



AUTHORITY TO PUBLISH

Dear Parent or Carer

We are seeking your permission to obtain and publish content that may include the image and/or name of your child in our publicly available school communications. These could be in print, video, and/or our publicly available school website.

Content examples include but are not limited to photographs, text, illustrations/graphics, videos, sound recordings, examples of student work.

Our school communications include but are not limited to:

- school's public website
- school newsletter (online and hard copy)
- local community newspaper / magazine
- media promotions and advertising activities
- electronic and print promotional material
- annual school report



CHILD PROTECTION – CLASS UNITS

In accordance with our policy, the Child Protection Units will be taught during Term 3 and/or Term 4. Parent permission is needed for your child to be included in this program, together with permission to use the precise anatomical terms for the private parts of the body within the Child Protection lessons. Parents are welcome to view the program to be taught and if you have any questions, please contact your child's teacher.

SUPERVISION OF STUDENTS POLICY

Students are appropriately supervised during all teaching and learning activities that occur within classrooms.

The policy of the school in the supervision of students during the times when children are not in the classroom is directed at providing for the safety, welfare and hygiene of the students.

1. Teachers are rostered for duty from 8.25am in the morning, during recess and lunch.
2. After school finishes at 2.55pm, classes are dismissed and children should leave the grounds as soon as possible. Students are not to remain in school grounds unsupervised.
3. Bicycle riders must observe the wearing of helmets and the road rules on the way to and from school. Bicycles in the bike rack must be locked. Bicycles are walked from the bike racks to the pedestrian crossings outside the school and children cross when directed by the Crossing Supervisor. Children may then ride their bike.
4. Children are supervised at the pedestrian crossings by the Crossing Supervisor.
5. Skateboards are not permitted and may not under any circumstances be ridden through the school or the playground areas.
6. Children travelling by bus are supervised by a staff member each day at the bus stop until the school bus arrives.
7. After arrival at school no child is permitted to leave the school grounds without authority.
8. Fighting, throwing objects, playing rough games, swearing, running on asphalt areas, playing outside school boundaries, interfering with property of others and using fixed equipment without supervision are prohibited.
9. Children are not permitted to come to school before 8:25am when teacher supervision commences. Children attending supervised activities, band, sport training etc. are exempt.

If children arrive at school before 8:25am they will SIT ON THE SEATS outside the library or, in wet weather, under the library shelter until the teacher is on duty. In case of wet weather, children are supervised in classrooms from 8:25am.

10. Children are not to be in the classroom unless under teacher supervision.
11. Should a student require help or first aid he/she should approach the supervising teacher who will arrange for assistance to be given.
12. Children are encouraged to leave parents at the top of the "track" before they walk down to school.
13. Children arriving late (after the 8:55am bell) should report to the office to have their names recorded. They will receive a late note to show their teacher. If a child is frequently late, the parents will be notified.
14. Parents are required to pick up early leavers (appointments etc) by signing them out AT THE OFFICE. This is a Department regulation.

THE INTERNET ACCEPTABLE USE AGREEMENT

The NSW Department of Education & Training view computers and especially the Internet as one source of information that can aid your child's education.

The Internet enables the school community to access and retrieve information, share resources and communicate with people globally. With regular and increased usage, the Internet is providing opportunities to enhance our school's teaching and learning programs. To achieve this, students access the Internet via the classroom, school library and the computer rooms. Staff also access the Internet in the staff room or administrative areas to plan for these teaching and learning programs.

With the increased usage there is a need for all staff, students and parents to understand that there are rules governing the use of the Internet. The school has the right and responsibility to determine the level of access granted to students and staff as determined by the NSW Department of Education or school based restrictions. These restrictions have been put into place so that the technology is used in an appropriate way. It is necessary for students and parents to understand the rules and for parents to sign the following Internet contract agreeing to "acceptable use" in order for students to have access to the Internet and email facilities.

Students are to:

- Use the Internet only when they have permission and a teacher is present.
- Use the Internet only for activities and work set out by the teacher.
- Use email in line with Department of Education Policy.
- Understand there are consequences/disciplinary action for inappropriate use of the internet and email.
- Log on and off appropriately.
- Never share your password with others.
- Ensure they do not place their own or other people's personal information such as names, addresses, phone numbers or photographs onto the Internet.
- Acknowledge where they found information for use in their projects and other work.
- Understand that the information found on the Internet is not always accurate.
- Refrain from looking for or using unacceptable material on a school computer.
- Tell a teacher if they see any unacceptable material on a school computer.
- Understand that buying or selling using the Internet is not acceptable in the school community.
- Use only computer disks and/or thumb drives that are supplied by the school, in school computers.
- Understand that a computer virus can damage the computers and therefore must not introduce them to our school.

Any breach of these rules may result in the student not being allowed to use the Internet

MOBILE DEVICES AT SCHOOL

On Thursday 13 December 2018, the NSW government announced that the use of mobile devices during school hours will be restricted in NSW public primary schools

- Primary students can still take a phone to school but it will need to be kept in their bag or stored elsewhere and turned off during school hours, unless a teacher gives them permission.
- In emergencies, parents can still contact their children through their school administration offices.