



Samuel Gilbert Public School

February, 2009

Dear Parents,

The Internet provides schools with access to vast amounts of information as well as opportunities to publish various forms of student work samples and information specific to our school. A student may access the Internet for education purposes only under teacher supervision.

In line with the Department's requirements for Internet access we have established rules and a student contract for the appropriate use of the Internet and school computers. These are outlined in the attached student contract for your information. Please review them with your child and discuss.

The development of our own website enables the school to 'up load' a variety of forms of work that can be accessed by Internet users across the world. These may include items such as written work, artwork, photographs of models and photographs of unnamed groups of students.

The school adheres strictly to Department of Education and Training Child Protection practices and hence we filter carefully all published materials.

The school requires your permission to access the Internet at school. Also, the school cannot reproduce any student work samples or photographs on the website or in out of school publications without permission.

Please complete **Part A, B, C and D** on the Permission to Publish note and return to school as soon as possible.

Andrew Bowmer
Principal



Samuel Gilbert Public School

INTERNET ACCESS - STUDENT CONTRACT

I understand that the computers at Samuel Gilbert Public School are a whole school resource for the use of all students and staff. This contract makes me aware of my responsibilities when using computer programs as well as the Internet.

CODE OF PRACTICE

I understand that I may use computers under the direction of the teacher. I may/will

- Use computers to find and/or print information for my school work with my teacher's approval.
- Never alter computers or interfere with the work of another student in our school.
- Always use correct language and never bully or embarrass others.
- With teacher's approval share information relevant to my schoolwork with other students, teachers and schools.
- Respect privacy. I will not give out my name, home address, phone number or names and addresses of any other person.
- Act in a responsible manner with all hardware and software and report to the teacher any behaviour that may lead to the system being damaged.
- Quit and report immediately any inappropriate material found to the supervising teacher.
- Only send email appropriate to schoolwork and when a teacher is present and gives permission.
- Only use the Internet for school based purposes.
- I will not claim ownership of other people's work.
- I will not download games, music graphics, videos or text materials.
- I will not give my password to others.
- I will not tick the box 'remember me' when logging on.
- I will not log on with another student's user password.

I agree to abide by the student contract. I understand that if I break the agreement there are levels of consequences and these will be applied at the discretion of the school.

Consequences –

- (1) An Orange Card for breach of rights and responsibilities
- (2) Limiting Email account
- (3) Loss of portal account (Internet access).

Please retain this at home for your reference.



Samuel Gilbert Public School

PERMISSION TO PUBLISH - 2009

It is the policy of the NSW Department of Education and Training that written permission is gained before publication of an identifiable image, work or name of a student on the Intranet, Internet or any school publication. This may include the school website, newsletter or school noticeboard. For Internet publications, students may be identified by first name only. Names are NOT to accompany any student photographs. **Intranet** - only viewed by school population. **Internet** - viewed by wider population.

At all times you will have the right to withdraw (in writing) such permission.

STUDENT NAME _____ CLASS _____

DATE _____

PART A – Agreed Code of Practice for use of Technology and the Internet

I am aware of the school's Code of Practice for use of Technology and the Internet and it has been discussed with my child.

I agree to the Code of Practice for use of Technology and the Internet.

PARENT'S SIGNATURE _____

STUDENT'S SIGNATURE _____

PART B – Website permission

I give permission for photos of my child and any of his/her schoolwork to appear on the school website. I understand I am able to contact the school at any time and withdraw this permission. I also understand that on some occasions parents may appear in some of the photographs that are published on the website and give my permission for this to occur also.

PARENT'S SIGNATURE _____

STUDENT'S SIGNATURE _____

PART C – Permission for other publications

1. Intranet – I allow my child’s full name, work and photograph to be displayed on the internal school network (Intranet). This can only be accessed from within Samuel Gilbert Public School.

2. School Publications – I allow my child’s full name and photo to be published in school publications (e.g. Yearbook, Merit Award recipients in the School Community Newsletter).

3. CDs/DVDs – Digital images and movies of school excursions and special events may be made available to students on CD or DVD (e.g. Year 5 Camp, Year 6 Canberra excursion). I allow these digital images and movies of my child to be given to other students in the school.

4. Noticeboard – I allow my child’s first name to be displayed on the school noticeboard located on the corner of Ridgecrop Drive and Gilbert Road.

PARENT’S SIGNATURE _____

STUDENT’S SIGNATURE _____

PARD D – Media Release

I give permission for my child’s photo, written work, artwork, competition entries and other work produced by them to be published in out of school publications. Some examples of these publications include the ‘Operation Art’ competition, writing and poetry competitions, other competitions such as the ‘Tree Planting Day’ photo competition, school advertising brochures and newspaper or magazine articles.

I understand that in many of these out of school publications my child’s first and last name is more than likely to be printed.

PARENT’S SIGNATURE _____

STUDENT’S SIGNATURE _____