

Student Online Services Consent Forms



Beeliar
PRIMARY SCHOOL

BEELIAR PRIMARY SCHOOL

Please complete and return ALL forms to the office. Copies of these forms are available from our website under Our School>Policies and Procedures.

[Policies and procedures – Beeliar Primary \(beeliarps.wa.edu.au\)](http://beeliarps.wa.edu.au)

Dear Parents, Carers and Guardians,

The Department of Education WA has a new mandatory Student Online Services Policy which requires all schools to gain consent from parents for a range of Online Activities undertaken by students or the school. Some of these replace existing consent requests that were on Enrolment Forms previously.

All the forms are contained in this booklet. Please read each form and sign the consent form where you agree to the conditions/information provided on the form. This information will then be kept on Student's Records while they attend Beeliar Primary School. The forms are summarized below.

Appendix B: Permission to have an Online Account. This ensures students have a DoE WA account and can access the Internet and other Online Services

Appendix C or D: This is an agreement by Students to use all online services in an acceptable way. You only need to sign the Year Level form that is applicable to your child. When children move from Year 2 to 3, a new agreement will need to be signed.

Appendix F: Permission to Publish Student's Images and Work. This includes any images or work being published online, for example on our Website, Facebook page or through Connect.

Student Mobile Phones in Schools Policy: This reflects the Department of Education Policy regarding Mobile phone use in public schools.

Appendix G: Third Party Services Notification. These are third party services where student information is used, however these don't require your consent, but we just notify you that they are being used. This form does not need to be signed.

Appendix H: Third Party Services Bundled Consent. These are third party services that the department has assessed as being able to be bundled together for consent. Signing this form allows all these services to be used.

Appendix I: Third Party Services Explicit Consent. These are third party services that the department has assessed as requiring individual consent for each service. Consent (or Not) is to be indicated for each service and then the form signed.

If you have any questions regarding these forms or are unsure what to enter on any of the forms, please don't hesitate to contact the school.

Louise O'Donovan
PRINCIPAL



Beeliar
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APPENDIX B. PERMISSION FOR STUDENTS TO HAVE AN ONLINE SERVICES ACCOUNT

Student's first name: _____

Student's last name: _____

School: **Beeliar Primary School**

Class / Form / Room: _____

Parent

- I give permission for my child to have an online services account.
 I DO NOT give permission for my child to have an online services account.

I understand and agree that my child has responsibilities when using the online services provided at school for educational purposes, in accordance with the Acceptable Use Agreement for school students.

I also understand that if my child breaks any of the rules in the agreement that the principal may take disciplinary action in accordance with the Department's Student Behaviour Policy and Procedures.

Name of parent: _____

Signature of parent: _____ Date: _____

Note: While every reasonable effort is made by schools and the Department of Education 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.

The Department cannot filter internet content accessed by your child from home or from other locations away from the school. The Department recommends the use of appropriate internet filtering software at home.

Office use only: Processed on: _____ by (initials): _____
Note: This agreement should be filed by the school.



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APPENDIX C. ONLINE SERVICES ACCEPTABLE USE AGREEMENT (K-YEAR 2)

I agree to follow the rules set out below when I use the Department-provided online services:

- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- I will tell the teacher if I see anything that makes me feel uncomfortable or unsafe that I know I should not access or view at school.
- I will say where other people's pictures or words come from if I copy them from the internet.
- I will check with the teacher before giving information about myself or anyone else when using online services.
- I will take care when using the school's computer equipment.
- I will not use any online service to be mean, rude or unkind about other people.

I understand that if I use the internet or my online account in a way that I should not, then I may not be able to use these in the future.

Name of student: _____

Signature of parent: _____

Date: _____

Office use only: Processed on: _____ by (initials): _____

Note: This agreement should be filed by the school and a copy kept by the student

APPENDIX D. ONLINE SERVICES ACCEPTABLE USE AGREEMENT (YEARS 3-6)

I agree to follow the rules set out below when I use the Department-provided online services:

- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- If I find any information that is inappropriate or makes me feel upset or confused I will tell a teacher about it. Some of these things may include violence, racism, pornography, or content that is offensive, intimidating or encourages dangerous or illegal things.
- I understand the school and the Department of Education can monitor my use of online services.
- I will use appropriate language in all internet communications.
- If I use other people's work taken from the internet as part of my own research and study I will acknowledge them as the owner.
- I will check with the teacher before sharing images or giving information about myself or anyone else when using online services.
- I will take care of the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

I understand that:

- I am responsible for my actions while using online services and may be held responsible for any breaches caused if I allow any other person to use my online account;
- If I misuse any online services I may be held liable and the principal may take further action.

Name of student: _____

Signature of parent: _____

Date: _____

Office use only: Processed on: _____ by (initials): _____

Note: This agreement should be filed by the school and a copy kept by the student



APPENDIX F. PERMISSION TO PUBLISH STUDENTS IMAGES AND WORK FOR SCHOOL PURPOSES

Dear parent

Your permission is sought for the school to publish video or photographic images of your child and/or samples of your child's school work to be used by the school and the Department of Education. The purpose of using the images or work will be activities such as promoting the school, school events and student achievements.

Your child's image and/or school work may be published for the above purposes in a range of formats such as hardcopy and digital, including audio and video file formats, and published to a range of media including but not limited to school newsletters, email, school and Department of Education intranet and internet sites including social media websites (e.g. Facebook, YouTube etc.), any third party applications and local newspapers in hardcopy and digital formats, which may enable viewers/readers to identify your child.

The school will endeavour to limit identifying information that accompanies images of your child or child's work; however, there will be occasions when your child's name, class and school may be published along with images.

If you agree to this use of your child's image and school work please complete the consent below and return this whole permission form to the school by **as soon as possible**. Once signed, the consent will remain effective until such time as you advise the school otherwise.

Louise O'Donovan
PRINCIPAL
Beeliar Primary School

PERMISSION ***(do not detach)***

I agree to the videoing or photographing of my child and my child's school work during school activities for use by the school and the Department of Education in the ways stated above.

IMPORTANT: I understand that while the school and Department of Education will only publish my child's information for the above-stated purposes, the internet is accessible by any person worldwide. I understand that my child's information can be accessed, copied and used by any other person using the internet (e.g. shared through social media such as Facebook, YouTube, etc.). I understand that once my child's information has been published on the internet the school and Department of Education have no control over its subsequent use and disclosure. I understand that I can withdraw this permission at any time by contacting the school or Department in writing; however, this will not affect materials that have already been published and disseminated.

Name of student: _____ Form / Class: _____

Signature of student: _____ Date: _____

Signature of parent: _____ Date: _____

Note: This consent form should be filed by the school and a copy provided to the parent.



BEELIAR PRIMARY SCHOOL STUDENT MOBILE PHONES IN SCHOOLS POLICY

Policy

The Department of Education does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purpose.

It is important to note that it is not a requirement at Beeliar Primary School for students to have a mobile phone at school.

Beeliar Primary School recognises that an increasing number of parents/carers who for safety, security and/or emergency purposes wish to provide their children with mobile phones. This policy details the conditions under which mobile phones are permitted at Beeliar Primary School.

Conditions of Use

- **The use of mobile phones for all students will be banned from the time they arrive at school to the conclusion of the school day. This includes before school and at break times. Students are not permitted to have mobile phones in their possession during the school day.**
- **Mobile phones must be switched off and handed to the classroom teacher before the commencement of the school day. Students can collect their mobile phone at the end of the school day. The classroom teacher will clearly identify and secure the students mobile phone.**

Exemptions and Communication

- Exemptions to this ban include where a student requires a mobile phone:
 - to monitor a health condition as part of a school approved documented health care plan; or
 - under the direct instruction of a teacher for educational purposes; or with permission of a teacher for a specified purpose.
- Smart watches must be in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day.
- Beeliar Primary School has duty of care for all students when they are attending the school. All communication between parents and students, during school hours, should occur via the school's administration.

Breaches of this Policy

- Breaches of this policy will be managed in accordance with the *School Behaviour Management Policy and Procedures*.
- Students who do not comply with this policy will have their mobile phone confiscated and held at the administration office. The Parent/Carer will be informed and requested to collect the mobile phone at their earliest convenience.

For the purposes of this policy, 'mobile phones' includes smart watches and associated listening accessories, such as, but not limited to, headphones and ear buds.

Name of student: _____

Signature of parent: _____

Date: _____ / _____ / _____

Note: This consent form should be filed by the school and a copy provided to the parent.

APPENDIX G: NOTIFICATION TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES



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The following third party services are being used in our school. Please contact the school if you have any queries.

Name of Service	Type of service	What do I need to know	Further information
Infiniti https://www.concordinfiniti.com	Library Management System	Personal Information Requested <ul style="list-style-type: none">• School name• Student email• Parent email• School year• Gender (optional)• Student name• Parent name• Class details• Profile or other photos (optional)	Data Located within Australia
PROBE 2 - Reading Comprehension Test (ACER) https://shop.acer.edu.au/	Reading Comprehension Testing	Personal Information Requested <ul style="list-style-type: none">• Staff/teacher name• Staff/teacher personal information• Staff/teacher email• Staff/teacher other data	Data Located within Australia

Note: This Page is for notification only and does not need to be signed.

APPENDIX H: REQUESTING CONSENT TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES



The following third party services are being used in our school. These services require us to share some personal information about your child and **require you to provide consent** for each service before we do so.

Information requested by these services may include: School Name, Staff and Class Names, Student Names, Dates of Birth, School Years, Student identifier numbers, Grades or Performance, Student work/content, Gender.

Please contact the school if you have any queries.

Name of Service	Type of service	What do I need to know	Further information
CNAP Best Performance	An online portal where teachers can analyse student's strengths and weaknesses and build Australian Curriculum linked learning plans from this data.	<ul style="list-style-type: none"> Student identifiers Grades and Performance Data 	https://bestperformance.com.au/ Data Location: Within Australia
Kapture Photography	This is a school photography service.	<ul style="list-style-type: none"> Student identifiers 	https://www.kapture.com.au Data Location: Within Australia
Mathletics	This service provides an online maths program for students. Includes: Numbeanies https://www.mathletics.com/au/	<ul style="list-style-type: none"> Student Identifiers Grades and Performance Data 	https://www.mathletics.com/au/ Data Location: Within Australia
PAT-Progressive Achievement Testing-ACER	Progressive Achievement Test is a series of tests to provide objective, norm-referenced information about students' skills and understandings in a range of key areas.	<ul style="list-style-type: none"> Student Identifiers Grades and Performance Data Parent contact Information 	https://www.acer.org/au/pat Data Location: Within Australia
Prime Mathematics	Mathematics program	<ul style="list-style-type: none"> Student identifiers Grades and Performance Data 	http://scholasticprimemathematics.com/ Data Location: Within Australia
Reading Eggs	An online reading program that assists children learning to read.	<ul style="list-style-type: none"> Student identifiers 	https://readingeggs.com.au Data Location: Within Australia
Showbie	A service used to assign, collect and review student work.	<ul style="list-style-type: none"> Student identifiers Grades and Performance Data 	https://www.showbie.com Data Location: Outside Australia
Class Dojo	School communication platform that includes student portfolios and behavioural management.	<ul style="list-style-type: none"> Student identifiers Parent contact Information 	https://www.classdojo.com/ Data Location: Outside Australia
Torch-Tests of Reading Comprehension (ACER)	Tests of reading comprehension	<ul style="list-style-type: none"> Student Identifiers Grades and Performance Data Parent contact Information 	https://www.acer.org/au/tsa/torch-3rd-edition Data Location: Within Australia

I consent to my child's information being provided, if required, to each of the above service providers until the end of Year 6 of his/her schooling at Beeliar Primary School.

Parent/Guardian Name:	Student Name:
Date:	Student Year Level:
Signed:	

Appendix I: REQUESTING CONSENT TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES (EXPLICIT CONSENT)



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The following third party services are being used in our school. These services require us to share some personal information about your child and **require you to provide consent for each service** before we do so.

Please contact the school if you have any queries.

Name of Service	Type of service	What do I need to know	Further information	Consent
HearBuilder	Online Foundational Literacy Program	<p>Information provided: Staff/teacher: name, email and other data Student: name, email, work/content, geolocation and other data</p> <p>How the information is used: Builds following directions, phonemic awareness, sequencing, and auditory memory skills.</p> <p>Where the information is stored: Outside Australia</p>	<p>Website https://www.hearbuilder.com/</p> <p>Link to privacy policy www.educationsoftware/privacy-policy/</p> <p>Link to Terms of use www.educationsoftware/tou/</p>	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent
StudyLadder	Online Teaching and Learning activities	<p>Information provided: Staff/teacher: name, email and other data Student: name, gender and grades or performance data Parent: name and contact information</p> <p>How the information is used: Online educational activities.</p> <p>Where the information is stored: Outside Australia</p>	<p>Website https://www.studyladder.com.au/</p> <p>Link to privacy policy https://www.studyladder.com.au/about/privacy</p> <p>Link to Terms of use https://www.studyladder.com.au/about/terms</p>	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent

I have read the terms of use and privacy policy for each of the websites listed. I understand that my child's personal information, as described above, will be provided to these third party service providers for the purpose of my child's education and that this information may be stored outside of Australia.

Parent/Guardian Name:	Student Name:
Date:	Student Year Level:
Signed:	