PERMISSIONS AND AGREEMENTS

Booklet 2 of 2

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Enrolment Booklet 2 – 'Permissions and Agreements' includes the following information and documentation for your reference and completion:

1. Information Privacy and Security Policy and Consent
2. Information Technology Users Agreement
3. Mobile Phone/Technological Device Policy
4. Community Code of Conduct Agreement
5. Unique Student Identifier Number Application

*Please complete all pages within **Booklets 1 & 2** and return the entire package (BOOKLET 1 AND 2) along with all other supporting documents (refer checklist in Booklet 1) to Administration at your earliest convenience.*

Families will be contacted in due course to schedule an enrolment interview with an Associate Principal if required. [280521]

PARENT / GUARDIAN PRIVACY AND SECURITY CONSENT

Comet Bay College supports the Department of Education's Information Privacy and Security Policy that requires schools to gain Parental / Guardian Permission before publishing/displaying visual images of any student. This includes photographs taken outside the school environment.

Comet Bay College regularly uses images of students in a variety of ways to recognise excellent achievement, inform parents and the local community of school matters, publicise events and to promote the College. From time to time we may also be asked to contribute to the Department of Education materials such as educational videos and the "School Matters" newspaper.

The College also has an Internet site, which may result in your child's image potentially being accessed worldwide through the Internet.

We request your permission to use any **images** of your child in some or all of the ways listed below:

- School Website / Social Media Platforms/ Video / Newsletters / Publications or any medium in relation to school related activities.
- Promotional material for the Department of Education or Comet Bay College.
- Articles for West Australian / School Matters / Community Newspapers.
- Class and School Group Photos.

We also request your permission to use your child's **name** in association with images, except that names **will not** be used on the **College website.**

You are of course, at liberty to withdraw your consent at any time by contacting the College in writing.

Please complete the following to indicate your choice.

> **SIGNATURE**
> **AND**
> **DATE**
>
> **REQUIRED**
> **HERE**
>
> ⬇⬇

PARENT/GUARDIAN AND STUDENT PLEASE COMPLETE THE FOLLOWING:

Please tick one of the following options:

☐ **I DO** give permission for Comet Bay College to use images of my child named below. I understand that my child's name may be used in association with these images but **NOT** on the school website.

☐ **I DO NOT** give permission for Comet Bay College to use images of my child named below. **This includes Class and School Group Photographs.**

Student Name (in full): _____   _____   Year: _____
Please Print Clearly   **First Name**   **Surname**

Parent / Guardian Name: _____

Signed Parent / Guardian: _____   Date: _____

Information Technology Users Agreement

The provision of Information and Communication Technology (ICT) at Comet Bay College provides students with access to email, the Internet and other digital equipment. The availability of such resources encourages students to develop their skills and potential in a safe and supportive environment. The use of the college network and resources is of significant educational value but can pose the risk of exposure to inappropriate and offensive material if used incorrectly.

The use of and access to ICT at Comet Bay College is a privilege, and failure to adhere to the Information Technology User Agreement and Policy will result in the restriction of access to network facilities within the College.

This document must be read and signed by the student and parent/guardian to indicate agreement to the following conditions;

1. **Tampering with School Computers**

    Students are not permitted to tamper with school computers/equipment is any way.

    Including:-
    - The connection of hardware (other than storage devices such as thumb drives, external hard drives etc.) unless authorised by a teacher;
    - Removal of or relocation of equipment;
    - The installation of software without authorisation - including downloading games;
    - The removal of, or altering of software;
    - The unauthorised access or alteration of data to any part of the Network beyond authorised access;
    - Interfering in any way with other users' accounts and or equipment.

    All students are required to report any technical or equipment faults immediately to the class teacher. Faults should be noted and passed on to the College's IT technician.

2. **Passwords**

    Network access is provided by way of an account and password, and is uniform with DOE policy. Student accounts are for educational use of the account holder only. The student account must contain only educational material, i.e. course related material. <u>Under no circumstances</u> are students permitted to share their account or password with any other student. Where a student suspects that someone is using their account or knows their password, they are required to report their concern immediately to their teacher.

3. **General Access**

    - Students are only permitted to use the software provided and licensed by The College, and/or The Department of Education (please refer to 1. *Tampering with School Computers* above).
    - Students are only permitted to use the software indicated by the classroom teacher.
    - Students must not attempt to, or, subvert any restrictions placed on the use of network facilities.
    - Students must ensure they log off or shut down (end of day) the computer to prevent others from using their account.

    This means specifically

    - the use of a proxy to access a banned site(s).
    - the use of another users account and password – unless directed to by a teacher for the purposes of collaborative learning.

4. **Access to the Comet Bay College Network**

    - The College does not guarantee 100 % access to the Network at all times.
    - In support of mobile technology, in particular iPads/Tablets, students are required to sign a *Bring Your Own Device* contract. Students will be provided with the correct settings on return of the signed contract.
    - Students who bypass the contract and obtain the settings by any other means will be suspended from the College's network system as per policy - see below.

5. **Mobile Technology Devices – personally owned devices**

- Please refer to *Bring your own Device – iPads/Tablets/Laptops*

Rationale – Mobile Devices

The College recognises the use of mobile devices for educational purposes, innovation and creativity. Such devices allow students to personalise their learning experience and become a partner in this learning experience, not simply a participant. The College also recognises that education is in a transition phase and that while individually owned devices are encouraged, the use of these devices must be managed and monitored. Ongoing use of such devices within the College is only permitted under the following conditions:

- The charging of personal Mobile Devices using college facilities is not permitted.
- The College/Department of Education does not provide any form of insurance for personally owned devices. It is highly recommended that such devices are covered under personal home and contents insurance.
- The device owner is responsible for the safe-keeping and care of the device at all times.
- The College accepts no responsibility <u>at all</u> for any charges incurred by students downloading apps/software during school hours.
- Students are responsible for the content on their personally owned devices. Content must be age appropriate. The College reserves the right to ask students to remove Apps etc that are deemed to be inappropriate – or request the mobile device in not brought onto College grounds until content is suitable.

- Users of such devices must remain within the guideline of this User Agreement and Department of Education policies.
- Any staff member has the right to confiscate a device for discipline purposes, and to monitor the content for suitability within a school context.
- Technical support is not available for individually owned devices – the maintenance (sync) of such devices is the responsibility of the owner.
- Students are not permitted to connect to the College's network/internet unless a signed BYOD has been provided to the library.

6. Copyright and Plagiarism

Users agree to follow the Copyright laws. Copyright is applied to all artistic and intellectual works whether or not it contains a copyright notice. This includes all information from CD-ROMS, the Internet, printed material, maps, text, graphics, photographs, maps, charts etc.

To ensure compliance with copyright guidelines, ALL students:

- must acknowledge the source of information;
- must NOT use college facilities to copy and / or distribute software – this includes games;
- must NOT use college facilities to copy and / or distribute DVD's (Movies) etc.

Plagiarism is the direct copying of someone else's work. Please refer to the College's Assessment Policy for further information regarding Plagiarism.

7. Internet Use and Inappropriate Material

The College provides internet access to students for the purpose of obtaining curriculum related information. Students must not use their account to access material that is unrelated to the curriculum, or access any material / sites (Images, Videos, Text etc.) that may be deemed offensive by teachers and /or college administration staff, in particular;

- Pornography
- Racist
- Culturally Offensive
- Sexually Explicit

- Blogs / Chat Rooms etc unless used as part of a classroom strategy
- Unethical
- Offensive language
- Drugs (Growing, paraphernalia etc)

While some of the above topics are legitimate curriculum topics, teachers should provide students with appropriate sites for use.

8. Email, Chat Rooms. Blogs etc.

It is recommended that users should use the email account provided to them by Department of Education through the College. However, the capacity restrictions of these accounts have been acknowledged, and all students are provided access to a college domain restricted Gmail account. Parental permission is required to acknowledge this form of communication.

When using email etc users are required to be respectful to others and use appropriate written expression.

Users are to use DOE email and other communication facilities, under the direction of the teacher, in an appropriate manner and in particular are prohibited from using email etc to:

- harass, bully, intimidate or menace another person;
- use obscene, offensive, racially offensive etc language;
- reveal any personal information including names, addresses, phone numbers of themselves or others;
- forward an email without the permission of the sender;
- distribute any unsolicited or offensive material;
- distribute material that is offensive or contains insulting statements based on race, colour or nationality of a person;
- defame a person or an organisation.

Students may forward email to other accounts such as Gmail, however, official communication to teachers is through the student's DoE provided email account.

It is the responsibility of the individual student to ensure that tasks/assignments etc. are received via email – no responsibility is placed on the teacher.

Students are required to provide completed tasks/assignments/homework in the format requested by the individual teacher.

9. Network monitoring and audits

CBC and DOE reserve the right to monitor all accounts and communications over the Network. Accounts are monitored and accessed by college staff. DOE audit all accounts and may trace the online activity of any user.

10. Backups

Whilst every effort is made to provide school wide backups, CBC is not responsible for the loss of any data in the case of an accident. It is essential that users backup their own work/datafiles regularly by way of thumbdrives and home computer systems.

11. Consequences

Users may be suspended from accessing CBC network facilities for breaching any of the above conditions. Disciplinary action may be taken at a school level, or criminal proceedings initiated as appropriate.

Network suspension may occur in the following manner:

- *First offence* – 1 week suspension from Network, parent contact via phone, details entered into SIS.
- *Second Offence* – 2 weeks suspension, not concurrent, from Network, parent contact via letter sent home, details entered into SIS
- *Third offence* – 3 weeks suspension, not concurrent, from the Network. Letter sent home, interview with administration to negotiate reinstatement of user account. details entered into SIS.
- *Fourth and subsequent bans* – suspension / suspended suspension, interview with administration to negotiate reinstatement of account, letter sent home, details entered into SIS.

Individually owned Laptops/ iPads/Tablets/Mobile Technology

All CBC staff has the right to confiscate any of the above technology for inappropriate use and breaches of this policy. Confiscated technology devices will be delivered to Student Services and collected by the student at the end of the school day. On the third offence the device will be required to be collected by a parent/guardian. Students who persistently breach this policy and contract will be banned from using such devices while on college grounds.

College Owned laptops may be confiscated by any CBC staff member. Confiscation time is dependent on history of breaches. Staff member to indicate time to Students services staff member. Student Services to inform Strategic IT coordinator for further discussion.

Issues concerning serious breaches of the IT Users Agreement will be directed immediately to Administration who may put into place appropriate consequences.

Users should also note that task extensions will not generally be granted as a result of a student having been suspended from accessing the college network.

Parent / Guardian Consent

All users must complete the relevant section/s below prior to being issued with a user ID and password.

I have read the Computer Use Policy for Comet Bay College and give permission for:

Student's Name: _____ **Year:** _____

To use the College Network, including Internet and Email.

I accept the conditions outlined above for my child.

Parent / Guardian Name: _____

Parent / Guardian Signature: _____

Date: _____ / _____ / _____

SIGNATURE AND DATE REQUIRED HERE ←

Student Agreement

*I have read the Computer Use Policy and understand its contents. My signature below, and that of my Parent / Guardian above indicates that **I agree to follow the Guidelines and Rules of the Computer Use Policy.***

Student Name: _____

Student Signature: _____

Date: _____ / _____ / _____

← SIGNATURE AND DATE REQUIRED HERE

Mobile Phone/Technological Device Policy

Mobile phones/iPods and other devices are banned from use on the college site.

Students who are seen with the device (including earphones), will have the device confiscated.

- In the first instance of confiscation, the student is required to collect the phone or device **at the end of the college day** from Student Support.

- In the THIRD instance of confiscation, a parent/guardian is required to collect the device personally from The College.

Student Agreement

*I have read the Mobile Phone and Technological Device Policy and understand its contents. My signature is below, and that of my Parent / Guardian above indicates that **I agree to follow the Guidelines and Rules of the Mobile Phone/Technological Device Policy.***

Parent Name: _____

Parent Signature: _____

Student Name: _____

Student Signature: _____

Date: _____ / _____ / _____

↑

SIGNATURE
AND
DATE

REQUIRED
HERE

Community Code of Conduct Agreement

Parents and Carers play a vital and crucial role in the education and social development of their children. Our College sets high standards for all of our students, and we rely on parents/ carers to assist the College in helping students achieve them. We recognise the importance of the partnership between schools and parents to support student learning, engagement and wellbeing, and we each share a commitment to, and a responsibility for ensuring inclusive, safe and orderly environments for our young people.

This Code of Conduct sets out the College's behavioural expectations of **parents and students** in our school community. It respects the diversity of individuals, whilst addressing the shared responsibilities in building a safe and respectful school community. We maintain the ethos that discrimination, sexual and other forms of harassment, bullying, violence, aggression and threatening behaviour are unacceptable, **and will not be tolerated in this school**.

This Code of Conduct acknowledges that parents and college staff are strongly motivated to do their very best for every child. We all have the right to differing opinions and views, as well as a right to raise concerns, *as long as we do this respectfully and as a community working together*.

We seek your support as a valued member of our College Community, whereby at point of enrolment, all parents/carers and students read through the following expectations, by acknowledging an understanding of the College's expectations and standards, and acceptance of the code.

RESPONSIBILITIES

AS PARENTS, WE WILL:

- Ensure our child attends school on time, every day as required according to their timetable.

- Ensure that our child is 'equipped' to learn, (eg. We can provide appropriate stationery and personal items as per the book lists);
- Work *with* the school to achieve the best outcomes for your child.
- Communicate constructively with the school, using recommended processes and procedures when raising concerns.

- Familiarise ourselves and our children with what it means to respect our school and community rules and values.
- Support college staff to maintain a safe learning environment for *all* students.
- Maintain contact with the College by regularly reviewing college communications. (eg. through the use of Connect, general email, the college Website and/or Facebook.)
- Treat all college staff, students, and members of the school community with respect at all times.

RESPECT AND CONCERN FOR OTHERS AND THEIR RIGHTS

As parents, we can show respect and concern for others by:

- following the road/parking rules and doing the right thing when delivering/collecting our child from school or visiting the College on business.
- showing respect for teachers and staff by:
    - using appropriate communication channels when dealing with the school.
    - encouraging our child to use the problem-solving channels provided at school (eg. Student Support, Chaplaincy, School Psychologist).

- showing tolerance and understanding towards others.
- taking responsibility for our own actions.

AS STUDENTS, WE WILL:

- model positive behaviour to other students.
- comply with and model school values.
- respect and comply with college policies and procedures.
- behave in a safe and responsible manner.
- respect ourselves and other members of the school community.
- respect our school environment by:
    - keeping the school tidy by placing rubbish in the bins provided, and not littering.
    - treating school resources, equipment and property with care at all times.
- not disrupt the learning of others and make the most of our educational opportunities.
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CONSEQUENCES FOR FAILING TO UPHOLD THE VALUES OF THIS CODE OF CONDUCT

WHAT IS CONSIDERED TO BE UNREASONABLE CONDUCT?

Behaviours that are considered inappropriate on, and adjacent to school grounds, or in relation to school business, and that DO NOT uphold the values of this Code of Conduct include the following. When a person:

- is rude, aggressive or harasses others;
- sends rude, confronting or threatening letters, emails or text messages; is manipulative or threatening;
- speaks aggressively to a member of staff, either in person or over the telephone;
- makes sexist, racist or derogatory comments in a conversation;
- inappropriately uses social media as a forum to raise concerns/make complaints against the school (eg. Facebook);
- is physically intimidating (e.g. standing very close, standing over, finger pointing etc.).

CONSEQUENCES WHERE CONDUCT IS DEEMED TO BE UNREASONABLE

The Principal is responsible for determining what constitutes reasonable or unreasonable behaviour. Unreasonable behaviour and/or failure to uphold the values of this Code of Conduct may lead to further investigation and the implementation of appropriate consequences.
This may include one or more of the following:

- Mediation and counselling services being utilised;
- The application of alternative communication strategies;
- Issuance of a formal notice preventing entry onto school premises or attendance at school activities. Written notice will follow any verbal notice given;
- An intervention order being sought;
- Informing the police which may result in a charge of trespass or assault.

By agreeing to meet specified standards of positive behaviour, all members of our school community can be assured that they will be treated with fairness and respect. In turn, this contributes to the development of a school environment that is safe and orderly, where everyone is empowered to participate and learn.

Having reviewed the above Code of Conduct, we request that Students and Parents alike acknowledge their understanding of these requirements by signing the acknowledgement statement over the page as part of the enrolment application process.

Student Agreement

*I have read the Community Code of Conduct Agreement and understand its contents. My signature below, and that of my Parent / Guardian to follow indicates that **I agree to follow the Guidelines and Rules of the Community Code of Conduct Agreement.***

Student's Name: _____

Student's Signature: _____

Date: _____ / _____ / _____

← SIGNATURE AND DATE REQUIRED HERE

Parent/Guardian Acknowledgement and Agreement (PG1)

*I have read the Community Code of Conduct Agreement and understand its contents. My signature below indicates that **I acknowledge and agree to follow the Community Code of Conduct Agreement.***

PG 1 Parent/Guardian Name: _____

PG 1 Parent/Guardian Signature: _____

Date: _____ / _____ / _____

← SIGNATURE AND DATE REQUIRED HERE

Parent/Guardian Acknowledgement and Agreement (PG2)

*I have read the Computer Use Policy and understand its contents. My signature is below indicates that **I acknowledge and agree to follow the Community Code of Conduct Agreement.***

PG 2 Parent/Guardian Name: _____

PG 2 Parent/Guardian Signature: _____

Date: _____ / _____ / _____

← SIGNATURE AND DATE REQUIRED HERE

Unique Student Identifier Number Application

The recent implementation of this reform requires all students enrolling into Nationally Recognised Courses to obtain a USI number. Comet Bay College offers a wide range of Nationally Recognised Courses to its Students and therefore requires **all** students to obtain their individual USI.

Please visit http://www.usi.gov.au/Students/Pages/steps-to-create-your-USI.aspx **to apply for your child's USI, and record the allocated number below.**

NOTES:

Please take care to record the number accurately, we may need to contact you in the event an error is made.

Applications MUST be made using the student's LEGAL first name AND LEGAL surname.

You will be required to provide details from your current Medicare Card and an additional form of ID. Please have them on hand prior to starting your application.

Further, more comprehensive information regarding the USI is available from the USI website www.usi.gov.au

Please enter your child's allocated USI here (please print clearly):

Student Name: _____

USI Number Required

HERE

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Problems with your application?

Unfortunately, college staff are not able to assist with any technical issues you may experience in submitting your application. **Please refer to the USI website for contact details in the event you require support**.