Information and Communication Technology Policy

RATIONALE
St James ICT facilities are provided to allow students and staff to access and use a variety of multimedia hardware, software and information sources, including the Internet and Email. These facilities are provided to further the Educational goals of the school community, through access to unique resources and opportunities for collaborative work.

GOALS
• To provide up to date information and communication technologies through a sequential and systematic plan for purchase and maintenance.
• To use ICT to enhance teaching and learning across the curriculum.
• To use ICT to provide rich and stimulating learning experiences that will engage and motivate students for learning.
• To use ICT as a means of efficient communication between teachers, students, parents and the wider community.
• To teach students about responsible use of ICT and the skills to gain maximum benefit. i.e. Cybersafety
• To provide supervision and safeguards to ensure appropriate use of all ICT and Internet access.

GUIDELINES FOR IMPLEMENTATION
• Students and parents sign an “Acceptable Use Agreement in Year Prep (active until the end of Year 2) and in Year 3 (active until the end of Year 6) This agreement outlines expectations, responsibilities and procedures for ICT use at St James
• Cybersafety sessions are conducted by ACMA staff every two years for staff, students and parents. All school school staff reinforce cybersafety strategies within their programs and the Multimedia specialists conducts specific Cybersafety programs with classes from Prep-6
• Parents sign a consent form giving the school permission to use student photos and work samples on the internet (school newsletter, website and blogs). This consent remains active whilst the child is enrolled at St James.
• Blogs are created and maintained by classroom teachers and other specialist areas
• Students have a Multimedia specialist lesson once a week
• Classroom teachers have the opportunity to access the Multimedia Lab
• Staff are encouraged to incorporate multimedia and digital resources as part of all programs
• Staff PD is conducted onsite and offsite to keep abreast of current technologies and their educational applications.
This document is comprised of this cover page and three sections:

Section A: Introduction

Section B: Cybersafety Rules for Junior Primary Students

Section C: Cybersafety Use Agreement Form.

Instructions for parents*/caregivers/legal guardians

1. Please read sections A and B carefully.
2. Discuss the cybersafety rules with your child.
3. Sign the Use Agreement Form (Section C) and return that page to the classroom teacher
4. Please keep sections A and B for future reference.

* The term ‘parent’ used throughout this document also refers to caregivers and legal guardians.

Important terms used in this document:

(a) The abbreviation ‘ICT’ in this document refers to the term ‘Information and Communication Technologies’

(b) ‘Cybersafety’ refers to the safe use of the Internet and ICT equipment/devices, including mobile phones

(c) ‘School ICT’ refers to the school’s computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below

(d) The term ‘ICT equipment/devices’ used in this document, includes but is not limited to, computers (such as desktops, laptops), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use

(e) ‘Objectionable’ in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.
SECTION A
INTRODUCTION

The school’s computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at St James and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

All students will be issued with a use agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment/devices.

The school’s computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is used on or off the school site.

The school may monitor traffic and material sent and received using the school’s ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

The school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

SECTION B
RULES TO HELP KEEP ST JAMES PS P-2 STUDENTS CYBERSAFE

These rules will help us to stay safe when using ICT at school

1. I cannot use school ICT equipment until my parent/s have signed my use agreement form (see Section C) and the completed form has been returned to school.
2. I can only use the computers and other ICT equipment for my schoolwork and only with my teacher’s permission.
3. I can only go online or use the Internet at school when a teacher gives permission and an adult is present.
4. If there is something I’m not sure about I will ask my teacher.
5. I will not use the Internet, email, mobile phones or any other ICT equipment to be mean, rude, or unkind about other people.
6. I will not tell anyone my password.
7. If I find anything that upsets me, is mean or rude, or things I know are not acceptable at our school, I will:
   - Not show others
   - Turn off the screen/monitor
   - Get a teacher straight away
8. I must not bring any ICT equipment/devices to school unless instructed to do so by a teacher. This includes things like mobile phones, iPods, games, cameras, USB drives and software.
9. I will be careful and will look after all our school ICT equipment by:
   - Not being silly and playing around with it
   - Following our school cybersafety rules
   - Telling a teacher about anything wrong or damaged.
10. I understand that if I break these rules the school may need to tell my parent(s). Also, I might not be able to use the school equipment for a while.
SECTION C

ST JAMES PREP-2 CYBERSAFETY USE AGREEMENT FORM

To the parent/caregiver/legal guardian, please:

1. **Read this page carefully**, to check you understand your responsibilities under this agreement
2. **Sign the appropriate section on this form**
3. **Detach and return this form to the school office**
4. **Keep the document for future reference**, as well as the copy of this signed page which the school will provide.

I understand that St James PS will:

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school, or at school related activities
- Work progressively with children and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in cyberspace
- Keep a copy of this signed use agreement on file
- Respond to any breaches in an appropriate manner
- Welcome enquiries from parents or students about cybersafety issues.

My responsibilities include:

- I will read this cybersafety use agreement document
- I will discuss the information with my child and explain why it is important
- I will return the signed agreement to the school
- I will support the school’s cybersafety programme by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT
- I will contact the principal or school cybersafety manager to discuss any questions I might have about cybersafety and/or this use agreement and I am welcome to do this at any time.

Additional cybersafety information can be found at:

- [http://staysafeonline.org](http://staysafeonline.org)

Please detach and return this section to school.

I have read this cybersafety use agreement and I am aware of the school’s initiatives to maintain a cybersafe learning environment, including my child’s responsibilities.

Name of student: ……………………………………………………………………………………………………………………………

Student Signature: ……………………………………………………………………………………………………………………………

Name of parent/caregiver/legal guardian: ………………………………………………………………………………………………………

Parent’s signature: …………………………………………………... Date: ………………………

Please note: This agreement for your child will remain in force until they are in Year 3. Students will be issued a new user agreement for Years 3-6.
If it becomes necessary to add/amend any information or rule before then, parents will be advised in writing.
This document is comprised of this cover page and three sections:

Section A: Introduction
Section B: Cybersafety Rules for Primary / Intermediate Students
Section C: Cybersafety Use Agreement Form.

Instructions for parents*/caregivers/legal guardians

5. Please read sections A and B carefully. If there are any points you would like to discuss with the school, let the school office know as soon as possible.
6. Discuss the cybersafety rules with your child.
7. Sign the use agreement form (Section C) and return that page to the school office.
8. Please keep Sections A and B for future reference.

* The term 'parent' used throughout this document also refers to legal guardians and caregivers.

Important terms used in this document:

(f) The abbreviation ‘ICT’ in this document refers to the term ‘Information and Communication Technologies’
(g) ‘Cybersafety’ refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
(h) ‘School ICT’ refers to the school’s computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
(i) The term ‘ICT equipment/devices’ used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use
(j) ‘Objectionable’ in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.
SECTION A

INTRODUCTION

The school’s computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at St James and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

All students will be issued with a use agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment/devices.

The school’s computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on or off the school site.

The school may monitor traffic and material sent and received using the school’s ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

The school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

SECTION B

RULES TO HELP KEEP ST JAMES STUDENTS CYBERSAFE

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules

2. I cannot use school ICT equipment until my parent(s) and I have signed my use agreement form (see last page) and the completed form has been returned to school.

3. I can only use the computers and other school ICT equipment for my schoolwork.

4. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.

5. I will log on only with my room login or my unique user name. I will not allow anyone else to use my user name.

6. I will not tell anyone else my password.

7. I can only go online or access the Internet at school when a teacher gives permission and an adult is present.

8. I understand that I must not, at any time, use the Internet, email, mobile phones or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a ‘joke’.

9. While at school, I will not:
   - Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing
   - Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.

10. If I find anything mean or rude, or things I know are not acceptable at our school on any ICT, I will:
   - Not show others
11. I understand that I must not download or copy any files such as music, videos, games or programmes without the permission of a teacher. This is to ensure we are following copyright laws.

12. I must have permission from school before I bring any ICT equipment/device from home. This includes things like mobile phones, iPods, games, cameras, and USB drives.

13. I will not connect any device (such as a USB drive, camera or phone) to school ICT or run any software, without a teacher’s permission. This includes all wireless technologies.

14. The school cybersafety rules apply to any ICT brought to school like a mobile phone.

15. I will respect all school ICT and will treat all ICT equipment/devices with care. This includes:
   - Not intentionally disrupting the smooth running of any school ICT systems
   - Not attempting to hack or gain unauthorised access to any system
   - Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
   - Reporting any breakages/damage to a staff member.

16. I understand that if I break these rules, the school may need to inform my parents. Also, I might lose the privilege of using school ICT equipment. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.
SECTION C

ST JAMES YEAR 3-6 CYBERSAFETY USE AGREEMENT FORM

To the parent/caregiver/legal guardian, please:

5. Read this page carefully to check that you understand your responsibilities under this agreement
6. Sign the appropriate section on this form
7. Detach and return this form to the school office
8. Keep the document for future reference, as well as the copy of this signed page which the school will provide.

I understand that St James PS will:

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school, or at school-related activities
- Work progressively with children and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in Cyberspace
- Keep a copy of this signed use agreement on file
- Respond to any breaches in an appropriate manner
- Welcome enquiries from parents or students about cybersafety issues.

My responsibilities include:

- I will read this cybersafety use agreement document
- I will discuss the information with my child and explain why it is important
- I will return the signed agreement to the school
- I will support the school’s cybersafety programme by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT
- I will contact the principal or school cybersafety manager to discuss any questions I might have about cybersafety and/or this use agreement and I am welcome to do this at any time.

Additional cybersafety information can be found at:
www.cybersmart.gov.au
www.acma.gov.au
http://staysafeonline.org

Please detach and return this section to school.

I have read this cybersafety use agreement and I am aware of the school’s initiatives to maintain a cybersafe learning environment, including my child’s responsibilities.

Name of student: ………………………………………………………………………………………………………

Student’s signature: ……………………………………………………………………………………………………

Name of parent/caregiver/legal guardian: ……………………………………………………………………………

Parent’s signature: ……………………………………………………… Date: ……………………………

Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.
This document is comprised of this cover page and three sections:

Section A: Important Cybersafety Initiatives and Rules  
Section B: Some Important Staff Obligations Regarding Student Cybersafety  
Section C: Staff Cybersafety Use Agreement Form.

Instructions for staff

9. Please read the entire document carefully.
10. If any clarification is required, it should be discussed with the cybersafety manager or the principal before the document is signed. Additional background information on use agreements can be found on the NetSafe website www.netsafe.org.nz/ua
11. Detach Section C, sign and return it to the Cybersafety manager.
12. It is important to retain the remaining pages for future reference.

Important terms used in this document:

(k) The abbreviation ‘ICT’ in this document refers to the term ‘Information and Communication Technologies’
(l) ‘Cybersafety’ refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
(m) ‘School ICT’ refers to the school’s computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
(n) The term ‘ICT equipment/devices’ used in this document, includes but is not limited to; computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use
(o) ‘Objectionable’ in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

Additional information can be found on NetSafe’s website www.netsafe.org.nz/ua
SECTION A

IMPORTANT ST JAMES PS CYBERSAFETY INITIATIVES AND RULES

The school’s computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at St James and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

1. Cybersafety use agreements
   1.1 All staff and students, whether or not they make use of the school’s computer network, Internet access facilities, computers and other ICT equipment/devices in the school environment, will be issued with a use agreement.
   1.2 Staff are required to read these pages carefully, and return the signed use agreement form in Section C to the school office for filing.
   1.3 The school’s computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. Staff may also use school ICT for professional development and personal use which is both reasonable and appropriate to the school environment. This applies whether the ICT equipment is used on or off the school site.
   1.4 Any staff member who has a signed use agreement with the school and allows another person who does not have a signed use agreement to use the school ICT, is responsible for that use.

2. The use of any privately-owned/leased ICT equipment/devices on the school site, or at any school-related activity must be appropriate to the school environment. This includes any images or material present/stored on privately-owned/leased ICT equipment/devices brought onto the school site, or to any school-related activity. This also includes the use of mobile phones.

3. When using school ICT, or privately-owned ICT on the school site or at any school-related activity, users must not:
   - Initiate access to inappropriate or illegal material
   - Save or distribute such material by copying, storing, printing or showing to other people.

4. Users must not use any electronic communication (e.g. email, text) in a way that could cause offence to others or harass or harm them, put anyone at potential risk, or in any other way be inappropriate to the school environment.

5. Staff are reminded to be aware of professional and ethical obligations when communicating via ICT with students.

6. Users must not attempt to download, install or connect any software or hardware onto school ICT equipment, or utilise such software/hardware, unless authorised by the ICT Manager.

7. All material submitted for publication on the school website/intranet(s) should be appropriate to the school environment. Such material can be posted only by those given the authority to do so by senior management.

8. All school ICT equipment/devices should be cared for in a responsible manner. Any damage, loss or theft must be reported immediately to the ICT manager.

9. All users are expected to practise sensible use to limit wastage of computer resources or bandwidth. This includes avoiding unnecessary printing, unnecessary Internet access, uploads or downloads.

10. The users of school ICT equipment and devices must comply with the Copyright Act 1994 and any licensing agreements relating to original work. Users who infringe copyright may be personally liable under the provisions of the Copyright Act 1994.

11. Passwords must be strong, kept confidential and not shared with anyone else. A strong password is at least 8 characters in length with a mix of lower case (abd . . .) and upper case (ABC . . .) letters, symbols (#*@ . . .) and numerals (123 . . .).

12. Users should not allow any other person access to any equipment/device logged in under their own user account, unless with special permission from senior management.
13. The principles of confidentiality and privacy extend to accessing, inadvertently viewing or disclosing information about staff, or students and their families, stored on the school network or any ICT device. The Ministry of Education guidelines should be followed regarding issues of privacy, safety and copyright associated with student material which staff may wish to publish or post on the school website.

14. Dealing with incidents
   14.1 Staff must follow procedures relating cybersafety
   14.2 Any incidents involving the unintentional or deliberate accessing of inappropriate material by staff or students, must be reported to the ICT manager.

   In the event of access of such material, users should:
   1. Not show others
   2. Turn off the monitor/screen
   3. Report the incident as soon as practicable to the cybersafety manager.

   14.3 If an incident involves inappropriate material or activities of a serious nature, or is suspected of being illegal, it is necessary for the incident to be reported IMMEDIATELY.

15. Any electronic data or files created or modified on behalf of St James on any ICT, regardless of who owns the ICT, are the property of St James.

16. Monitoring by the school
   16.1 The school may monitor traffic and material sent and received using the school’s ICT infrastructures.
   16.2 The school reserves the right to deploy filtering and/or monitoring software where appropriate to restrict access to certain sites and data, including email.
   16.3 Users must not attempt to circumvent filtering or monitoring.

17. Breaches of the agreement
   17.1 A breach of the use agreement may constitute a breach of discipline and may result in a finding of serious misconduct. A serious breach of discipline would include involvement with objectionable material, antisocial activities such as harassment or misuse of the school ICT in a manner that could be harmful to the safety of the school or call into question the user’s suitability to be in a school environment.
   17.2 If there is a suspected breach of the use agreement involving privately-owned ICT on the school site or at a school-related activity, the matter may be investigated by the school. The school may request permission to audit that equipment/device(s) as part of its investigation into the alleged incident.
   17.3 Involvement with material which is deemed ‘objectionable’ under the Films, Videos and Publications Classification Act 1993 is serious, and in addition to any enquiry undertaken by the school, the applicable agency involved with investigating offences under the Act may be notified at the commencement, during or after the school’s investigation.

18. The school reserves the right to conduct an internal audit of its computer network, Internet access facilities, computers and other school ICT equipment/devices, or commission an independent audit. If deemed necessary, this audit will include any stored content, and all aspects of its use, including email. An audit may include any laptops provided by or subsidised by/through the school or provided/subsidised by the Ministry of Education.

   Please note that conducting an audit does not give any representative of St James the right to enter the home of school personnel, nor the right to seize or search any ICT equipment/devices belonging to that person, except to the extent permitted by law.

19. Queries or concerns
   19.1 Staff should take any queries or concerns regarding technical matters to the ICT manager.
   19.2 Queries or concerns regarding other cybersafety issues should be taken to the cybersafety manager, or to the principal.
   19.3 In the event of a serious incident which occurs when the cybersafety manager and the principal are not available, another member of senior management should be informed immediately.

SECTION B
SOME IMPORTANT STAFF REQUIREMENTS REGARDING STUDENT
1. Staff have the professional responsibility to ensure the safety and wellbeing of children using the school’s computer network, Internet access facilities, computers and other school ICT equipment/devices on the school site or at any school-related activity.

2. If staff are aware that a student has not signed a use agreement, the student will not be permitted to use school ICT unless there are special circumstances approved by the principal.

3. If staff are aware of any students who have not signed a use agreement their names should be reported to the principal, or to the cybersafety manager.

4. Staff should guide students in effective strategies for searching and using the Internet.

5. While students are accessing the Internet in a classroom situation, the supervising staff member should be an active presence. The cybersafety manager will advise about cybersafety protocols regarding Internet access by students in other situations.

6. Staff should support students in following the student use agreement. This includes:
   a. Endeavouring to check that all students in their care understand the requirements of the student agreement
   b. Regularly reminding students of the contents of the use agreement they have signed, and encouraging them to make positive use of ICT.

7. Staff are expected to follow the instructions of the cybersafety manager regarding their role in maintaining cybersafety if students of the school are permitted email accounts. (Student email accounts may involve remote access, or access to private non-school email from within the school or on the school network).
SECTION C
ST JAMES PS STAFF CYBERSAFETY USE AGREEMENT FORM

Please complete, sign, and date this Staff Use Agreement Form which confirms your agreement to follow the obligations and responsibilities outlined in this document. The key obligations and responsibilities are:

- All ICT use must be appropriate to the school environment
- Passwords will be kept confidential
- The principles of confidentiality, privacy and copyright apply.

If you have any queries about the agreement, you are encouraged to discuss them with the cybersafety manager or the principal before you sign. Once signed, this form should be returned to the school office to be passed on to the cybersafety manager for filing with staff records.

A copy of the signed form will be supplied to you.

Additional cybersafety information can be found at:
www.cybersmart.gov.au
www.acma.gov.au
http://staysafeonline.org

Please tick one -

☐ I believe that I have sufficient knowledge to safely supervise the use made by students in my care of the school’s computer network, Internet access facilities, computers and other school ICT equipment/devices.

☐ I require additional training/professional development in order to safely supervise the use made by students in my care of the school’s computer network, Internet access facilities, computers and other school ICT equipment/devices.

Use agreement

I have read and am aware of the obligations and responsibilities outlined in this Staff Cybersafety Use Agreement document, a copy of which I have been advised to retain for reference. These obligations and responsibilities relate to the cybersafety of students, the school community and the school environment.

I also understand that breaches of this Staff Cybersafety Use Agreement will be investigated and could result in disciplinary action, and where required, referral to law enforcement.

Name: ........................................................................................................................................

Role in the school: ..........................................................................................................................

Signature: ....................................................................................................................................... 

Date: ............................................................................................................................................

St. James Vermont Information and Communication Technology Policy 2006
To the parent/Legal Guardian/Caregiver

- Please read this page carefully as it includes information about publishing student work and images on our school website
- Indicate your preference with regards to the sharing of your child’s photographs or work
- Complete and sign the form
- Return this form to the school.

You are welcome to contact the school to discuss this Privacy Agreement if you wish.

In the interest of safety and security, St James requires parent permission for the publishing of photographs or work on our website, and in our newsletters (which are emailed to all families and uploaded to our school website).

We believe it is important to celebrate children’s achievements, but are aware privacy concerns parents may have when material is published on a global information system such as the Internet.

We will share, if given permission, un-named photographs or un-named samples of work via the newsletter or school website.

Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.

Please indicate your wishes by ticking the relevant box.

☐ I am happy for my child’s photograph, or work to appear in the school newsletter and on the school website

☐ I do not give permission for my child’s photograph or work to appear in the school newsletter or on the school website

Child’s Name: .......................................................... Child’s Class/Room: ...........
My Name: ........................................................................................................................................................................
Parent/Legal Guardian/Caregiver (please circle which term is applicable)

Signature: .............................................................................................................. Date: ........................