



Student Consents

Student Name: _____

Year Level: _____

Date: _____

NOTE: please complete and return with enrolment forms



**Government
of South Australia**

Department for Education



MOONTA AREA SCHOOL

"Learning, Caring, Sharing" The Future is in our hands.



Government of South Australia
Department for Education

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CONSENT FORM FOR CHIEF EXECUTIVE APPROVED EARLY DISMISSALS (to be obtained at enrolment)

Please use block letters when filling out this form

As a parent of:

STUDENT/CHILD'S NAME	
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I:

PARENT NAME	
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give my consent for them to be dismissed early under the following conditions:

- up to 1 hour before the normal end of the school day on the last school day before the Easter long weekend;
- up to 1 hour before the normal end of the school day no more than 4 times a year for the purpose of the end of school terms;
- up to 1 hour before the normal end of the school day for the purpose of an annual school sports day;
- up to 1 hour before the normal end of the school day for the purpose of an annual district-wide sport carnival; and
- up to 1 hour before the normal end of the school day in the event of an extreme heatwave declared by the State Emergency Services, or where the health and safety of the children at the school are considered at risk due to the absence, localised failure or poor performance of air conditioning on days of extreme heat (36 degrees or above).

Parents will be notified in advance (minimum 1 month) of the reason, time and date of the above early dismissals through the normal communication channels used between the school and parents, including, but not limited to, school newsletters and the schools website.

For early dismissals relating to 'extreme heat' scenarios parents will be notified as soon as possible before students are dismissed.

Agreement

- I agree and acknowledge that my consent (if provided) will remain active/in place for the entire time my child is enrolled and attending at the school unless I withdraw it by notifying the principal (or delegate) either in writing or by telephone.

Signed: _____

Date: / /

Media Consent Form – Child/Student

Permission to use image, video, voice, and/or creative work of students and children

The Department for Education develops teaching, learning and promotional materials and publishes them in print and digitally, including public online environments. Students and children may also publish their own materials online.

This form applies to all Department for Education settings including schools, preschools, corporate, early childhood services, Office for the Early Years and Skills SA.

I give consent for the Department for Education to create, use and/or reproduce:

- **samples of my child's creative work**
- **images, video and/or audio recordings of my child**
- **my child's name and school/preschool/education setting name**

and publish/distribute them with (please choose ONE only):

FULL CONSENT - Internal, external and promotional use.

- Internally including secure intranets and platforms, newsletters, year books, internal publications etc
- Externally including public websites, social media, print publications, recognised traditional media (broadcast, online, print) etc
- Promotionally including advertising and marketing materials etc

PARTIAL CONSENT - Internal and external use.

- Internally including secure intranets and platforms, newsletters, year books, internal publications etc
- Externally including public websites, social media, print publications etc

LIMITED CONSENT - Internal use.

- Internally including secure intranets and platforms, newsletters, year books, internal publications etc

I understand that permission (including previously granted consent) will continue until it is revoked in writing to the principal, preschool director or relevant corporate office manager.

I understand that this consent form grants the Department for Education and associated external organisations to use the media under the Creative Commons Non-Commercial Licensing.

Please note:

- Additional consent requirements are not unreasonable and should be requested in writing to the school, preschool or corporate manager.
- Items might not appear in exactly the form submitted and not every item will be used.
- Items which contain images/references to Aboriginal and Torres Strait Islander people may be accompanied by warning text to indicate that the work may include deceased persons.
- Where permission is revoked, every effort will be made to remove relevant media from distribution, however this may not be possible or practical in some situations.
- This form must be filed in a central location at the associated school, preschool or corporate office.

Signatures

Full name of child/student:

Date: / /

School/preschool/setting:

Parent/guardian's name(s):

Parent/guardian's signature(s):

Moonta Area Schools ICT Agreement Form for Reception to Year 12

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that *students* will have access to a broad range of ICT's to enhance their learning and will, in return, expect the *students* to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will not disclose or share personal information about myself or others when on-line.
- I will not engage in cyber-bullying of anyone including students and staff members.
- I understand that DfE has internet filtering in all schools but it is not possible to block all sites. I will immediately report to a staff member any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so eg on-line gaming, internet shopping, file sharing, or video broadcasting (eg YouTube), social networking unless I have permission of a member of staff to do so.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will not take or distribute images of anyone without their permission.
- I understand that if a staff member suspects that I have been using personal devices inappropriately the principal has the right to confiscate the device and hand it to the police for investigation.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, suspension, contact with parents and in the event of illegal activities involvement of the police.

**Moonta Area School
Reception to Year 12
CYBER-SAFETY USE AGREEMENT**

I have read and understood this Cyber-Safety User Agreement and I am aware of the school's initiative to maintain a cyber-safe learning environment.

Name of Student	Year Level/Class	Signature of Student	Date

For the parent/caregiver/legal guardian: My responsibilities include:

- Reading this Cyber Safe User Agreement carefully and discussing it with my child so we both have a clear understanding of our roles in the school's work to maintain a cyber-safe environment;
- Encouraging my child to follow the cyber-safe strategies and instructions;
- Contacting the school if there is any aspect of this Use Agreement I would like to discuss;
- Being vigilant in the monitoring of my child's ICT use.

Name of parent/caregiver/legal guardian: _____

Signature of parent/caregiver/legal guardian: _____

Date: _____

Please note: This agreement will remain in force for the students' school life. If it becomes necessary to add/amend any information or rule, you will be advised in writing.

Student use of mobile phones and personal devices at Moonta Area School

Scope

Moonta Area School's policy is implemented in line with the Department for Education's [Student use of mobile phones and personal devices policy](#), which applies to all government schools. This document provides direction to students, staff, and families about managing personal devices that students choose to bring to school.

For the purposes of this policy, **personal devices** include mobile phones, smart watches and other digital devices that are capable of sending or receiving messages or calls and/or able to connect to the internet, and personal laptops or iPads that are not owned by the school and have not been brought to school by the student under a separate Bring Your Own Device (BYOD) agreement.

Rationale

With the widespread and increasing ownership of mobile phones and other devices among students it is critical that schools, in partnership with families, provide clear guidance for students to become informed, safe, respectful, and responsible digital citizens.

It is the Department for Education's position that access to personal devices during school hours must be managed so that students can be fully present in their learning and in their interactions with their teachers and peers.

The aim of this policy is to help promote:

- safe environments with reduced negative impacts of inappropriate use of devices at school, such as cyberbullying, exposure to harmful content, and critical incidents that involve mobile phones
- classroom environments where teachers can teach, and students can learn, free from distractions caused by personal use of devices
- use of breaks as quality time away from screens, encouraging physical activity and play and meaningful face-to-face connections with peers.

Personal devices at school

Students are permitted to bring personal devices to school:

- as a measure to ensure their safety while travelling to and from school
- so that parents and part-time employers can contact them outside of school hours
- so they can be contacted about a person under their own care, where applicable
- to be used during school hours in line with an exemption that has been approved by the school under this policy.

While students are at school, or attending school activities, they must comply with any reasonable directions given by school staff in line with this policy regarding their personal devices.

The Department for Education's policy requires all students at all department schools to **keep personal devices 'off and away' between the start and end of each school day, and while they are attending school activities off-site, such as camps and excursions.**

Students will not be able to access their personal devices at any time during school hours, unless they have received an approved [exemption](#) from the school to use the device for a specific, agreed reason. This means both physical access and remote access (e.g. connecting with the personal device via hotspot or using paired headphones).

- SACE class teachers may give permission for students {on an individual or whole- class basis) to use personal devices in the classroom for a specified learning activity.

Roles and responsibilities

Principal

- Make sure:
 - The school’s policy has been endorsed or ratified by Governing Council and is clearly communicated and accessible to all students, staff and families
 - There is a process for regular review of the school’s local policy
 - Secure storage is provided for students personal devices that are handed in to school staff and individual lockers or locks that the school provides for students to store their belongings are appropriately secure
 - Processes are in place for monitoring internet and school network use by all members of the school community.
- Enforce the policy and responses to instances of non-compliance.
- Consider requests for exemptions from the policy from parents and independent students due to exceptional circumstances on a case-by-case basis. Make sure that approved exemptions in this category are documented and that relevant staff, including temporary relief teachers, are informed about students with an exemption.
- Model appropriate use of mobile phones and support school staff to do the same. Support families to understand the importance of promoting safe, responsible, and respectful use of mobile phone to their children.
- Report and respond to incidents of inappropriate or illegal use of personal devices in line with department policy and procedures and any legal requirements.

School staff

- Deliver learning opportunities and maintain a safe and productive learning environment. Take steps to minimise distractions from the non-educational use of personal devices in the learning environment.
- Respond to instances of non-compliance in line with the school’s policy.
- Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legal requirements.
- Ensure students who are given permission to access their personal device use it appropriately and only for the specified purpose, and store their personal devices away after the exempted activity has concluded.
- Make sure that any student personal devices handed in for their care are stored in a secure location and are returned to the student (or their parent) by the end of the same school day.
- Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible, and respectful use of mobile phones to their children. Use mobile phones for work-related/emergency purposes only when students are under their care.

Students

- Comply with the requirements of this policy and follow all reasonable directions from the principal and school staff.
- Switch all personal devices off, or into flight mode, on arrival at school each day and store it away as specified in this policy.
- Notify a school staff member as soon as possible if feeling unwell or experiencing any other issues at school. Use the school’s sign-out processes in all cases where requiring early collection from school.