

# **St Michael's Catholic Primary School**

Brunswick Junction



## **Parent Handbook**

### *VISION STATEMENT*

St Michael's Catholic Primary School is a welcoming community, embracing the Gospel values of faith, hope and love. We provide a Catholic education that nurtures the development of all children to their full potential. Through Christian witness we offer a safe and supportive learning environment for the families in our school.

# ENROLMENT GUIDELINES

St Michael's Catholic Primary School provides a distinctly Catholic education and assists parents in the faith development of their children.

General aims to be achieved by the school are:

- To provide an atmosphere of Christian Catholic Community where children, teachers and parents are genuinely concerned for one another.
- To help in deepening and making more personal the child's knowledge and love of God.
- To provide opportunities for each child to develop their full potential in all learning areas.
- To provide opportunities for the child to participate in the life of the Church and to assist parents in preparing children for the reception of the Sacraments.
- To promote a community where all members are valued, respected and accepted in an atmosphere of trust.
- To develop in each child a sense their own sense of self-worth and concern and respect for others.
- To support parents in taking an active role in the education of their children

The following guidelines apply with respect for the offering of places in the school:

1. Catholic students from the Parish with a Parish Priest reference.
2. Catholic students from outside the Parish with a Parish Priest reference.
3. Other Catholic students.
4. Siblings of non-Catholic students.
5. Non-Catholic students from other Christian denominations.
6. Other non-Catholic students.

Enrolment may take place at any year level, Kindy—Year 6.

The acceptance of an application form does not guarantee an enrolment interview or offer of an enrolment.

Enrolment shall only be offered where the school has age-appropriate accommodation and the requisite resources to respond to any specific needs of the student.

All students are required to participate in the school's Religious Education Programme.

Enrolment forms are to be completed and returned to:

The Principal  
St Michael's Catholic Primary School  
Sommers Road  
Brunswick Junction, WA, 6224

Copies of Birth Certificate, Baptismal Certificate and Immunisation Record must accompany Enrolment Form.

Parent interviews with the Principal will be arranged at a time that is mutually convenient. This is generally on the enrolment of your child.

On accepting offer of enrolment, the parents and student agree to abide by the policies and directions of the school and the Catholic Education Commission of Western Australia as they are enacted from time to time.

# SCHOOL FEES POLICY AND PRACTICE

The Bishops of Western Australia have approved the collection of school fees from parents as a necessary contribution to the costs of delivering a Catholic education. Although Catholic schools receive government assistance, fees constitute an essential proportion of the school income.

The school aims to keep fees to a minimum so that parents will be encouraged to enrol their children without undue hardship.

The inability to pay school fees shall never be the reason for the non-enrolment or exclusion of any child from St Michael's Catholic Primary School. Confidential arrangements can be made with the Principal if there is financial difficulty.

## **PRIMARY SCHOOL FEES FOR 2018**

(Please note fee reduction does not include Kindergarten enrolment)

### **Pre-Primary - Year 6**

1 child	\$920 per annum
2 children	\$1656
3 children	\$2208
4 children	(fourth child free)

### **Kindergarten Per Annum**

school fees	\$655
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### **Pre-Primary - Year 6**

Technology Levy	\$75 per child
Building Levy	\$185 per annum
Amenities	\$90 per child/pa
P&F Levy	\$50 per family
Bread Levy	\$20 per child/PP
Year Book	\$20 per family
Swimming	\$82 per annum(Yr 1-6)
School Diary	\$7.50per child (Yr1- 6)

### **Kindergarten Per Annum**

Technology Levy	\$75
Building Levy	\$185
Amenities	\$60
P&F Levy	\$50
Bread Levy	\$20
Year Book	\$20

Amenities fees are charged to assist the school to cover the costs of consumable items that are used in class programs.

The Building Levy per family per annum contributes to capital improvements at St Michael's.

The Technology levy is a per child amount to fund the ongoing replacement of computer equipment in the school. It is part of a long term plan that will help to ensure the students have available reliable and sufficient numbers of up to date computers in the classroom.

Swimming fees include entry to the Leschenault Leisure Centre Pool and bus fare.

Families may order extra copies of the Year Book for \$20 a book.

### **HCC Card**

Access to a fee discount is provided through the Health Care Card Tuition Fee Discount Scheme. During the first term the scheme will be advertised and there will be a call for HCC card holders to come forward and complete a simple form. The card needs to be valid and a photo copy of the HCC attached to the form. (The school will copy the card when you submit the form). Cards with the code PPS are also eligible for use when applying for fee discounts.

### **Excursions**

These are paid for separately to the above schedule of fees.

# SCHOOL HOURS

Start time	8.45am to 11am
Morning Recess	11am to 11.20am
Mid-Morning Class	11.20am to 1.00pm
Lunch	1.00pm to 1.40pm
Afternoon Class	1.40pm to 3.10pm

## **Supervision**

- Child supervision within the classroom commences at 8.30am
- Children will also be supervised by teachers at Morning Recess, lunch and Bus time.

The staff member on bus duty remains until all children have boarded their buses and all buses have departed.

## **STAFF ARE NOT RESPONSIBLE FOR THE CHILDREN BEFORE 8.30am, NOR AFTER THE LAST BUS (USUALLY 3.30pm)**

Children should not be on the school grounds before 8.30am as they are not supervised before this time.

Children are to go straight home from school at the end of the school day. They are not to remain on the premises unless they are involved in official supervised sports practice or other events sanctioned by the school.

## **Kindergarten School Hours**

- Monday, Tuesday, Wednesday 8.45am to 3.10pm

## **Pre-Primary**

- Five full days from Week 1
- Children are not required to wear school uniform. Children should be dressed in suitable play clothes, which, if dirtied, will not cause distress to either parent or child.
- Children are required to wear a school hat when outside.
- Parents are requested to escort their children to the Pre-Primary Centre between 8.30am and 8.50am, at which time the teacher will direct the student to an appropriate activity. Parents are then required to vacate the centre so the normal program can commence promptly.

# SCHOOL UNIFORM

## **SUMMER UNIFORM**

Boys: Blue shirt, grey shorts and brown sandals or grey socks and black laced up shoes.

Girls: Blue check dress and brown sandals or blue socks and black laced up shoes.

## **WINTER UNIFORM**

Boys: Grey school trousers, blue shirt, maroon tie maroon V-neck jumper, black laced up shoes and grey socks

Girls: Blue tartan princess style pinafore, blue blouse, maroon tie, maroon V-neck jumper, black shoes and blue socks. Navy blue tights may be worn.

## **SPORTS UNIFORM**

Boys: Gold T-shirt with maroon collar, unisex maroon shorts, black (low-cut) sandals and gold socks

Girls: Gold T-shirt with maroon collar, unisex maroon shorts, black (low-cut) sandals and gold socks

We expect the support of parents in ensuring the uniform code is adhered to at all times. Please make sure that all clothing is clearly marked with the child's name.

Children who are not in Uniform will be required to have an explanatory note from parents. Should a note not be presented, a notice will be sent home asking the parent to ensure correct uniform is worn.

Pre-Primary and Kindy students do not need to wear the school uniform. An optional round neck maroon t-shirt can be purchased for Kindy and Pre-Primary students

## **SCHOOL HAT**

It is mandatory for students in Year 1 – 6 to wear the school hat for Phys Ed lessons and during recess and lunch breaks. The school has a “no hat, no play” policy. Kindy and Pre-Primary students must also wear a hat when outdoors.

## **GROOMING**

Hair should always be neat and tidy and should not reflect the extremes of any current fashion. Long hair is to be kept tied back and / or plaited. Hair accessories to be in school colours and minimal in number. Other than a necklace with a crucifix, a functional watch and sleeper rings or studs in pierced ears, no jewellery is to be worn. Students are not permitted to wear nail polish.

## **UNIFORM SHOP**

A uniform shop operates as a service to parents to assist in providing cost effective uniforms for students. It is staffed by volunteers and usually operates on the following days:

Monday afternoons 3pm-4pm. alternatively, contact can be made by ringing the office.

# HOMEWORK POLICY

Homework is a valuable aspect of the learning process which involves parents in the education of their children. The roles of homework include the following:

- Reinforce the concepts and skills taught
- Develop a routine that enhances a positive attitude towards learning
- Encourage parent/child communication about school/education
- Keep parents informed on their child's progress
- Develop positive study habits and organisational skills
- Develop independent work habits

Parents can offer positive support by ensuring an appropriate homework environment is provided and through discussion and taking an interest in the tasks or assignments set.

Children in the Junior Primary years will be encouraged to complete approximately 20 minutes of homework per night from Monday to Thursday. Students in Middle and Upper Primary will be expected to complete between 45 - 60 minutes of homework each evening. The time allocation is to include reading, spelling and any written work. Silent reading for pleasure should be incorporated into the daily homework routine. It should also become a regular part of each child's encouraged leisure activities. It is the parent's responsibility to monitor and ensure all homework activities are completed. Homework that cannot be completed will require a note from the parent.

All students from Years 2 - 6 are required to have a homework diary where each day's homework requirements will be recorded. Parents are asked to sign the homework diary each night and sign to indicate this. The homework diary is also used as a means of communication between home and school. Students in year 1 have a message book.

# ASSESSMENT AND REPORTING

Students at St Michael's are continually assessed and evaluated in all subject areas. Ongoing assessment assists teacher's planning and programming and specifies any necessary remediation. The students in Year 3 and 5 participate in the Western Australia Literacy and Numeracy assessments. Years 3 and 5 students also participate in the Bishop's Religious Literacy Assessment.

Throughout a learning unit, a student is assessed via one or more of these methods, depending on the type of skill, knowledge or attitude being evaluated.

- observation
- teacher prepared oral or written test
- criterion reference test
- work samples
- individual/ group presentation
- self-evaluation by student
- anecdotal observations by teacher

## **Reports**

At the end of Terms 2 & 4, a report is sent home with all students in Years 1 - 6. This report shows the end of the year target for each subject area for the student's year level and indicates the student's achievement level. Written comments are also included.

## **Parent Interviews**

There are formal opportunities for parent/teacher discussions on student progress in the first and third terms and on an as needed basis at other times throughout the year. In Years 3-6, these are three way meetings between teachers, students and parents. The exchange of information in these discussions allows the school and home to confer to determine "How we are doing" and "How can we do better?" so that individual student goals can be continually adjusted.

## **Learning Journey Night**

During Term 3, students will have the opportunity to show their parents their work in the classroom.

## **Portfolios**

Kindy and Pre-primary students take home portfolios at the end of Term 2 and Term 4.

# BEHAVIOUR MANAGEMENT POLICY

## **Principles**

Our Behaviour Management Policy seeks to assist our students to learn to work and play together according to the principles of love and mutual respect that Jesus taught us. Through a whole school approach to behaviour management we can increase the probability that students will learn responsibility and respect from one another.

- We share our Christian values in the way we relate with others.
- Each child has the right to be respected as an individual and made to feel valued.
- Each child has the right to learn, work and play in a friendly, safe and supportive school.
- Each teacher has the right to teach.

## **Self-Discipline**

Children will be encouraged to develop self-discipline. They will be asked to realise they have responsibilities and they should be aware of their rights and the rights of others.

Self-discipline will be promoted by:

- the development of self esteem
- the administration of observable justice
- and by reconciliation

Children need guidance directed to their age and level of ability to develop self-control and the capacity for co-operation.

## **Procedures**

We are committed to a partnership with the home and as part of this partnership we are constantly looking at ways to increase communication between school and home. Telephone calls and contact will be made when a student's behaviour is seriously inappropriate, as well as contact and positive notes sent home when behaviour improves. Every effort is made to focus on positive responses to the rules and celebrate such behaviour through merit awards, stickers, gold cards, verbal encouragement, praise and special privileges.

When dealing with disruptive behaviour a positive, assertive and creative approach is to be used. Staff will refrain from using sarcasm and put-downs. Be firm, yet kind, avoiding humiliation of the student. Clear and logical consequences will result from a student's unacceptable behaviour.

Where appropriate, students will negotiate how they will fix things up. Restitution and reconciliation are important elements.

Where persistent disruptive behaviour is causing stress for a teacher, the student is referred to the Principal. There may be occasion where a student is moved to another classroom for a 'cooling off' period. However, this will not be a regular consequence for inappropriate behaviour. Where the student is referred to the Principal, the parents will be notified through the student's diary. They will be offered the opportunity to discuss the matter with the Principal. With the support of parents, we will seek to change the inappropriate behaviour to acceptable behaviour.

Be critical of the behaviour, not the child. Indicate that the student is respected but that the behaviour is not acceptable.

## **School Rules**

1. Always follow directions given by staff
2. Show respect for self, others, property and the environment
3. Be kind and courteous at all times
4. Walk on the verandahs
5. Wear the school uniform correctly

### **Minor Offences**

Minor offences will be handled on the spot. Students are asked to reflect on what they have done and what will be expected in the future. A warning will be issued first. If the child continues to behave inappropriately a logical consequence will be issued.

These consequences include:

- Losing the right to continue with what they have been doing
- Being isolated from the others
- Writing or verbally expressing an apology
- Rehearsing the appropriate behaviour
- Being asked to spend time thinking about their behaviour
- Time on the verandah during Recess or Lunch

Where possible, a child should be asked to fix or make-up for any damage or hurt that has been caused as a result of their actions and, if appropriate, they may be asked to negotiate their way back into the group. Where necessary, individual or class contracts can also be formulated.

### **Serious Misbehaviour**

Serious misbehaviour are continuous, regular or one off actions such as verbal or physical aggression, intimidation (physical and emotional bullying) vandalism, defiance, swearing, disruption, dangerous behaviour or isolated serious breaking of the rules.

In these cases the teacher will consult the Principal. Parents will be contacted and an appointment made to discuss the situation. Consequences may include lunchtime detention in the Principal's office, loss of playground privileges, regular behaviour reports and, in extreme cases, exclusion from school after referral to the Principal and after a discussion with parents. It will be necessary for the child in this case to also make some form of reparation for their actions.

### **Playground Supervision**

The key emphasis in the playground is a duty of care that supports student behaviour in ways that enhance safety, enjoyment, health and fair treatment. There is active movement of the duty teacher around the grounds - talking with students, encouraging and acknowledging positive play, encouraging and acknowledging a clean safe environment.

For inappropriate behaviour in the playground all staff use the following sequence to deal with students:

- Stop and calm the child / children
- Ask for an explanation
- Reflect back on the rule
- Discuss what the child / children are going to do about it
- Consequences or solutions suggested
- Consequences or solutions put into effect

For more serious offences, and/or repeated offences, students are given time-out from the playground to sit on the verandah. The duty teacher follows up with these students at the conclusion of their duty, including informing their class teacher.

Staff will endeavour to be consistent in their approach to student management:

- Identify students behaving appropriately by giving positive feedback
- Identify students behaving inappropriately and insist on the correct behaviour at all times
- Gold cards will be issued to students by the duty teacher – 3 per duty. Each Friday a name will be drawn from the box and the student will receive a canteen voucher. At the end of term, a name will be drawn from the term's gold cards and the student will win a family movie pass.

### **Classroom Behaviour Management Plan**

The children are to be involved in formulating classroom rules and these are to be displayed in the classroom in a format suitable to the age level. Rules are to be stated in positive terms.

When formulating classroom rules consideration must be given to the following:

- Talking or Communication Rules
- Learning rule
- Movement rule
- Treatment rule - how we treat others, manners, etc.
- Problem rule - the way we fix up problems
- Safety rule - behaviour, equipment, excursions
- Rights, responsibilities and rules established with students at the beginning of the year
- Discussion of consequences

Each teacher will provide a copy of the classroom behaviour plan to parents. This will include:

- Brief statement related to what the teacher believes in relation to behaviour management, but in line with the school policy
- The agreed rules, rights, responsibilities for students
- The positive consequences
- The logical negative consequences
- A concluding statement requesting the school and home work together
- A return slip to indicate the policy has been discussed at home and giving parents the opportunity to respond to the plan

# PARENT INVOLVEMENT

Parents are the prime educators in the child's life. The school is the supporter in this family role

Parents and the school share the responsibility of bringing up their children as Christians. It is essential for parents and teachers to cooperate in the education of the child. Parents may assist in the educational programme by displaying an interest in their child's activities at school and are encouraged to volunteer their skills and time when the need may arise. Parents are invited to volunteer their skills on class rosters and to assist with supervision on school excursions.

It is the responsibility of parents to provide a supportive environment for the school within the home. This involves preparing the child for school each day, ensuring that the child is properly equipped and punctual, fostering pride in the school and upholding ideals.

## **Parents and Friends' Association**

The role of the P & F is to express the commitment of parents to the school. They become effectively involved by:

- Maintaining the school environment and upgrading equipment and resources
- Providing opportunities for parents to socialise with the school community
- Informing parents of current educational developments
- Working closely with the school to achieve goals
- Ensuring that there is a high level of interaction between the home, school, parents and teachers

The P & F Association consist of the office bearers and a committee of volunteer parents and friends. A parent / guardian of a child attending the school, or any person who supports the objectives of the Association is admitted as a member. It offers a forum for collaboration between parents, teachers and the leadership of the school and it is designed to give parents a voice on relevant issues that will benefit the education of their children.

## **School Board**

The School board plays an important part in the operation of the school and the general management of the school's resources. The Board is constituted to assist the school to fulfil its educational responsibilities and to support the principal, staff and school community in achieving the visions and goals of St Michael's Catholic Primary School. The functions of the Board include:

- Planning for the present and the future operation of the school
- The management of all finances associated with the school
- Advising the Principal with respect to school policy that has financial implications
- Engaging or discharging staff on the recommendation of the Principal and in accordance with the guidelines

Members are elected to the Board at the AGM of the Board and membership is for a period of two years. People may be appointed to the Board for a one year term if this is considered necessary or desirable by the other Board members.

## **Physical Education**

Physical Education lessons are held on Fridays for all students in Years 1-6. On these days the sports uniform (as per uniform details) must be worn. Pre-primary students also participate in Physical Education lessons.

Children also take part in a daily fitness programme.

Each student is placed in a faction when they enrol at the school. Students of the same immediate family are placed into the same faction.

## **Swimming Lessons**

Swimming lessons are compulsory for all students in Years 1 to 6. Ten lessons are conducted over a two week period, usually in term one or term two.

## **School Board**

We consider the library to be an essential source of resources in the education process and welcome frequent use by all members of the school community.

All classes have a book exchange session each week as well as a library skills lesson.

The children require a library bag before they are allowed to borrow a resource. They are given the opportunity to borrow resources on a weekly basis. The library is also open each lunch time on Tuesday, Wednesday and Thursday and before and after school on these days if the children wish to exchange their resources more regularly. Parents are also encouraged to borrow resources from the library to read to their children.

## **Book Club**

Book club is available to students on a regular basis. Orders are to be returned to the office on the dates specified.

## **School Secretary**

The secretary is available each day (Monday to Friday) between the hours of 8.00am and 3.45pm.

It is essential that for communication purposes, the secretary has up-to-date information and a definite emergency number. Parents are asked to notify the secretary regarding change of address, phone numbers, emergency numbers etc.

## **Monies**

Parents are asked to place any money given to the school in a separate envelope stating; name, total and reason for money being given (eg. School Fees, Excursion, Sausage Sizzle etc.)

## **Excursions and Camps**

Excursions and school camps play an important part in school life and enable children to broaden their educational development through experiences outside of school structures. Camps take place in senior grades.

Wherever practical, teachers may include day excursions in their programmes. The purpose of excursions is to enhance the educational programmes offered by the school. Excursion notes will be sent home by the class teacher stating all details and asking parent's permission to take their children outside the school grounds. The teacher will require a signed return form from the parent or guardian before the excursion date. No child will be barred because of financial considerations. In such cases, arrangements can be made with the Principal.

Parents may be asked to assist with the supervision of children on excursions and camps. The adult to student ratio for the excursion or camps is dependent upon the type of activity and the inherent hazards of particular environments.

## **Assemblies**

Each class will take a turn at presenting an assembly. These may include presentation of school work and class items of interest and will be presented by the children. Assemblies provide parents with the opportunity to see children's work and to become familiar with the types of activities children are involved with in the classroom.

Merit certificates are presented weekly to celebrate learning growth and acknowledge accomplishments.

Parents are welcome and encouraged to attend school assemblies. Assemblies are held in the undercover area. Dates will be published in the school newsletter.

## **Canteen**

The canteen operates each Monday. Lunch orders are collected from classrooms at the commencement of the day. The canteen has a volunteer manageress and operates with the help of dedicated volunteer parents. A roster is produced at the beginning of each term and reminders are published each week in the school newsletter. A canteen menu and pricelist is forwarded home with the newsletter or accessible on the website. Revenue raised by the canteen is used to benefit the students.

## **Medical**

On enrolment at St Michael's Catholic Primary School, parents are requested to provide information on any known medical condition which may affect their child at school, eg. Asthma, diabetes, epilepsy, heart conditions, physical disabilities etc.

Each year parents are asked to review and/or update this medical information and as a matter of course to inform the class teacher of any changes to such information, should the need arise.

## **Administration of Medication**

Any medication administered by a member of staff will be recorded in a medication book which each teacher keeps in their own classroom. Any medication requiring refrigeration will be kept in a sealed container in the staff fridge.

## **Accidents**

A number of staff members have the appropriate St John Ambulance Senior First Aid Certificate which they update at regular intervals.

At time the staff may deem it necessary to contact a parent and inform them that their child has had an accident even if their child does not appear to be overly distressed eg. A knock to the head, dental injury, a possible fracture, thus giving the parent the opportunity to make choices as to whether they would like to check on their child for personal reassurance or to seek a medical or dental appointment.

## **School Nurse**

A community nurse visits the school regularly each year as part of the states' public health programme. The nurse carries out full health appraisals, which is vision, hearing, speech and motor development of all Pre-primary children. The nurse may also assess speech or development issues related to growth and development when requests are made by parents or staff. The nurse also checks immunisation status of students for school entry.

## **Dental Care**

The Dental Therapy Centre which services our school is located at Miller Street Waroona and is open from 8.15am to 4.30pm. Ph 08 9733 1411. The dentist and therapist check the growth and development of children's teeth and mouth and provide advice, information and resources on oral health and dental hygiene. The dental therapy centre offers enrolment to all school aged children from Pre-primary to year 11 (5-16 years of age).

## **Infectious Diseases**

Many childhood diseases or conditions eg. Chicken Pox, ringworm, head lice or school sores require a period of exclusion from school. It is necessary to contact your local doctor to determine the amount of time your child needs to be excluded from school. You may also contact the school if you are unsure of any procedures regarding this matter.

## **Immunisation**

It is important for parents to ensure that their children are immunised against certain childhood diseases according to regulations set down by the Health Department of Western Australia. All children should be fully immunised before school entry. Further enquiries may be made by contacting the Public Health Division of the Health Department of Western Australia, or through the school office.





# ST MICHAEL'S CATHOLIC PRIMARY SCHOOL RESPONSIBLE USE OF TECHNOLOGY PARENT AGREEMENT 2018

7<sup>th</sup> February 2017

Dear Parent,

Your child will have the opportunity to use technology within the school's facilities this year. This access includes: the use of school-funded iPads, school computers locally and when connected to computers around the world, school printers, scanners, Smartboards, digital cameras and data projectors. These technologies would be used for educational purposes as part of planned classroom or school activities.

It is the policy of this school to provide users with access to relevant, current information and technologies. This includes communication and collaboration with others within the school and organisations outside of the school, with approval from teachers.

The school web page may be a source of publishing the student's work and activities, and as such photos will appear on this site. Names will NEVER be published near photos, and if written work is published, only first names will be used.

Please read the Student Responsible Use of Technology agreement on the following pages with your child and help them to sign these Agreements. It is important that your child accepts the responsibility of using the technologies in an appropriate manner. It is likewise important that you are aware of your child's access and responsibilities as a user of these technologies. As such you are also requested to sign and date the form below. Please return both forms to the St Michael's reception at your earliest convenience.

I have read the Responsible Use Policy for the use of technology facilities at St Michael's Catholic Primary School

Child's name and class: .....

Parent / Guardian Signature ..... Date .....



# ST MICHAEL'S CATHOLIC PRIMARY SCHOOL

## Standard Collection Notice: Publicity and the use of Student Images - REVISED 2016

Dear Parents

As part of the school's publicity activities, there may, on occasion, arise the situation whereby the school, Catholic Education Office or local media will need to take photographs and/or video footage of your child/ren for publication in newspapers, school documents, CEO documents, training videos and/or school/CEO website.

Should you **NOT** want your child/ren to feature in such publicity, please tick the box for statement **B** on the permission form below.

St Michael's Catholic Primary School wishes to raise parental awareness of incidental videoing/photography. Parents who choose to take photos of their children during school events should be aware that any photos that contain images of other children should not be published without the consent of the parents of the involving child/ren.

Should you **NOT** want your child/ren to be present in a forum where incidental videoing/photography is occurring, please tick the box for statement **A** on the permission form below.

Should you **NOT** want your child/ren to feature in the school newsletter or school year book, please tick the box for statement **C** on the permission form below.

I would be happy to speak with parents further regarding these matters if it concerns you.

Yours sincerely  
Phillip Rossiter  
PRINCIPAL

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Please tick only the relevant boxes if you DO NOT give permission.

I \_\_\_\_\_ parent/guardian of \_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_ Year \_\_\_\_\_

**A**  Do not give permit my child/ren to be present in a forum where incidental videoing and photography is occurring. I accept the responsibility of removing my child/ren at the time of these events and will notify the school accordingly.

**B**  Do not give permission for the use of my child/ren's photo/video image in school publicity activities.

**C**  Do not give permission for the use of my child/ren's image in the school newsletter or school year book.

Signed: \_\_\_\_\_



# ST MICHAEL'S CATHOLIC PRIMARY SCHOOL

## STUDENT RESPONSIBLE USE OF TECHNOLOGY

### AGREEMENT 2018

When I ..... use digital technologies at St Michael's I agree to:

- Only use school technologies with the permission of a teacher.
- Protect my and others privacy by not informing others of names, phone numbers, addresses, passwords or images.
- Respect and support others by being respectful in how I communicate with them.
- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
- I will take due care of iPads, computers, printers, Smartboards, scanners, digital cameras, data projectors, video cameras and other technological tools.
- Abide by copyright procedures when using content on websites by correctly referencing the source of any material used from the Internet and not copy the work of others and claim it as my own.
- Be aware that any content I upload or post is my digital footprint.
- Use the internet for educational purposes and only access material suitable for my schoolwork.
- Not send emails that are discriminatory, harass people or could offend or insult individuals or organisations.
- Not download videos, music or games onto the school network unless they are directly related to my classwork at the request of a teacher.
- Not modify any device without the permission of a teacher. This includes deleting applications, modifying device settings or changing desktop backgrounds/iPad wallpapers.
- Not interfere with the data of another user or attempt to log into the network with a username or password other than my own.
- Not reveal my passwords to anyone other than a teacher.

#### iPad use:

The use of school funded iPads at school is a privilege. Inappropriate or unauthorised use of the device may result in this privilege being removed. The student must agree to the following conditions:

1. I will only use the device during class time when allowed by the classroom teacher.
2. I will not use the device during recess or lunchtime without the permission of my teacher.
3. I will not remove the iPad from the classroom without the permission of my teacher.
4. I agree that any inappropriate use of the device will result in school discipline that may include the confiscation of the device for a period of time and the loss of the privilege to use the device in class. Inappropriate use includes but is not limited to:
  - Visiting inappropriate websites
  - Possessing inappropriate material including pictures, music and videos
  - Using the camera to take pictures or videos without the teacher's permission
  - Modifying the settings, backgrounds and applications on the device without the teacher's permission

PLEASE SIGN AND RETURN THE ATTACHED AGREEMENT TO THE SCHOOL RECEPTION.

Student Agreement to Comply

I understand that use of school technologies is a privilege, not a right. After reading the above, I understand the significance of the conditions and agree to abide by the St Michael's Catholic Primary School's Responsible Use of Technology Policy. I understand that any breach of these conditions will result in access privileges being suspended or revoked.

Student Signature: .....

Date: .....

As Parent/Guardian of the above signed I agree to the terms and conditions of this agreement.

Parent Signature: .....

Date: .....

