

TRARALGON SOUTH PRIMARY SCHOOL NO. 2114

Street Address: 13 - 19 Keith Morgan Drive Traralgon South 3844
 Postal Address: RMB 3015 Traralgon South 3844
 Telephone: (03) 5195 5244
 Facsimile: (03) 5195 5477
 Email: traralgon.south.ps@education.vic.gov.au



CONSENT FORM

The purpose of this form is to obtain parent/carer consent for the items listed below for the duration of your child's education at Traralgon South Primary School. Please complete and sign each permission type as per your individual preferences.

CHILD NAME: _____

PARENT NAME: _____ **DATE:** _____

PERMISSION TYPE	DETAILS	CONSENT
Local Excursions	<p>I have read all the provided information as detailed in the document titled "<i>Local Excursions</i>." I understand that:</p> <ul style="list-style-type: none"> • To ensure the school has up-to-date health and contact information about my child, I need to inform the school if this information changes. • The school will notify me prior to a planned local excursion(s) taking place. • I may withdraw my consent for any/all local excursions at any time prior to the day of the excursion by contacting the General Office. 	<p>I do / do not give my child permission to attend local excursions at Traralgon South Primary School.</p> <p>Signed:</p> <p style="text-align: center;">_____</p>
Head Lice Inspections	<p>I have read all the provided information as detailed in the document titled "<i>Head Lice Inspections</i>." I understand that head lice inspections include a physical examination of my child.</p>	<p>I do / do not give permission for Traralgon South Primary School to undertake head lice inspections.</p> <p>Signed:</p> <p style="text-align: center;">_____</p>
Media Consent	<p>I have read all the provided information as detailed in the document titled "<i>Photography, Filming and Recording Students</i>." I understand that if I were to opt out at a later date, it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain. I am also aware further information can be found in Traralgon South Primary School's <i>Photography, Filming and Recording Students Policy</i>, located on their website.</p>	<p>I do / do not consent to the use of images of my child <u>within the physical school environment</u> (e.g.) in displays, and on noticeboards.</p> <p>I do / do not consent to the use of images of my child <u>within the school community</u> (e.g.) in classroom blogs and apps only accessible by students, parents/carers and/or school staff with passwords, such as <i>uEducateUs</i>.</p> <p>I do / do not consent to the use of images of my child <u>beyond the school community</u> (e.g.) publicly available, such as on the school website, newsletter, promotional material, and social media accounts.</p> <p>Signed:</p> <p style="text-align: center;">_____</p>
ICT Acceptable Use	<p>I have read all the provided information as detailed in the document titled "<i>ICT Acceptable Use</i>."</p>	<p>My child agrees to comply with the terms of acceptable use and expected standards of behaviour, and together we understand there are actions and consequences established within the relevant school policies if appropriate behaviour is not exhibited.</p> <p>Signed:</p> <p style="text-align: center;">_____</p>

Please inform the school if guardianship/custody changes for your child, as this form will need to be re-signed to reflect these changes. Please also inform the school in writing if you no longer wish to provide consent for any of the above.

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LOCAL EXCURSIONS

Traralgon South Primary School may take students outside of school grounds to undertake educational activities in the local area. This form does not relate to excursions that go beyond the local area.

Local Excursions:

Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'. These can be on an impromptu, one-off, or recurring basis.

Local excursions that your child may participate in could include:

- Physical Education lessons at CATS Cricket Oval – students will walk to the neighbouring CATS Cricket Oval for sporting activities.
- Lessons in adjoining bushland – students will walk to adjoining bushland for occasional outdoor lessons.

Notification of Local Excursions:

Traralgon South Primary School will not seek further consent from you before local excursions take place. However, we will provide advance notice to parents/carers of upcoming **planned local excursions** through the school newsletter, class notes, uEducateUs posts, Facebook posts, and/or a personal phone message.

For local excursions that occur on a recurring basis, Traralgon South Primary School will notify parents/carers once only prior to the commencement of the planned recurring event (e.g.) weekly sports lessons at the local oval.

Please keep the school informed of any updated contact details to ensure you receive these notifications.

First Aid and Medical Attention:

Where necessary, school staff will administer first aid. School staff will also seek emergency medical attention for your child if it is considered reasonably necessary. Any costs associated with student injury rest with parents/carers unless the Department of Education and Training (DET) is liable in negligence (liability is not automatic).

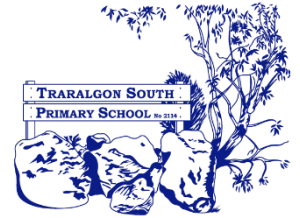
Accident and Ambulance Cover:

The DET does not provide student accident insurance or ambulance cover. Parents may wish to obtain this cover, depending on their health insurance arrangements and any other personal considerations.

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HEAD LICE INSPECTIONS

Primary responsibility for the control of infectious diseases, including head lice, lies with individuals, families and public health experts. While parents have the main responsibility for the detection and treatment of head lice, schools can assist with controlling and preventing the spread of head lice in a consistent and coordinated manner. Traralgon South Primary School is aware that this can be a sensitive issue and is committed to maintaining student confidentiality, avoiding stigmatisation and providing education regarding this subject.

Throughout your child's schooling, Traralgon South Primary School may need to inspect students for head lice. In accordance with Department of Education and Training (DET) guidelines, whilst parent/guardian consent is not required for visual checks without physical contact, head lice inspections that include a physical examination are often a more effective means for accurate detection. Parent/guardian consent is required for a head lice inspection that includes a physical examination.

The inspections of students will generally be conducted by school staff. On occasion, it may be necessary for Latrobe City Health Department staff to participate in these checks.

The person conducting the head lice inspections will check through each student's hair to see if any lice or eggs are present. In cases where head lice and/or live eggs are found, the person inspecting the student will inform the student's teacher and the Principal. The school will make appropriate contact with the parents/guardians regarding DET policy of isolating children found with live head lice and/or eggs. The DET require that where a child has live head lice, that child is to be excluded from school until the day after appropriate treatment has commenced. Traralgon South Primary School may also undertake a secondary head lice inspection on the students return to school.

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PHOTOGRAPHY, FILMING AND RECORDING STUDENTS

There are many occasions during the school year when staff photograph, film or record students participating in school activities and events. We do this for many reasons, including but not limited to, to celebrate student participation and achievement, showcase learning programs, document a student's learning journey, camps/excursions/sports events, and to communicate with our parents and school community in newsletters and on classroom apps.

Our **Photography, Filming and Recording Students Policy** describes how we will collect and use photographs, videos, and recordings (images) of students. The policy also explains when parent/carer consent is required and how it can be provided and withdrawn.

Please note there are uses of images that do not require consent. These include curriculum-based activities (i.e. class work), identity management, managing behavioural and safety incidents, to support a student's health and wellbeing, and to provide individual feedback or communication to a student, their parents/carers and/or school staff. If you have any concerns about the use of photographs in our school, for example, due to safety or cultural reasons, please contact the Principal on (03) 5195 5244 or traralgon.south.ps@education.vic.gov.au.

This **Consent Form** describes:

- situations where consent is required and seeks that consent
- how personal information will be handled in regard to privacy law
- ownership and reproduction of images

If you would like to withdraw or change your consent at any time, you must notify us on (03) 5195 5244 or traralgon.south.ps@education.vic.gov.au. If consent is withdrawn verbally, we will make a written record of this. Please note, it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

We will provide an annual reminder to parents about our **Photographing, Filming and Recording Students Policy** via the school newsletter. We will also notify parents when implementing software that may include photos of students, giving parents an opportunity to discuss any concerns or preferences.

This consent form applies to images of students that are collected and used by our school. We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events (e.g. concerts, sports events etc) do so in a respectful and safe manner and that images of students are not publicly posted (e.g. to a social media account) without the permission of the relevant parent/carer.

If you do not understand any aspect of this consent form, or you would like to talk about any concerns you have, please contact our school on (03) 5195 5244 or traralgon.south.ps@education.vic.gov.au.

Privacy

Photographs, video and recordings (**images**) in which your child is identifiable are considered 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may

be a collection of your child's personal information. The school is part of the Department of Education (**the department**). The department values the privacy of every person and must comply with the *Privacy and Data Protection Act 2014* (Vic) when collecting and managing all personal information. For further information refer to the **Schools' Privacy Policy** (<http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>).

Ownership and Reproduction

Copyright in the images will be wholly owned by the school. This means that the school may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

Consent for Use of Images

Our school uses images in a number of ways. Please read the categories below, then indicate your opt-in consent by using the tick boxes at the bottom of this form.

Use of images within the physical school environment

If you consent, photographs, video or recordings of your child may be used by our school within the school environment in any of the following ways:

- for display in school classrooms (e.g.) in displays of student work, on noticeboards to celebrate achievements
- To support student's health and wellbeing (e.g.) photographs of pencil grip to assist in OT assessments

Use of images within the school community

If you consent, photographs, video or recordings of your child may be used by our school within the school community in any of the following ways:

- In the school's online communication, learning and teaching tools (for example, emails, classroom blogs or apps that can only be accessed by students, parents/carers or school staff with passwords, such as *uEducateUs*, etc.)

Use of images beyond the school community/publicly

If you consent, photographs, video or recordings of your child may be used in publications that are accessible to the public, including:

- On the school's website, including in the school newsletter which is publicly available on the website; and
- On the school's social media accounts.

We will notify you individually if we are considering using images of your child for specific advertising or promotional purposes.

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ICT ACCEPTABLE USE

School Profile Statement:

At Traralgon South Primary School, we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the school's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our school we:

- Have a Student Wellbeing and Engagement Policy, Statement of Values and School Philosophy Policy, and Bullying Prevention Policy that outlines our school's values and expected student behaviour. These policies include online behaviours;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
 - See: [Duty of Care and Supervision](#)
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed;
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students; and
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation.

Student Safe and Responsible Behaviour Expectations:

When student's use digital technologies, they are expected to communicate respectfully by:

- Always thinking and checking that what they write or post is polite and respectful;
- Being kind to their friends and classmates and thinking about how the things they do or say online might make them feel;
- Not sending mean or bullying messages or forwarding them to other people; and
- Creating and presenting their own work, and if they copy something from online, let their audience know by sharing the website link to acknowledge the creator.

When students use digital technologies, they protect personal information by being aware that their full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means they are to:

- Protect their friends' information in the same way;
- Protect their passwords and don't share them with anyone except their parent/carer;
- Only ever join spaces with their parent/carer or teacher's guidance and permission;
- Never answer questions online that ask for personal information; and
- Know not to post three or more pieces of identifiable information about themselves.

When students use digital technologies, they respect themselves and others by thinking about what they share online. This means they:

- Stop to think about what they post or share online;
- Use spaces or sites that are appropriate, and if unsure they ask a trusted adult for help;
- Protect friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information;
- Speak to a trusted adult if they see something that makes them feel upset or if they need help;
- Speak to a trusted adult if someone is unkind to them or if they know someone else is upset or scared;
- Don't deliberately search for something rude or violent;
- Turn off or close the screen if they see something they don't like and tell a trusted adult; and
- Are careful with the equipment they use.

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