarded educational tool used extensively in schools in Australia and across the world. Both students and teachers will be using a school Ipad to document learning when using this app.

### Who can access your child's portfolio?

Your child's information is stored on their individual digital portfolio that can only be accessed at the school level by teachers of each child and school administrators of Seesaw. When student work is approved by teachers; only parents of the child can view this work. **Note: No other parent/student can view another student's folder. All information remains private and is not published for public viewing.**

### Information about data storage and privacy.

Through the use of the Seesaw app, data is stored by Seesaw for our use and access. Data constitutes student name, class, work samples and/or photos with work samples. Seesaw has a comprehensive security and privacy system, settings and policy, and it's "mission is to provide a service that keeps students safe, and puts teachers and parents in control of how student information is shared." Information on Seesaw's privacy policy, storage of information and how Seesaw keeps information safe can be found on the Seesaw website <http://web.seesaw.me/privacy>. Please also see the Frequently asked Questions, particularly the answer to "Where is my data stored?" <http://help.seesaw.me/hc/en-us/sections/200697039-Privacy-Security>. Alternatively, please contact the office on 4628-2455 and staff will support you with any enquiries.

To support you and your child benefitting from this wonderful educational opportunity please complete the following consent form. Information regarding how parents can access student portfolios will be sent home, following the return of the consent form below. Please return the completed consent form to your child's teacher by **Friday 4 February 2022**.

*Androula Kavallaris*

Androula Kavallaris  
Principal

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## Permission to use the Seesaw App to support communication about student learning- 2022

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

I consent for my child's information (name and class) to be forwarded to Seesaw to allow their digital portfolio (folder) to be set up, and for child to use the Seesaw app. I also consent for my child's work or photograph to be published in their digital portfolio on the Seesaw App. I understand that my child's folder can only be viewed by my child's teacher/s, school administrators, my child and myself, being the parent/carer of my child.

OR

I do not wish for my child to use the Seesaw App at Kentlyn Public School.

Parent /Carer Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_





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Tuesday 1 February 2022

Dear Parents/Carers,

Kentlyn Public School utilises services offered by third party web and cloud-based providers. These services enhance student learning, school administration and communication.

This year Kentlyn Public School will be using the following service providers which require access to limited personal information about students and their parent/s caregiver/s.

These third party providers are links and services that many schools use all across Australia.

Third party service providers	Services
PAT ( Progressive Achievement Tests)	<a href="https://www.acer.org/au/pat">https://www.acer.org/au/pat</a>
Reading Eggs	<a href="https://readingeggs.com.au/about/">https://readingeggs.com.au/about/</a>
Edmodo	<a href="https://www.edmodo.com/corporate/privacy-policy">https://www.edmodo.com/corporate/privacy-policy</a>
Class Dojo	<a href="https://www.classdojo.com/#LearnMore">https://www.classdojo.com/#LearnMore</a>
E-PM readers	<a href="https://cengage.com.au/primary/browse-series/pm/pmecollection">https://cengage.com.au/primary/browse-series/pm/pmecollection</a>
Literacy Pro	<a href="http://au.scholastic.com/en/literacy-pro">http://au.scholastic.com/en/literacy-pro</a>
StudyLadder	<a href="https://www.studyladder.com.au/about/about-us">https://www.studyladder.com.au/about/about-us</a>
Multi-Lit Readers	<a href="https://multilit.com/multilit-elibrary/">https://multilit.com/multilit-elibrary/</a> <a href="https://multilit.com/programs/initialit-readers/">https://multilit.com/programs/initialit-readers/</a>
Essential Assessment	<a href="https://www.essentialassessment.com.au/">https://www.essentialassessment.com.au/</a>

These services all require the school or student to provide some student personal information to enable access to their service. At times schools may also be asked to provide student health information or personal information about parents/carers such as that provided at the time of enrolment. Third party service providers store this information in a location outside the Department of Education. In some cases the information may be stored in another state or off-shore.

Kentlyn Public School is seeking your consent to disclose to these service providers the student and parent/caregiver information required to access their services.

You can find out more about the service providers and their privacy policies by accessing the links. If you require further clarification about these services you can contact Ms Kavallaris on 46282455.

Please complete the attached consent form and return to your child's teacher.

Regards

*Androula Kavallaris*

Androula Kavallaris

Principal





# Kentlyn Public School - Consent to use third party web and cloud based service providers

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Please return to your child's teacher.

Student Name: \_\_\_\_\_

(Please circle the appropriate response)

- |                  |                       |   |
|------------------|-----------------------|---|
| <b>I consent</b> | <b>do not consent</b> | <b>to the use of Edmodo for my child</b>                              |
| <b>I consent</b> | <b>do not consent</b> | <b>to the use of PAT (Progressive Achievement Tests) for my child</b> |
| <b>I consent</b> | <b>do not consent</b> | <b>to the use of Studyladder for my child</b>                         |
| <b>I consent</b> | <b>do not consent</b> | <b>to the use of Literacy Pro for my child</b>                        |
| <b>I consent</b> | <b>do not consent</b> | <b>to the use of Reading Eggs for my child</b>                        |
| <b>I consent</b> | <b>do not consent</b> | <b>to the use of Class Dojo for my child</b>                          |
| <b>I consent</b> | <b>do not consent</b> | <b>to the use of E-PM Readers for my child</b>                        |
| <b>I consent</b> | <b>do not consent</b> | <b>to the use of Multilit readers for my child</b>                    |
| <b>I consent</b> | <b>do not consent</b> | <b>to the use of Essential Assessment for my child</b>                |

I acknowledge that my child must abide by the conditions of acceptable usage set out in the Department's Online Communication Services: *Acceptable usage for school students policy* and that any breach of this policy may result in disciplinary action in accordance with the school's disciplinary policy.

<https://education.nsw.gov.au/policy-library/policies/online-communication-services-acceptable-usage-for-school-students>

Parent/Carer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_





# Student use of digital devices and online services procedure 2022

## Purpose

This procedure guides student use of digital devices and online services at our school.

Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

## Scope

This procedure provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by students in our school. It sets out the shared responsibilities of school staff, students and parents and carers. It also provides a framework to manage potential risks to student safety and wellbeing.

This procedure covers student use of digital devices and online services in school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This procedure covers the use of school-provided and personal digital devices and all online services.

## Our School's Approach

*Kentlyn Public School is committed to continuing to create a 21st century learning environment that will aid our students in becoming self-directed learners, collaborative team players, and information producers as well as information consumers.*

*Digital devices such as Ipads, computers and laptops can enhance and enrich learning opportunities at school. Kentlyn Public School is committed to allowing responsible, learning-centred use of the digital technology so as to provide as many pathways to understanding as possible for our students. **Students are not required to bring their own devices to school as they will be allocated a device within their class, however, a use agreement must be signed by the student and parent at the end of this document in order for students to use digital devices at Kentlyn Public School.***

*There is no need for your child to be bringing any other devices to school such as a mobile phone, and if they do, the policy will still remain that they must take them to the office as soon as the student enter school grounds and pick them up when school finishes.*

*All digital devices will be running with our filtered wireless network that already exists within our school. Students will be using our Department of Education Schools network and sign in with their assigned username and password.*

*Access to the use of the any digital technology at Kentlyn Public School is a privilege, not a right.*

*Any use of the wireless network entails personal responsibility and compliance with all school expectations. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing the use of the system and shall agree in writing to comply*





*with such regulations and guidelines. If at any time these expectations are not followed the classroom teacher/executive/principal will be implementing various consequences, depending on the circumstances. The principal will make the final decision on the outcome of each consequence.*

*Students are expected to be responsible for their digital device, its upkeep and protection. **It is also expected that if the student has shown lack of responsibility in the digital device or storage that the parents/carers of that child may be asked to replace the device.***

*All digital devices are to be used for learning related activities only, in a manner consistent with school policies. No unacceptable material may be produced, stored, displayed, broadcast, communicated shared or distributed via the Kentlyn Public School wireless network. **Devices must not be used to bully, harass, defame, ridicule or harm another member of the school or damage the school reputation in any way.***

*The school will supervise the use of the digital devices in every way possible. The school reserves the right to inspect a student's device if there is reason to believe that school expectations have been violated.*

## Exemptions

Exemptions to any part of this procedure may apply for some students in some circumstances. Parents and carers can request an exemption and these will be considered on a case-by-case basis and granted when required by law or at the principal's discretion.

## Consequences for inappropriate use

**Mobile Phones-** If a student needs to have their mobile phone at school for personal reasons **then it MUST be handed in at the office once they enter school grounds and picked up by the end of the day.**

Students **are not allowed to be using their mobile phones at any time during school events.** Some of these events may include excursions, carnivals, fetes, farewells, Gala days, camps etc. Consequences may apply if these procedures are not followed.

### ***Consequences for digital device Misuse/Disruption-***

***(One or more may apply):***

*Device taken away for the lesson*

*Device taken away for a period of time*

*Disciplinary Referral resulting in principal/executive making a decision. Please note that the principal/executive's decision on any of the consequences will be final.*

## Contact between students and parents and carers during the school day

Should a student need to make a call during the school day, they must:

- approach the administration office and ask for permission to use the school's phone;
- During school hours, parents and carers are expected to only contact their children via the school office.





# Responsibilities and obligations

## For students

- Be safe, responsible and respectful users of digital devices and online services, and support their peers to be the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.

## For parents and carers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- Support implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively as outlined in the [2018 School Community Charter](#).
- Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom.
- Provide digital devices that meet school specifications where a school is participating in a bring your own device program and complete any related paperwork.

## For the principal and teachers

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes:
  - Establishing agreed classroom expectations for using digital devices and online services, in line with this procedure and departmental policy.
  - Identifying strategies to ensure that all students are able to engage in classroom activities including strategies to accommodate students without a digital device.
  - Reading and abiding by the Terms of Service for any online services they use in teaching, including those limiting use by age.
  - Educating students about online privacy, intellectual property, copyright, digital literacy and other online safety related issues.
- Model appropriate use of digital devices and online services in line with departmental policy.
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes:
  - Reporting the creation, possession or distribution of indecent or offensive material to the Incident Support and Report hotline as required by the Incident Notification and Response Policy and Procedures and consider any mandatory reporting requirements.
  - Working with the department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse.
  - Following the school's behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.
- If feasible and particularly as issues emerge, support parents and carers to understand strategies that promote their children's safe, responsible and respectful use of digital devices and online services.







- Participate in professional development related to appropriate use of digital devices and online services.

For non-teaching staff, volunteers and contractors

- Be aware of the department’s policy, this procedure and act in line with the conduct described.
- Report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.

**Communicating this procedure to the school community**

*Recommended inclusions are listed below.*

Students will be informed about this procedure at the beginning of each year or when they start attending Kentlyn Public School. Parents and carers will be advised via the school newsletter as well as the policy being handed out at the beginning of each school year. This procedure can be accessed electronically via the school's website and in hardcopy at the school's administration office.

## Complaints

*Recommended inclusion is listed below.*

If a student, parent or carer has a complaint under this procedure, they should contact the executive team or myself to discuss the matter. If the issue cannot be resolved, please refer to the department's guide for students/ parents/ carers about making a complaint about our schools.

## Review

The principal or delegated staff will review this procedure annually.

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**Please cut and return the slip below to the office.**

### **Parent and Student Agreement for the use of Digital Devices at Kentlyn Public School 2022**

**Any parent permitting their child to use a digital device in accordance with this agreement at Kentlyn Public school must read, sign and return this agreement to the school.**

I understand and agree to abide by the Digital Device agreement and other associated policies. I further understand that violations may result in loss of my network and / or device privileges, and possibly other disciplinary or legal action.

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

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

As a parent/carer I understand that my child will be responsible for abiding by the above procedures and agreement. I have read and discussed this with them and they understand the responsibility they have while using their digital device.

In the event that he/she violates this agreement, the school may confiscate and inspect the device and appropriately discipline my child in communication with me.

**Parent/Carer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Appendix 1: Key terms**

*Insert definitions if required. A sample list is provided below.*

**Bring your own device** is an optional program where parents and carers can provide personal digital devices for use at school. Any decision to adopt a bring your own device program is made by the principal in consultation with a school community. All digital devices used in schools are covered by the *Student Use of Digital Devices and Online Services* policy. Schools retain discretion to determine the specifications of personal devices to be used at school.

**Digital citizenship** refers to the skills and knowledge a person needs to effectively use digital technologies in a positive way so they can participate in society, communicate with others, and create and consume digital content.

**Digital devices** are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smartwatches, smartphones and other devices.

**Digital literacy** is the set of social, emotional and technological skills and competencies that people need to understand to use digital devices and online services, and to expand their opportunities for education, employment and social participation, including entertainment.

**Educational purpose** is any use approved by school staff that supports student learning, wellbeing and educational outcomes.

**General capabilities** are the broad collection of knowledge, skills, behaviours and dispositions described within the Australian curriculum and NSW syllabus.

**Image-based abuse** occurs when intimate, nude or sexual images are distributed, or threatened to be distributed, without the consent of those pictured. This includes real, altered and drawn pictures and videos. This is a crime in NSW.

**Online bullying** involves using technology such as the internet or mobile devices to bully someone. Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm. Bullying behaviour can also involve intimidation, victimisation and harassment, including that based on sex, race, religion, disability, or sexual orientation.

**Online safety** is the safe, responsible and respectful use of digital media, devices, other technology and online services.

**Online services** are any software, website or application that can gather, process or communicate information. This includes digital classrooms, chat and messaging, online games, virtual reality, social media and other online spaces.

**Reasonable adjustment** is a measure or action taken to assist a student with disability to participate in education and training on the same basis as other students.

**School-related settings** include school grounds, school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This connection may exist in situations where: there is discussion about school taking place outside of school hours; a student is wearing their school uniform but is not on school premises; a relationship between parties commenced at school; students are online in digital classrooms; and where online contact has flow on consequences at school and duty of care requires the school to respond once an incident is reported.

**School staff** refers to school personnel who have some level of responsibility for implementing policy and the school digital devices and online service procedure. This includes principals, senior staff, teachers, non-teaching staff, school administrative staff, volunteers and contracted staff engaged by schools.





Appendix 2: What is safe, responsible and respectful student behaviour?

<p><b>Be SAFE</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.</li><li><input type="checkbox"/> Only use your own usernames and passwords, and never share them with others.</li><li><input type="checkbox"/> Ask a teacher or other responsible adult for help if anyone online asks for your personal information, wants to meet you or offers you money or gifts.</li><li><input type="checkbox"/> Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, in appropriate or makes you uncomfortable.</li><li><input type="checkbox"/> Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.</li></ul>
<p><b>Be RESPONSIBLE</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Follow all school rules and instructions from school staff, including when using digital devices and online services.</li><li><input type="checkbox"/> Take care with the digital devices you use.<ul style="list-style-type: none"><li>o Make sure the devices you bring to school are fully charged each day and are stored appropriately when not in use.</li><li>o Understand that you and your parents and carers are responsible for any repairs or IT support your personal devices might need.</li><li>o Make sure the devices you bring to school have the latest software installed.</li><li>o Take care with the school-owned devices you share with others, so that other people can use them after you.</li></ul></li><li><input type="checkbox"/> Use online services in responsible and age-appropriate ways.<ul style="list-style-type: none"><li>o Only use online services in the ways agreed to with your teacher.</li><li>o Only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks.</li><li>o Do not use online services to buy or sell things online, to gamble or to do anything that breaks the law.</li></ul></li><li><input type="checkbox"/> Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.</li></ul>
<p><b>Be RESPECTFUL</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Respect and protect the privacy, safety and wellbeing of others.</li><li><input type="checkbox"/> Do not share anyone else's personal information.</li><li><input type="checkbox"/> Get permission before you take a photo or video of someone, including from the person and from a teacher.</li><li><input type="checkbox"/> Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service.</li><li><input type="checkbox"/> Do not send or share messages or content that could cause harm, including things that might be:<ul style="list-style-type: none"><li>o inappropriate, offensive or abusive;</li><li>o upsetting or embarrassing to another person or group;</li><li>o considered bullying;</li><li>o private or confidential; and/or</li><li>o a virus or other harmful software.</li></ul></li></ul>

