Permissions

Privacy of Information

When you enrol at Paparoa Street School, the completed enrolment form gathers information including email addresses and phone numbers for the school to use as emergency contacts, and for teacher communication from day to day.

Some classes share "friendship lists" to help parents organise play dates, birthday invitations, and so forth.

The school's Parent Teacher Association wishes to communicate directly with parents about upcoming events and operational things such as school lunches and uniform sales.

In order to share the information that we hold for these purposes, we need your informed consent. Please consider the list below, and when completing the online enrolment form tick the circle next to the relevant information that you are happy to share when completing the online enrolment form

Website & Digital Platforms
- I give permission for my child's first name, image or work to be published on the school website, or the wider online community
- I give permission for the school to view online profile books as provided by some Early Childhood Educators

Student Cybersafety use Agreement Form
To the parent/caregiver/legal guardian, please:
- **Read this page carefully**, to check you understand your responsibilities under this agreement.
- **Sign the appropriate section on this form.**
- **Detach and return this form to the school office.**
- **Keep the document for future reference**, as well as the copy of this signed page which the school will provide.

I understand that Paparoa Street School 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 information can be found on the NetSafe website www.netsafe.org.nz/ua

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 detach and return this section to school.

BACKGROUND INFORMATION for parents of primary/intermediate students

Dear Parent(s),

This background information may be helpful as you read through and discuss the cybersafety use agreement with your child.

There are sixteen rules to help keep students cybersafe as outlined in the cybersafety use agreement that you have been asked to sign.

1. **I know I cannot use the school ICT equipment until my parent(s) have signed the use agreement and it has been returned to school.**

All students must have a use agreement signed by their parent. Year 4-8 students sign their use agreements along with their parents. Use agreements are an essential part of cybersafety policy and programmes for schools and other organisations.

2. **I can only use the computers and other school ICT equipment for my school work.**

This helps to ensure the equipment is available when students need to use it for their learning. It will also help to reduce the likelihood of any inappropriate activities taking place which put the safety of the learning environment at risk.

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

This helps children to take responsibility for their own actions, and seek advice when they are unsure of what to do. It provides an opportunity for the teacher and child to work through an issue, and so avoid the child making an unwise decision which could possibly lead to serious consequences.

4. **If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name.**

The user name is the unique identity by which the network recognises an individual. There are never two users with the same user name and this allows the school to track the activity of any student. A user name could be misused if a student's password was known and then used by others.

5. **I will not tell anyone else my password.**

Passwords perform two main functions. Firstly, they help to ensure only approved persons can access the school ICT facilities. Secondly, they are used to track how those facilities are used. Knowing how the equipment is being used and by whom, helps the school to maintain a cybersafe environment for all users, and teaches the child the importance of personal security.

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

There must be an educational purpose for children being online or accessing the Internet at school. Having an adult present (teacher or teacher's aide) will help to ensure children's safety.

7. **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'.**

Unfortunately, along with many benefits, technology has also provided new ways to carry out anti-social activities. Bullying and harassment by text message, for example, is becoming a major problem in New Zealand and in many other countries. Often children become involved in these acts through peer pressure, without thinking of the consequences.

8. **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.**

The school has a number of steps in place to prevent students accessing inappropriate or illegal material. The students also have an individual role to play in this process by not attempting to access information they know will not be acceptable at school. Disciplinary procedures will result if a student is attempting to bypass school Internet filtering or security systems.

9. **If I find anything that upsets me, is mean or rude, or things I know are unacceptable at our school, I will not show others, I will** click on the Hector Safety Button or turn off the screen **turn off the screen and get a teacher straight away.**

Because anyone at all can publish material on the Internet, it does contain material which is inappropriate, and in some cases illegal. The school has taken a number of steps to prevent this material from being accessed. However, there always remains the possibility that a student may inadvertently stumble across something inappropriate. Encouraging the student to tell a teacher immediately if they find something which they suspect may be inappropriate, encourages critical thinking and helps children to take responsibility for their actions and keep themselves and others safe. This way, they contribute to the cybersafety of the school community. The "Hector Safety Button" can be downloaded by parents for use on home computers from www.netsafe.org.nz

10. **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.**

Many files available on the Internet are covered by copyright and although they can be easily downloaded, it may be illegal to do so. Sometimes these files can contain malicious content such as viruses, spyware programs or even inappropriate, age-restricted or illegal material.

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

There will probably be little need for students to bring privately owned ICT equipment to school. If there is a need for privately owned ICT to be brought to school permission from the school should be sought beforehand. Parents are also reminded of the school's specific policy on the use of mobile phones at school.

12. **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 wireless technologies.**

Connecting devices and installing software bought from home may cause conflicts with the school ICT systems. The school must also abide by software licensing requirements included with software. This means that if the school has not purchased the software, the school may not be legally entitled to install it.

13. **The school cybersafety rules apply to any ICT brought to school, like a mobile phone.**

The school will also have additional rules regarding when a mobile phone may be used at school. The rules outlined in this document govern the safe and responsible use of all ICT (refer to rule 7 above).

14. **I will ask my teacher's permission before I put any personal information online. I will also get permission from any other person involved. Personal information includes: name, address, email address, phone numbers, and photos.**

This reduces the risk of children being contacted by someone who wishes to upset or harm them, or use their identity for purposes which might compromise children's privacy or security online.

15. **I will respect all school ICT and treat 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, not joining in if other students choose to be irresponsible with ICT, and reporting any breakages/damage to a staff member.**

In addition to promoting student safety, the rules help the school to protect the considerable investments made in expensive ICT equipment. Intentionally disrupting ICT systems will be seen by the school as intentionally setting out to disrupt the learning of others.

16. **I understand that if I break these rules, the school may need to inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.**

Depending on the seriousness of the breach, possible school responses could include one or more of the following: a discussion with the student, informing parent(s), loss of ICT privileges, the family possibly having responsibility for repair/replacement costs, the school taking disciplinary action.

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

Education Outside the Classroom

Agreement between Parents and the School
Education Outside the Classroom (EOTC) is the name given to all events and activities that occur outside the classroom, both on school grounds, and off-site.

Paparoa Street students participate in a wide range of learning opportunities within and outside the school grounds. Senior students participate in a wide range of sporting events outside the school throughout the year.

All class teachers are encouraged to provide extension and enrichment opportunities for their students. These learning opportunities sometimes require travel outside the school, and this document seeks your consent.

We recognise **three operational levels** of activities, each with specific requirements regarding parental/caregiver consent. In brief these three levels are:

1	On site, or within the immediate local environs	**Blanket permission** is provided on enrolment at Paparoa Street School.
2	Off-site events occurring entirely in school time and finishing no later than 4.00 p.m. (includes teams involved in Volleyball, Cricket and Basketball)	**Blanket permission** is provided on enrolment at Paparoa Street School, but parents **are informed** that the event is to occur, and can **decline** permission.
3	Off-site or on-site events occurring in one day involving risk assessed to be greater than that associated with the average family activity. Events occurring overnight.	Parent/caregiver **informed and signed consent** is required for each specific event.

* Information including finish time given to parents/caregivers if finishing after 3.15pm

All levels require staff to undertake an analysis of the risks, and to identify the management strategies required to eliminate, isolate or minimize the risks.

At Paparoa Street School this is initially done through a Risk Assessment and Management Form (RAMs), or a Safety Action Plan (SAP) form.

Subsequently, all management of students must involve risk management.

The Board monitors this process through the authority which it delegates to the principal in the Level One and Two Education Outside the Classroom events and while a student is at Paparoa Street School.

 I/we have provided the school with up to date medical.

EOTC Levels Explained

Includes levels definition, examples of events according to level, and parental consent requirements explained according to level.

Level	Definition	Example Events Parental Consent
1	On site, or within the immediate local environs: **Example Events:** ● Sports events ● First Aid Training ● Nature studies ● Science activities ● Counting students entering the school ● Fun Day ● Athletic Day ● Paparoa Street School Tennis Club ● Rubbish Pickups on Cycleway ● Sports Practice at St James Park	**Blanket permission** is provided on enrolment at Paparoa Street School
2	Off-site events occurring entirely in school time and finishing no later than 4.00 p.m. (includes teams involved in some sport). **Example Events:** ● Central Triathlon ● School Swim sports ● Zone swim sports ● Central swim sports ● School weekly winter sports ● Zone winter sports ● Central winter sports ● Central Cross Country sports School Swim sports ● Zone athletics sports ● Central athletic sports ● Young Inventionz ● Safe Cycling ● Extension and enrichment small group trips ● Class trips to low risk ● external organizations, ● (e.g. the Museum, or ● Ferrymead) ● Class trips to low risk ● natural environments	**Blanket permission** is provided on enrolment at Paparoa Street School, but parents **are advised** that the event is to occur, what the event involves, and any other requirements. Parents must contact the school to raise any concerns or decline permission.
3	Off-site or on-site events occurring in one day involving risk assessed to be greater than that associated with the average family activity. Events occurring	Specific **informed and signed event** consent required

	overnight. **Example Events:** ● Any water activity, except swimming sports ● Rock climbing wall ● Any overnight camp ● Any activity offering unusual challenges or risk ● Class trips to high risk external organizations, (e.g. Rock Climbing, or Sailing) ● Class trips to high risk natural environments, (e.g. The Rocky Shore, rivers)	