



BUNBURY SENIOR HIGH SCHOOL

An Independent public school
Est. 1918

inspiring self belief

Dear Parent/Carer

Our school has access to the online services provided by the Department of Education. These increase the range of teaching tools available to staff and will enhance the opportunities available to students.

The Department's online services currently provide:

- individual email accounts for all students and staff
- access to the internet, with all reasonable care taken by schools to monitor and control students' access to web sites while at school
- access to email services from home if the home computer is connected to the internet
- access to the Connect system. Connect provides secure online access for parents or responsible persons such as guardian to teaching and learning information about their children via the Connect portal. Parents will be able to communicate easily with teachers and stay informed with their child's learning anywhere, anytime. You will be able to log in using a Department supplied secure user name to access Connect classes containing notices, resources, a calendar of events and class activities.

I am writing to you to:

1. Seek approval for your child to be given access to these online services
2. Seek permission to publish student work or images of students on websites
3. Seek permission to use lesson recordings for teacher development.
4. Have your student sign acknowledgement of the Acceptable User Agreement
5. Seek email information to allow us to set up a Parent Connect Account

If you agree to your son or daughter making use of these online services, please complete the permission slip/s attached to this letter. You will also need to ensure that your son or daughter reads or understands the acceptable usage agreement, also attached to this letter, before the permission slip is signed. All signed documents should be returned to school so that account/s can be created for your child.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure.

You should also be aware that general Internet browsing by your child from home or locations other than school is not monitored or filtered by the Department. Parents are responsible for supervision of your child's use of the internet from home.

Yours sincerely

**CRAIGE PETTIT
PRINCIPAL**

Parents (Secondary)

Communicate easily with teachers.

Stay informed with your child's learning anywhere, anytime.

Securely access your child's assessments and feedback.

Engage in your child's learning

Log in using a department-supplied secure user name to access Connect Classes containing notices, resources, a calendar of events and class activities.

Parents have a similar view in classes as students. Please refer to the Student Flyer Secondary for more information.

Class Name	New Items	Views	Comments
Mathematics Yr9 Mod...	0	5	1
Humanities Range: Soc...	0	1	0
Mathematics Yr10 Mod...	0	1	0
Contact 9F	0	0	0
Digital Media and An...	0	0	0
English Yr10 Module ...	0	0	0
English Yr9 Module B...	0	0	0
Food for Enjoyment Y...	0	0	0

Connect: My Connect



PERMISSION TO PUBLISH STUDENT'S WORK OR IMAGES OF STUDENTS ON THE WEBSITE

We request your permission for video or photographic images of your child to be taken during school activities. If such images are captured, they would be used for the purpose of educating students, promoting the school, or promoting public education. I am also seeking your permission for the school to publish images and/or samples of your child's work.

If you give your permission, the school may publish images of your child and/or samples of work done by your child in a variety of ways, including, but not limited to, online and hard copy school newsletters, Department of Education internet websites or intranet websites, school annual magazines and local newspapers. If published, third parties would be able to view the photographs and work.

If you sign the attached form it means that you agree to the following:

The school is able to publish images of your child and samples of your child's work as many times as it requires in the ways mentioned above. Your child's image may be reproduced either in colour or in black and white. The school will not use your child's image or samples of your child's work for any purpose other than for the education of students or for the general promotion of public education and the school. The school will only publish the first name of the student. Family names will not be revealed.

Any images captured by the school will be kept for no longer than is necessary for the above-mentioned purposes and will be stored and disposed of securely. Whilst every effort will be made to protect the identity of your child, the Department of Education cannot guarantee that your child will not be able to be identified from the image or work.

If you agree to permit the school to capture images of your child, and to publish images of your child, or samples of your child's work, in the manner detailed above, please complete the consent form below and return it to the school by the end of March. This consent, if signed, will remain effective until such time as you advise the school otherwise.

PERMISSION TO USE LESSON RECORDINGS FOR TEACHER DEVELOPMENT

On occasions, individual teachers may wish to use video recordings of lessons or classroom activities to inform their professional learning and development. Recordings made for this purpose will only be used within the school and will be deleted at least annually.

We request permission for your child to be included in any such recordings.

STUDENT ACCEPTABLE USAGE AGREEMENT

If you use the online services of the Department of Education you must agree to the following rules:

- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will not give anyone my password.
- I will not let others use my online services account unless it is with the teacher's permission.
- I will not access other people's online services accounts.
- I understand that I am responsible for all activity in my online services account.
- I will tell my teacher if I think someone has interfered with or is using my online services account.
- I understand that the school and the Department of Education may monitor any information sent or received and can trace activity to the online services accounts of specific users.
- If I find any information that is inappropriate or make me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- I will not attempt to access inappropriate material online or try to access Internet sites that have been blocked by the school or the Department of Education.
- I will not use or distribute material from another source unless authorised to do so by the copyright owner.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented.
- I will follow the instructions of teachers and only use online services for purposes which support my learning and educational research.
- I will be courteous and use appropriate language in all Internet communications.
- I will not use the Department's online services for personal gain or illegal activity, to bully, offend or intimidate others or send inappropriate materials including software that may damage computers, data or networks.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

I understand that:

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account.
- The misuse of online services may result in the withdrawal of access to services other consequences dictated in Schools policy: and I may be held legally liable for offences committed using online services.
- I agree to abide by the acceptable usage agreement for school students.
- I understand that if I am given an online service account and break any of the rules in the agreement; it may result in disciplinary action, determined by the principal in accordance with the Department's Behaviour Management in Schools policy.



PERMISSION FOR STUDENT TO HAVE AN ONLINE SERVICE ACCOUNT, PARENT ACCESS TO CONNECT, CONSENT TO PUBLISH STUDENTS WORK OR IMAGES, STUDENT ACCEPTABLE USER AGREEMENT

I have read and understand the attached information.

Student Name:

Student Signature:

Parent/Carer Name:

Parent/Carer Signature:

1. ONLINE SERVICE ACCOUNT INFORMATION

I give permission for my child to have an online services account? Yes No

I agree to and understand the responsibilities my child has using the online services provided at school for educational purposes in accordance with the acceptable usage agreement for school students. I also understand that if my child breaks any of the rules in the agreement, that the principal my take disciplinary action as provided in policies of the school or the Department of Education.

2. CONSENT TO PUBLISH STUDENT WORK OR IMAGES

I give permission for the school to publish work or images of my child. Yes No

I agree to the videoing or photographing of my child during school activities for use by the school in educating students and promoting the school and public education. I also agree to the publication of images or samples of work of my child in ways including, but not limited to, websites or intranet web sites of the Department of Education, school newsletters (print and online), magazines and the local newspaper, subject to the conditions set out above. I will notify the school if I decide to withdraw this consent.

3. LESSON RECORDINGS

I give permission for my child to be included in lesson recordings used for in-school teacher development activities. Yes No

4. STUDENT USER AGREEMENT

I have read and understand the attached Student User Agreement: Yes

5. CONNECT ACCOUNT INFORMATION

Primary Email (Parent):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Secondary Email:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

