



Elanora Heights Public School

RESPECT

ACHIEVEMENT

RESPONSIBILITY

Dear Parent and Carers

AUTHORITY TO PUBLISH

We are seeking your permission to obtain and publish content that may include the image and/or name of your child (first name and initial) in our publicly available school communications. These could be in print, video, and/or digitally via our publicly available school website, newsletter and social media accounts.

Content examples include but are not limited to photographs, text, illustrations/graphics, videos, sound recordings and examples of student work.

Our school communications include but are not limited to:

- School's public website
- School's social media accounts (Facebook, Instagram and Twitter)
- School newsletter (online)
- Local community newspaper / magazine
- Media promotions and advertising activities
- Electronic and print promotional material
- Annual school report



COMMUNICATION PLATFORM

The school uses various platforms to communicate information to the EHPS Parent Community. Each platform serves a particular purpose, and an expectation of respectful communication is in place aligned to the School Community Charter for Collaborative, Respectful, Communication as directed by the Department of Education.

Newsletter (Sway): The newsletter is the school's main source of communication and contains essential information on what is happening at the school. The newsletter is sent out fortnightly and is also available to view on our website.

School Stream: Our school App is used for delivering reminders, urgent messages and for parents to notify the school regarding student absences. We request all families download the School Stream App which is free and available for Apple and Android devices.

School Bytes: Our school fees are delivered via this system with a payment link embedded in the email. School Bytes is also used to deliver school-wide emails and attachments. As of 2023 all Permission Forms for excursions and events will be online. These will outline specific details necessary for student participation and are emailed via School Bytes and require online completion for student participation.

Social Media: Facebook and Instagram will be used to share and celebrate specific events and our students' (school only) achievements. Due to the volume of views, the option to 'comment' on posts is turned off. We welcome your constructive feedback via email to the office. Twitter will be used to celebrate our educational pursuits and link EHPS to other schools, promoting our community.

WhatsApp: A class or grade WhatsApp may be set up but must remain respectful and be used to share class or grade information only. WhatsApp is NOT monitored by the school and does not replace official school channels of communication.

CHILD PROTECTION – CLASS UNITS

In accordance with the Department of Education and our school policy, the Child Protection Units will be taught during Term 3 and/or Term 4. Parent permission is required for your child to be included in this program, together with permission to use the precise anatomical terms for the private parts of the body within the Child Protection lessons.

Parents are welcome to view the program to be taught and if you have any questions, please contact your child's teacher.

SUPERVISION OF STUDENTS' POLICY

Students are appropriately supervised during all teaching and learning activities that occur within classrooms.

The policy of the school in the supervision of students during the times when children are not in the classroom is directed at providing for the safety, welfare and hygiene of the students.

1. Teachers are rostered for duty from 8.25am in the morning, during recess and lunch.
2. Bicycle or scooter riders must observe the wearing of helmets and the road rules on the way to and from school. Bicycles or scooters in the bike rack must be locked. Bicycles or scooters must not be ridden on school grounds and are to be walked from the bike racks to the pedestrian crossings outside the school and children cross when directed by the Crossing Supervisors. Children may then ride their bike or scooter.
3. Children are supervised at the pedestrian crossings by the Crossing Supervisors and are expected to obey the Crossing Supervisors and cross only at the crossings. Crossing Supervisors are on duty before and after school.
4. Skateboards are not permitted and may not under any circumstances be ridden through the school or the playground areas.
5. Children travelling by bus are supervised by a staff member each day at the bus stop until the school bus arrives.
6. Children are encouraged to leave parents at the top of the "tracks" before they walk down to school.
7. Children arriving late (after the 8:55am bell) should report to the office to have their names recorded. As gates are locked from 9:15am, an adult should accompany the student to the office. They will receive a late note to show their teacher. If a child is frequently late, the parents will be notified.
8. After arrival at school no child is permitted to leave the school grounds without authority.
9. Children are not permitted to come to school before 8:25am unless attending Before School Care. Children attending supervised activities, band, sport training etc. are exempt. If children arrive at school before 8:25am they will SIT ON THE SEATS outside the library or, in wet weather, under the library shelter until the teacher is on duty at 8:25am. In case of wet weather, children are supervised in classrooms from 8:25am.
10. Children are not to be in the classroom unless under teacher supervision.
11. Fighting, physical violence of any kind, throwing objects, playing rough games, swearing, running on asphalt areas, playing outside school boundaries, interfering with property of others and using fixed equipment without teacher supervision are prohibited.
12. Should a student require help or first aid he/she should approach the supervising teacher who will arrange for assistance to be given.
13. In accordance with the Department of Education's policy, sick children should be kept home to get better. If a student is sent to sick bay with symptoms or feeling unwell, the administrative staff will assess and may contact parents or carers to collect if deemed necessary.
14. After school finishes at 2.55pm, classes are dismissed and children should leave the grounds as soon as possible. Students are not to remain in school grounds unsupervised.
15. Parents are required to pick up early leavers (appointments etc) by signing students out AT THE OFFICE. This is a Department of Education regulation.
16. Students are to make their way home. The park "Fire Engine Park" is unsupervised and if parents are not present, students may be returned to the office for safe collection.
17. Driveway access is controlled by the boomgate. The driveway is accessible by staff between 7am to 8:30am and then after 3:15pm. The boomgate is open for parent/carers access from 9:30am to 2:25pm. The driveway is single lane, shared by both directions, and parking is restricted onsite to staff..

MOBILE DEVICES AT SCHOOL

As per the review into the "Non-educational use of mobile devices in NSW school report" 2018, EHPS has adopted the recommendation of "a state-wide restriction be placed on the use of smartphones for students in Primary school NSW". We do understand that students have mobile phones for safety and therefore EHPS has implemented the following rules:

- Primary students can still bring a phone to school, but it will need to be kept in their bag or stored elsewhere and turned off during school hours, unless a teacher gives permission.
- Primary students may wear an i-watch to **tell the time only**.
- In emergencies, parents should only contact their children through the school administration office.
- The school will not be held responsible for the loss or damage to a mobile device, this includes; phones, ipads, i-watches and headphones.

THE INTERNET ACCEPTABLE USE AGREEMENT (ICT Agreement)

Independent Form to be completed online

The NSW Department of Education & Training view computers and especially the Internet as one source of information that can aid your child's education.

The Internet enables the school community to access and retrieve information, share resources and communicate with people globally. With regular and increased usage, the Internet is providing opportunities to enhance our school's teaching and learning programs. To achieve this, students access the Internet via the classroom and school library. Staff also access the Internet in the staff room or administrative areas to plan for these teaching and learning programs.

With the increased usage there is a need for all staff, students and parents to understand that there are rules governing the use of the Internet. The school has the right and responsibility to determine the level of access granted to students and staff as determined by the NSW Department of Education or school-based restrictions. These restrictions have been put into place so that the technology is used in an appropriate way. It is necessary for students and parents to understand the rules and for parents to sign the following Internet contract agreeing to "acceptable use" in order for students to have access to the Internet and email facilities.

With the help from parents or carers, students will be required to read, acknowledge and sign an ICT Acceptable Use Agreement for Students (K-2) and (3-6). This form will be emailed home for electronic completion.

Students are to:

- Use the Internet only when they have permission and a teacher is present.
- Use the Internet only for activities and work set out by the teacher.
- Use email in line with the Department of Education Policy.
- Understand there are consequences/disciplinary action for inappropriate use of the Internet and email.
- Log on and off appropriately.
- Never share passwords with others.
- Ensure they do not place their own or other people's personal information such as names, addresses, phone numbers or photographs onto the Internet.
- Acknowledge where they found information for use in their projects and other work.
- Understand that the information found on the Internet is not always accurate.
- Refrain from looking for, sharing or using unacceptable material on a school computer or via their school Google and DoE email account. Misuse of ICT at school or home can be traced by the Department of Education.
- Tell a teacher if they see or receive any unacceptable material on a school computer or via their school email.
- Understand that buying or selling via the Internet is not acceptable in the school community.
- Use only USB drives that are supplied by the school, in school computers.
- Understand that a computer virus can damage the computers and therefore must not introduce them to our school.

Any breach of these rules may result in the student not being allowed to use the Internet and disciplinary action in line with Department of Education's Inclusive, Engaging and Respectful (IER) Schools Policy.

THIRD PARTY PLATFORMS/APPS
Independent Form to be completed online

Schools are required by the Department of Education to seek and retain evidence of parental consent to share their child's personal information on any "Third Party" apps. Elanora Heights Public School makes use of the following platforms/apps.

- School Stream, Bytes Technology, Mathletics, Mathseeds, Inquisitive, ClickView, Makers Empire 3D, Minecraft Education, ClassDojo, Seesaw Basic, Google Classroom and Drive, Canva, REDeLearn, Typing.com and JAMF School.

EHPS is committed to providing a technology-rich environment for our students. Our school community considers the use of Information and Communication Technology (ICT) is fundamental in assisting teaching and learning in all areas of the school curriculum.

The school uses third-party providers offering web-based educational resources and cloud-based storage to support our administrative functions and enhance student learning outcomes. The Department of Education has a service agreement with some providers it has assessed as meeting privacy and security standards required of the Department. The school offers students access to a number of services in addition to these.

In most instances, students are required to register before accessing an online service. Registration involves either a staff member or student entering identifying information such as name, grade, and email address onto the provider's platform. This and any other data entered in the course of accessing the application may be stored on servers located in Australia or off-shore in a country not subject to NSW privacy laws.

Your consent is required for your child's information to be provided to these third-party providers. **A "Consent to use third party software" form will be sent home for you to review and give consent.** Before giving your consent, it is important you understand what student information is collected, how it will be used and who may have access to it.

If you require further clarification of these services, you can contact the administration office.