

Media / Photo / Internet Permission Form

1st February 2018

Dear Parents/Guardians,

During the time your child attends Taylors Hill Primary School in 2018, photographs or images of your child may be taken as part of their learning activities. These photographs/images may be published or displayed either within the school setting or in the broader community. Your child may also submit pieces of personal writing or artwork for display or publication, both at school and also digitally. This may include online spaces such as class Facebook Pages, Google Classroom, or the school website. Where a student is identified in the broader community – in the newsletter, on the school website or on school display boards - the school only allows a student's first name and class grouping to be published.

In keeping with the school's Media/Photo Policy would you please complete the permission form below and return it to your child's class teacher by **Friday, 10th February 2018**.

Please circle a YES or NO response for each section.

CHILD'S NAME: _____ **CLASS:** _____

I give permission for photographs / images of my child and their individual work (eg. writing, art work, recordings) to be displayed within the school for school purposes only.

YES **NO**

I give permission for photographs / images of my child and their individual work to be published, displayed and sent home to other families in class booklets and newsletters, in the school newsletter and on the school's website www.taylorshillps.vic.edu.au

YES **NO**

I give permission for photographs / images of my child and their individual work to be published on their grade's private Facebook Page and/or private collaborative learning page eg. Google Classroom

YES **NO**

I give permission for photographs / images of my child and their individual work to be published in local newspaper publications and the broader community.

YES **NO**

I give permission for my child's personal details (name, age and grade) to be used in cloud based apps eg. Mathletics, Reading Eggs

YES **NO**

I have read the information on the continuing pages about Google Apps for Education and provide permission for my child to access these online services

YES **NO**

Parent / Guardian Name: _____ Date: _____

Signature: _____

GOOGLE APPS FOR EDUCATION - PRIVACY INFORMATION

Taylors Hill Primary School school uses Google Apps for Education in the classroom as part of our teaching and learning program. Google Apps for Education is an internet based service provided by Google for educational purposes only. It provides students and teachers with access to online services such as email, calendar, blogging, online document storage (for school work), sharing, messaging and video-conferencing facilities from school, and at home. Google Apps for Education includes the following online services: Classroom, Gmail, Drive, Calendar, Docs, Sheets, Slides, Sites, Hangouts and Groups. Please refer to the attached page for further details about these services.

Google Apps for Education Terms and Conditions and privacy information can be found by scanning the QR Codes below:



G Suite for Education (Online) Agreement	Privacy and Security Information	Google Cloud Help - Privacy
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Google access to specific personal information about your child

To enable your child to sign-on and access these online services as part of our schools teaching and learning program, Google require access to your child's Department of Education & Training username, first and last name, year level and school.

You may request that our school not provide this information to Google, and opt-out your child from using Google Apps. As a result, your child will not have access to the online services and alternate arrangements for allocating work (Grades 4-6) will be made.

Parental access to Personal Information

The Department of Education and Training's ('Department') use and handling of your child's personal information is governed by the *Privacy and Data Protection Act 2014 & Health Records Act 2001 (Victoria)*. You can access personal information held by the Department about you and your child under the *Freedom of Information Act 1982 (Victoria)*. If a mistake in that personal information is identified, the Department is required to correct it under the *Privacy and Data Protection Act 2014*.

Providing a safe online environment

Use of online services will be subject to classroom supervision during school hours. Students should report unacceptable behaviour, and classroom teachers as well as a member of the Leadership team will address the issue **during school hours**.

To further assist your child in having safe and positive experiences online, you can refer to parent information on the Australian Government's Office of the Children's eSafety Commissioner website: <https://esafety.gov.au/>

In addition, staff at our school have been advised that the use of Google Apps for Education is strictly for teaching and learning material only (e.g. lesson plans and classwork) and staff do not upload your child's personal, sensitive, health; or security classified information into Google Apps for Education.

When using Google Apps for Education, students continue to be responsible for their behaviour as outlined in our school's Students Acceptable Use Agreement.





Purpose of this Privacy Information and opt-out form





The purpose of this Privacy Information and opt-out form is to set out Privacy Information related to Google Apps for Education, and explain:

- you are able to opt-out your child from using the service at any time by written notification to the school.

- how your child's personal information will be collected, used, disclosed and managed.
- that if the school determines that the personal information, or the online services are no longer required or relevant, the use of the personal information and/or the online services will cease.

Should you wish to opt-out your child from using Google Apps for Education, please circle NO on the Media Permission Form. As a result, your child will not have access to the online services and alternate arrangements for allocating learning will be made.

Services	Description	Benefits to Your Child	Things You Need to Be Aware of
Classroom 	Suite of productivity tools for classroom collaboration.	<ul style="list-style-type: none"> ✓ Support your child's access to the school portal and class sites for a range of collaborative activities ✓ Provides channels to school activities 	
Gmail 	This includes email, contacts and unlimited storage per mailbox.	<ul style="list-style-type: none"> ✓ Easy search of staff and students from the same school ✓ More storage space ✓ Professional email at your school's domain (e.g. @yourschool.edu.au instead of @gmail.com) 	<ul style="list-style-type: none"> ! Your child can send and receive emails to/from anyone
Drive 	Provides unlimited online storage in the cloud. Files can be shared with staff and students as needed.	<ul style="list-style-type: none"> ✓ Unlimited storage ✓ Your child's access is restricted to his/her class and school 	<ul style="list-style-type: none"> ! Your child may share documents with students and staff from their school
Calendar 	Online calendar integrated with entire Google Apps suite.	<ul style="list-style-type: none"> ✓ Provides channels to school activities ✓ Reduced time planning with calendar that integrates with Gmail, 	

<p>Docs</p> 	<p>Online word processor that lets users create and format text documents and collaborate with other users in real time.</p>	<ul style="list-style-type: none"> ✓ Enables your child to create and edit docs with any modern browser ✓ Your child can jointly write and edit documents with other students
<p>Sheets</p> 	<p>Online spreadsheet app that allows users to create and format spreadsheets and simultaneously work with other users.</p>	<ul style="list-style-type: none"> ✓ Enables your child to create and edit spreadsheets with any modern browser ✓ Your child can jointly write and edit spreadsheets with other students
<p>Slides</p> 	<p>Online presentation app that allows users to show off work in a visual way.</p>	<ul style="list-style-type: none"> ✓ Enables your child to create and edit slide presentations with any modern browser ✓ Your child can jointly write and edit slide presentations with other students
<p>Sites</p> 	<p>Allows the creations of internal or external facing web site pages to share and collaborate on docs, videos and more.</p>	<ul style="list-style-type: none"> ✓ Enables launch of websites for class, team, or a project with easy site builder