



Year of enrolment: \_\_\_\_\_

Year level : \_\_\_\_\_

## WILLIAMS PRIMARY SCHOOL

### STUDENT ENROLMENT FORM

*(For enrolment in a Western Australian Public School)*

**This form is to be completed for children whose application has been accepted by the school. It is intended for children not enrolled at the school in the previous year and for all Pre Primary students.** For students in the compulsory years of schooling who were enrolled in the previous year, please inform the school directly if there are changes needed to update the form.

Please read the accompanying *Parent information about Enrolment in a Western Australian public school* before lodging the Enrolment Form with the school.

*Note: If you are typing the information into this form, doubleclick the check box ☐ and select the radio button under the heading Default value 'Checked' and click OK. e.g. ☒.*

#### STUDENT DETAILS

Surname: \_\_\_\_\_ Legal Surname (if different): \_\_\_\_\_

Previous Surname (if applicable): \_\_\_\_\_

1<sup>st</sup> Name: \_\_\_\_\_ 2<sup>nd</sup> Name: \_\_\_\_\_ 3<sup>rd</sup> Name: \_\_\_\_\_Preferred 1<sup>st</sup> Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex: ☐ Male ☐ Female

Residential Address: \_\_\_\_\_

\_\_\_\_\_  
Postcode: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Student's Mobile (if applicable): \_\_\_\_\_

Car Registration (if applicable): \_\_\_\_\_

Full Name/s of brothers and sisters attending this school:

\_\_\_\_\_

#### Student lives with:

|                               |                          |             |                          |
|-------------------------------|--------------------------|-------------|--------------------------|
| Both Parents .....            | <input type="checkbox"/> | Other ..... | <input type="checkbox"/> |
| Parent/Guardian/Carer 1 ..... | <input type="checkbox"/> | Name        | Relationship to student  |
| Parent/Guardian/Carer 2 ..... | <input type="checkbox"/> | _____       | _____                    |
| Independent minor .....       | <input type="checkbox"/> |             |                          |

(Reg3. School Education Regulations 2000)

For information on access restriction, see *Confidential* section of this form.

#### Emergency Contacts (Indicate contacts in order of preference):

| Name     | Phone No. | Mobile No. | Relationship to student |
|----------|-----------|------------|-------------------------|
| 1. _____ | _____     | _____      | _____                   |
| 2. _____ | _____     | _____      | _____                   |
| 3. _____ | _____     | _____      | _____                   |

## STUDENT DETAILS – ADDITIONAL INFORMATION

Evidence of immunisation status

Australian Immunisation Register (AIR) Immunisation History Statement that is **not more than two months old** shows my child's vaccination status is ☐ Up to date ☐ Not up to date as at \_\_\_\_\_ (date of statement)

OR

AIR Immunisation History Statement that is not more than six months old shows my child is on a catch up schedule as at \_\_\_\_\_ (date of Form)

OR

Immunisation Certificate issued by the Chief Health Officer as at \_\_\_\_\_ (date of Certificate)

Nationality (optional): \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Religion: \_\_\_\_\_. Is the student to be withdrawn from religious instruction? ☐ YES ☐ NO

Student's First Language: \_\_\_\_\_

Is the student's descent: .....Aboriginal ☐ YES ☐ NO

.....Torres Strait Islander (TSI) ☐ YES ☐ NO

.....Both Aboriginal and TSI ☐ YES ☐ NO

Does the student speak a language other than English at home? ..... ☐ YES ☐ NO

Does the student mainly speak English at home? ..... ☐ YES ☐ NO

(If more than one language, indicate the one that is spoken most often.) ☐ NO, English only

☐ YES, other - please specify: \_\_\_\_\_

Australian Citizenship/Permanent Resident: ..... ☐ YES ☐ NO

Date of Arrival in Australia: \_\_\_\_\_ Visa Sub-class No: \_\_\_\_\_ Visa Sub-class No Expiry Date: \_\_\_\_\_

International Fee Paying (if known): ..... ☐ YES ☐ NO

Does the student receive any of the following allowances:

☐ Secondary Assistance

☐ Youth Allowance

☐ Assistance for Isolated Children (AIC)

☐ Abstudy

Previous School: \_\_\_\_\_

Reason for change of school (optional): \_\_\_\_\_

If previously enrolled in Home Education, specify the Education Region: \_\_\_\_\_

Movement reason (optional): \_\_\_\_\_

## CONFIDENTIAL

Access Restriction - Is this student subject to any court orders in respect of their care, welfare and development? ..... ☐ YES ☐ NO

If YES, please specify and attach supporting documentation.

Is this student in the care of the Department for Child Protection and Family Support's (CPFS) Director General? ..... ☐ YES ☐ NO

If YES, please specify the name of the CPFS Case Manager, their CPFS District and their contact phone number.

## CONSENT FORMS

Parent consent is sought in ATTACHMENT 2 for a variety of school related activities.

## STUDENT DETAILS – MEDICAL / HEALTH

In addition to the information below, a separate form (student health care summary) available from the school, is to be completed for all students.

**Note:** For students identified as having health conditions requiring support at school, additional form/s will be provided by the school.

Does the student have a disability? ☐ YES ☐ NO If YES, please specify the disability/s:

\_\_\_\_\_

Please indicate where you have documentation about your child's disability in any of the following areas. Copies of this documentation will be required for school records

- |                                                              |                                                                      |
|--------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Autism Spectrum Disorder            | <input type="checkbox"/> Severe Mental Disorder                      |
| <input type="checkbox"/> Deaf or Hard of Hearing             | <input type="checkbox"/> Global Developmental Delay (prior to age 6) |
| <input type="checkbox"/> Specific Speech Language Impairment | <input type="checkbox"/> Vision Impairment                           |
| <input type="checkbox"/> Intellectual Disability             | <input type="checkbox"/> Physical Disability                         |

Does the student have a medical condition or intensive health care need? YES ☐ NO ☐

If YES, please specify.

- |                                                         |                                                                                 |
|---------------------------------------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> Allergy – Anaphylaxis          | <input type="checkbox"/> Hearing condition (eg otitis media)                    |
| <input type="checkbox"/> Allergy – Other _____          | <input type="checkbox"/> Mental health or behavioural (eg depression, ADD/ADHD) |
| <input type="checkbox"/> Asthma                         | <input type="checkbox"/> Intensive Health Care Need (eg tube feeding)           |
| <input type="checkbox"/> Diabetes                       | <input type="checkbox"/> Other: _____                                           |
| <input type="checkbox"/> Diagnosed migraine/headaches   |                                                                                 |
| <input type="checkbox"/> Seizure Disorder (eg epilepsy) |                                                                                 |

Medical Practice (Name and Address): \_\_\_\_\_

\_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dental Surgery Practice (if applicable, name and address): \_\_\_\_\_

Dentist's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_

Medicare No: \_\_\_\_\_ Name # \_\_\_\_\_ Valid to: \_\_\_\_ / \_\_\_\_

Health Care Card (if applicable): ☐ YES ☐ NO. If Yes, please provide no. \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Do you have ambulance cover? ..... ☐ YES ☐ NO

(If there is a medical emergency parents or guardians are expected to meet the cost of the ambulance)

\_\_\_\_\_

## PARENT / GUARDIAN DETAILS

### Parent/Guardian 1 Details

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Second Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Please indicate relationship to the student: \_\_\_\_\_

Please indicate whether you have the: ☐ Day to day care of the student **or** ☐ Long term care of student.

Fees and charges billing: ☐ YES ☐ NO If no, who is responsible: \_\_\_\_\_

Postal Address (if different from student residential address):  
\_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupation/Workplace location: \_\_\_\_\_

Telephone (Work): \_\_\_\_\_ Mobile No: \_\_\_\_\_

Do you mainly speak English at home? ..... ☐ YES ☐ NO

Do you speak a language other than English at home? ☐ NO, English only ☐ YES, other - please specify:  
(If more than one language, indicate the one that is spoken most often)  
\_\_\_\_\_

What is the highest year of primary or secondary school you have completed?

- ☐ Year 12 or equivalent
- ☐ Year 11 or equivalent
- ☐ Year 10 or equivalent
- ☐ Year 9 or equivalent or below

What is the level of the highest qualification you have completed?

- ☐ Bachelor degree or above
- ☐ Advanced diploma/Diploma
- ☐ Certificate I to IV (including trade certificate)
- ☐ No non-school qualification

(If you did not attend school, mark 'Year 9 or equivalent or below')

What is your occupation group? \_\_\_\_\_ (Insert 1, 2, 3 or 4. Please select the appropriate parental occupation group from the list provided in ATTACHMENT 1. If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. However, if you have not been in paid work in the last 12 months, enter '8' above).

### Parent/Guardian 2 Details

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Second Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Please indicate relationship to the student: \_\_\_\_\_

Please indicate whether you have the: ☐ Day to day care of the student **or** ☐ Long term care of student.

Fees and charges billing: ☐ YES ☐ NO If no, who is responsible: \_\_\_\_\_

Postal Address (if different from student residential address):  
\_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupation/Workplace location: \_\_\_\_\_

Telephone (Work): \_\_\_\_\_ Mobile No: \_\_\_\_\_

Do you mainly speak English at home? ..... ☐ YES ☐ NO

Do you speak a language other than English at home? ☐ NO, English only ☐ YES, other - please specify:  
(If more than one language, indicate the one that is spoken most often)

\_\_\_\_\_

What is the highest year of primary or secondary school you have completed?

- ☐ Year 12 or equivalent  
☐ Year 11 or equivalent  
☐ Year 10 or equivalent  
☐ Year 9 or equivalent or below

What is the level of the highest qualification you have completed?

- ☐ Bachelor degree or above  
☐ Advanced diploma/Diploma  
☐ Certificate I to IV (including trade certificate)  
☐ No non-school qualification

(If you did not attend school, mark 'Year 9 or equivalent or below')

What is your occupation group? \_\_\_\_\_ (Insert 1, 2, 3 or 4. Please select the appropriate parental occupation group from the list provided in ATTACHMENT 1. If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. However, if you have not been in paid work in the last 12 months, enter '8' above).

#### OTHER CONTACT(S) DETAILS

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Second Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Please indicate relationship to the student: \_\_\_\_\_

Postal Address (if different from student residential address):

\_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupation/Workplace location: \_\_\_\_\_

Telephone (Work): \_\_\_\_\_ Mobile No: \_\_\_\_\_

**Please advise the school if there are any other contacts you would like recorded.**

#### PRIVACY AND INFORMATION SHARING

I understand that my child's enrolment information is confidential and will be kept as required by the Department of Education's record keeping procedures.

I understand that information on the Enrolment Form will be used to meet the Department of Education's reporting requirements to other Government departments or agencies. This includes providing the Department of Health with my child's immunisation status as requested.

#### SIGNATURE

Name of person enrolling student:

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Second Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship to the student: \_\_\_\_\_

If this is an enrolment for Kindergarten, I declare this to be the only enrolment made.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(independent minors and those aged 18 years or older may sign on their own behalf)

\_\_\_\_\_  
Signature  
Approved / Not approved  
Date: \_\_\_\_\_

**OFFICE USE ONLY**

Student's official documentation all sighted (Date): \_\_\_\_\_ ☐ YES ☐ NO

☐ Birth certificate ☐ Passport ☐ Travel document/s

Student's Residency status: .. ☐ Local ☐ Permanent Resident

☐ Overseas Student: If yes, International fee paying: ..... ☐ YES ☐ NO

Entry Date: \_\_\_\_\_

Previous School: \_\_\_\_\_ Records received: ☐ YES ☐ NO

Publications/Internet Permission Form completed: ..... ☐ YES ☐ NO

Contributions and Charges Billing: ☐ PG1: \_\_\_\_% ☐ PG2: \_\_\_\_% ☐ Other: \_\_\_\_%

Official documentation: ☐ PG1: \_\_\_\_ ☐ PG2: \_\_\_\_ ☐ Other: \_\_\_\_\_  
(including reports, to be sent to)

AIR immunisation history statement provided: ☐ YES ☐ NO

Date of issue: \_\_\_\_\_ Vaccination status is ☐ Up to date ☐ Not up to date

If not up to date, additional request/s for documentation on date/s: \_\_\_\_\_

Other immunisation evidence provided: AIR Immunisation History Form ☐ YES ☐ NO

Immunisation Certificate issued by the Chief Health Officer ☐ YES ☐ NO

**Kindergarten students only** Eligibility for immunisation exemption approved: Code ☐

Form/Class: \_\_\_\_\_ House Faction: \_\_\_\_\_

Approved by Principal: ☐ NO ☐ YES on (Date): \_\_\_\_\_

Entered on School Information system by: \_\_\_\_\_ on (Date): \_\_\_\_\_

Student leaves school: (Date) \_\_\_\_\_ Date Transfer Note Sent: \_\_\_\_\_

Destination: \_\_\_\_\_

Records received from transferring school: ☐ NO ☐ YES on (Date): \_\_\_\_\_

**RETENTION AND TRANSFER OF STUDENT ENROLMENT RECORDS:**

1. **Enrolment Applications (successful)** – The School to retain for 5 years after last action and then destroy.
2. **Enrolment Applications (unsuccessful)** – The School to retain for 2 years after last action and then destroy.
3. **Enrolment Register (Register of Admissions/Enrolment Cards used prior to the School Information System)** – The School to retain for 7 years after last action and then archive and transfer to State Records Office only when advised by Corporate Information Services.
4. **Enrolment Records (managed in the School Information System)** – The School must print out annually for all school leavers, the School must retain for 7 years after the last action and then archive and transfer to State Records Office only when advised by Corporate Information Services.
5. **Student files** – The School must negotiate with the previous school at the local level the transfer within 5 school days.

## Parent Occupation Groups

*Relates to questions in Parent 1 and Parent 2 sections of the Application for Enrolment form*

| GROUP 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | GROUP 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               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| <p><b>Senior management in large business organisation government administration &amp; defence, and qualified professionals</b></p> <p><b>Senior executive/ manager/ department head</b> in industry, commerce, media or other large organisation.</p> <p><b>Public service manager</b> (section head or above), regional director, health/education/police/ fire services administrator.</p> <p><b>Other administrator</b> [school Principal, faculty head/dean, library/museum/gallery director, research facility director].</p> <p><b>Defence Forces</b><br/>Commissioned Officer.</p> <p><b>Professionals</b> generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> professional.</p> <p><b>Business</b> [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer].</p> <p><b>Air/sea transport</b> [aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller].</p> | <p><b>Other business managers, arts/media/sportspersons and associate professionals</b></p> <p><b>Owner/manager</b> of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</p> <p><b>Specialist manager</b> [finance/engineering/productio n/ personnel/ industrial relations/ sales/marketing].</p> <p><b>Financial services manager</b> [bank branch manager, finance/ investment/insurance broker, credit/loans officer].</p> <p><b>Retail sales/services manager</b> [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency].</p> <p><b>Arts/media/sports</b> [musician, actor, dancer, painter, potter, sculptor, journalist, author].</p> <p>media presenter, photographer, designer, illustrator, proof reader, sportsman/ woman, coach, trainer, sports official].</p> <p><b>Associate professionals</b> generally have diploma/technical qualifications and support managers and professionals.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> technician/associate professional.</p> <p><b>Business/administration</b> [recruitment/employment/indus trial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager].</p> <p><b>Defence Forces</b> senior Non-Commissioned Officer.</p> | <p><b>Tradesmen/women, clerks and skilled office, sales and service staff</b></p> <p><b>Tradesmen/women</b> generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</p> <p><b>Clerks</b> [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/ inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent/customer services clerk, admissions clerk].</p> <p><b>Skilled office, sales and service staff</b></p> <p><b>Office</b> [secretary, personal assistant, desktop publishing operator, switchboard operator].</p> <p><b>Sales</b> [company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher].</p> <p><b>Service</b> [aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].</p> | <p><b>Machine operators, hospitality staff, assistants, labourers and related workers</b></p> <p><b>Drivers, mobile plant, production/ processing machinery and other machinery operators</b><br/><b>Hospitality staff</b> [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper].</p> <p><b>Office assistants, sales assistants and other assistants</b></p> <p><b>Office</b> [typist, word processing/data entry/business machine operator, receptionist, office assistant].</p> <p><b>Sales</b> [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker].</p> <p><b>Assistant/aide</b> [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant].</p> <p><b>Labourers and related workers</b></p> <p><b>Defence Forces</b> ranks below senior NCO not included in other groups.</p> <p><b>Agriculture, horticulture, forestry, fishing, mining worker</b> [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand].</p> <p><b>Other worker</b> [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].</p> |

**These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories.**

## Consent Form

At **Williams Primary School** we aim to offer your child the widest range of learning opportunities and celebrate learning whenever possible. This may often require some form of parental consent. This form asks you to consent (or otherwise) to your child's participation / use / access to several aspects of the school program. At all times we make the very best efforts to exercise exemplary standards in respect of duty of care.

### MEDIA CONSENT

Children's images and/or their work are often published to recognise excellence or effort and may appear in newspapers, on the internet, in newsletters or on film or video. Their names may also be included but no contact details are provided. Work/images captured by the school will be kept for no longer than is necessary for the purposes outlined above and will be stored and disposed of securely.

- ☐ Yes, I give consent to my child to have his/her image and/or work published as described above.
- ☐ No, I do not give consent.

### INTERNET ACCESS

Student access to the internet is provided in accordance with the school policy (available from the office or school website). Student access is contingent on abiding by the users' Code of Conduct.

- ☐ Yes, my child has permission to access the internet in accordance with school policy.
- ☐ No, I do not give consent.



### VIEWING CONSENT

Children often watch videos / DVDs / television documentaries as part of their learning. Almost always these are 'G' rated and don't require consent. Very occasionally something with a 'PG' rating is appropriate for which we would need parental permission.

- ☐ Yes, I consent to my child viewing items with a 'PG' rating if deemed suitable by the teacher and school administration.
- ☐ No, I do not give consent.

Name of student: \_\_\_\_\_ Year/Class/Room: \_\_\_\_\_

Name of person signing the consent form:

Title: \_\_\_\_ First Name: \_\_\_\_\_ Second Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Please indicate relationship to the student (e.g. parent/guardian/responsible person): \_\_\_\_\_

## School Uniform

The School Council of Williams Primary School has established a dress code for all students attending the school.

### DRESS REQUIREMENTS INFORMATION

#### OUR UNIFORM

The school uniform has been developed in consultation with parents and the school community. Parents are informed of the requirement to wear school uniform via the School Information Booklet upon enrolling. An order form is given to parents at this time. All students are expected to wear the uniform at all times whilst at school.

The School Uniform is as follows:

All Students: Navy and light blue polo shirt with the school emblem (available through the P&C Uniform Shop) **or** a plain navy polo shirt (no branding or graphics). Plain light blue polo shirts will be phased out by the end of 2026.

Navy Blue Shorts (plain navy, non branded)  
Navy Blue Trousers or Track pants (plain navy, non branded)  
Navy blue Jacket or Jumper (Williams school, Williams sports team or plain navy). No hoods.

SunSmart Navy hat (Williams school or plain navy)

Girl's Option: Navy Blue Skirt (plain navy, non branded)  
Navy Blue Skort (plain navy, non branded)  
Checked blue and white school dress

Footwear: Sports shoes or closed in shoes worn with white, grey, black or navy socks. Students are permitted to wear sandals that are robust and strapped at heel. No thongs or scuffs to be worn. See further explanation below.

Sport: Faction shirts can be worn on Fridays.

Students are permitted to wear Navy Blue, jackets or jumpers that are emblazoned with Williams sporting team logos. Hooded jumpers and jackets are not permitted.

**\*\*\*\* Note: Students not in official shirt for special occasions will be provided with one.**

***Single coloured light blue polo shirts to be phased out by the end of 2026***

***Old new style uniforms gratefully accepted for second-hand uniform store***

### ALL ITEMS SHOULD HAVE NAME LABELS

#### HATS: No Hat No Play

The Williams PS Sunsmart policy requires all students to wear broad-brimmed or bucket hats all year. It is recommended by the Cancer Council that all children wear a wide-brimmed or bucket hat with neck protection to assist in the prevention of damage to the skin whilst playing in the sun. Beanies and head scarves are not considered as appropriate head protection.

Children will not be allowed to play in the sun if they do not have an appropriate hat on and will be restricted to shaded areas such as the stage, verandahs and the Under Cover Area.

## **FOOTWEAR**

Appropriate footwear must be worn at all times. Closed-in shoes that provide adequate support and protection are required for all students during Physical Education lessons, sport days and other vigorous activities.

Robust sandals that are securely fastened at the heel may be worn by Kindergarten students. Students in other year levels may wear robust, securely fastened sandals on days when they are not participating in Physical Education or sporting activities.

Thongs, slides, crocs, scuffs, high-heeled boots, fashion shoes or open-backed sandals are not permitted, as they do not provide adequate protection for everyday school activities.

## **JEWELLERY**

Sleepers or stud earrings and watches are considered appropriate. Unnecessary and excessive jewellery is not acceptable. What constitutes excessive jewellery will be at the teacher's discretion. Students will be required to remove inappropriate jewellery.

## **COSMETICS**

Cosmetics are not considered appropriate in the school environment; this includes nail polish. Nails are to be natural (no polish, acrylics or extensions) and kept to a length that is appropriate and safe for sport and physical activity (level with or lower than the finger tip). Students will be required to remove cosmetics if worn to school.

## **HAIR**

Hair is required to be kept neat and clean. Long hair for both boys and girls should be tied back and off the face.

## **UNIFORM AVAILABILITY**

The Williams P&C Association coordinate the ordering and purchasing of uniforms. Uniform items are available to purchase via QuickCliQ. To sign up please visit: <https://www.quickcliq.com.au> to register for an account:

- Click on Register at the top of the page
- Enter your details and click finish
- You will receive an activation email – click link provided
- You are now ready to log in to your QuickCliQ account
- Add Students/Users to your account

Please contact [williamspsuniforms@gmail.com](mailto:williamspsuniforms@gmail.com) for all uniform enquires or assistance. Students whose families may experience financial difficulties regarding the purchase of a uniform should contact the Principal to discuss the situation.

## **IN CASE OF NON COMPLIANCE**

The Principal will consult with parents in an effort to encourage compliance. If this is unsuccessful the Principal will write to the parents outlining the actions that will be put in place in accordance with the Department of Education Dress Code for Students Policy.

## **CONCLUSION**

- The enrolment of a child at the school is considered acceptance of the Dress Code. Parents will be informed of the dress code when enrolling.
- The Dress Code should be communicated to the school community on a regular basis.

The Dress Code should be reviewed by the School Council every three years, or earlier if deemed appropriate.

I acknowledge the above uniform requirements.

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Permission For Students to Have an Online Services Account****Student's first name:** \_\_\_\_\_**Student's last name:** \_\_\_\_\_**Parent**☐ I give permission for my child to have an online services account.☐ I DO NOT give permission for my child to have an online services account.

I understand and agree that my child has responsibilities when using the online services provided at school for educational purposes, in accordance with the Acceptable Use Agreement for school students.

I also understand that if my child breaks any of the rules in the agreement that the principal may take disciplinary action in accordance with the Department's Student Behaviour Policy and Procedures.

**Name of parent:** \_\_\_\_\_**Signature of parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Note: While every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter internet content accessed by your child from home or from other locations away from the school. The Department recommends the use of appropriate internet filtering software at home.

**Office use only:**

Processed on: / / by (initials):

**Note:** This agreement should be filed by the school.

**Online Services Acceptable Use Agreement (K-Year2)**

I agree to follow the rules set out below when I use the Department-provided online services:

- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- I will tell the teacher if I see anything that makes me feel uncomfortable or unsafe that I know I should not access or view at school.
- I will say where other people's pictures or words come from if I copy them from the internet.
- I will check with the teacher before giving information about myself or anyone else when using online services.
- I will take care when using the school's computer equipment.
- I will not use any online service to be mean, rude or unkind about other people.
- I understand that if I use the internet or my online account in a way that I should not, then I may not be able to use these in the future.

**Name of student:** \_\_\_\_\_

**Signature of parent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Office use only:**

Processed on: / / by (initials):

**Note:** This agreement should be filed by the school and a copy kept by the student.

**Online Services Acceptable Use Agreement (Years 3-6)**

I agree to follow the rules set out below when I use the Department-provided online services:

- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- If I find any information that is inappropriate or makes me feel upset or confused, I will tell a teacher about it. Some of these things may include violence, racism, pornography, or content that is offensive, intimidating or encourages dangerous or illegal things.
- I understand the school and the Department of Education can monitor my use of online services.
- I will use appropriate language in all internet communications.
- If I use other people's work taken from the internet as part of my own research and study, I will acknowledge them as the owner.
- I will check with the teacher before sharing images or giving information about myself or anyone else when using online services.
- I will take care of the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

I understand that

- I am responsible for my actions while using online services and may be held responsible for any breaches caused if I allow any other person to use my online account.
- If I misuse any online services, I may be held liable and the principal may take further action.

**Name of student:** \_\_\_\_\_

**Signature of parent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Office use only:**

Processed on: / / by (initials):

**Note:** This agreement should be filed by the school and a copy kept by the student.

**Permission to Publish Student's Images and Work for School Purposes**

Dear Parents/Carers,

Your permission is sought for the school to publish video or photographic images of your child and/or samples of your child's schoolwork to be used by the school and the Department of Education. The purpose of using the images or work will be activities such as promoting the school, school events and student achievements.

Your child's image and/or school work may be published for the above purposes in a range of formats such as hardcopy and digital, including audio and video file formats, and published to a range of media including but not limited to school newsletters, email, school and Department of Education intranet and internet sites including social media websites (e.g. Facebook, YouTube etc.), any third party applications and local newspapers in hardcopy and digital formats, which may enable viewers/readers to identify your child.

The school will endeavour to limit identifying information that accompanies images of your child or child's work; however, there will be occasions when your child's name, class and school may be published along with images.

If you agree to this use of your child's image and schoolwork, please complete the consent below. Once signed, the consent will remain effective until such time as you advise the school otherwise.

Williams Primary School  
Principal

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**PERMISSION** (do not detach)

I agree to the videoing or photographing of my child and my child's school work during school activities for use by the school and the Department of Education in the ways stated above.

**IMPORTANT:** I understand that while the school and Department of Education will only publish my child's information for the above-stated purposes, the internet is accessible by any person worldwide. I understand that my child's information can be accessed, copied and used by any other person using the internet (e.g. shared through social media such as Facebook, YouTube, etc.). I understand that once my child's information has been published on the internet the school and Department of Education have no control over its subsequent use and disclosure. I understand that I can withdraw this permission at any time by contacting the school or Department in writing; however, this will not affect materials that have already been published and disseminated.

**Name of student:** \_\_\_\_\_ **Form / Class:** \_\_\_\_\_

**Signature of student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:** This consent form should be filed by the school and a copy provided to the parent.

## Third-Party Service Letter

Dear Parents/Carers,

Willaims Primary School uses several online applications or services to:

1. Assist school administration processes and communication; and
2. Support student learning in the classroom

These are not Department managed services but are provided by third party vendors. To implement them we need to provide some personal information about your child. The amount and type of information will vary depending on the service however it may include identifying information such as your child's name, email address, class, date of birth, health and behavioural records, assessments, completed work, photos, or videos.

Each of the third-party services we use has been assessed and approved for use in WA public schools by the Department of Education.

Before we disclose any information to a third-party service, we want to keep you informed and, where required, ask for your consent. When providing consent, it is important that you are aware of what type of information we will be providing, how it will be used, and where it will be stored. On the attached forms you will find details about each service including links to relevant Terms of Use statements and/or Privacy Policies.

Please read and complete Attachment 9. If you have any queries, please feel free to contact the Principal/School.

Yours sincerely

Williams Primary School  
Principal

### Third-Party Services Permission Form

Dear Parent

The following third party services are being used in our school. These services require us to share some personal information about your child and require you to provide consent for each service

Please contact the school if you have any queries.

|                                                                                                             |                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b><br>Apple<br><a href="https://www.apple.com/au">https://www.apple.com/au</a>                     | <b>Category</b><br>Teaching and Learning                         | <b>Information provided:</b><br>Staff/teacher: name, email<br>Student: name, email, work/content, photos or videos, grades or performance data.<br>Other data: school, class details, school year, student username<br><b>How the information is used:</b><br>Includes Apple School Manager, pre-loaded applications and additional modules on a Managed Apple ID.<br><b>Where the information is stored:</b><br>Outside Australia | <b>Terms of Use / Privacy Policy</b><br><a href="https://www.apple.com/au/privacy/">https://www.apple.com/au/privacy/</a><br><a href="https://school.apple.com/">https://school.apple.com/</a>                             |
| <b>Name</b><br>ACER Certificates<br><a href="https://academy.acer.edu.au/">https://academy.acer.edu.au/</a> | <b>Category</b><br>Teaching and Learning, Assessment and Testing | <b>Information provided:</b><br>Staff/teacher: name, email<br>Student: name, date of birth, work/content, gender, grades or performance data, other data<br>Parent: name, contact information<br><b>How the information is used:</b><br>ACER Certificates provide students the opportunity to set personal targets and be recognised and rewarded.<br><b>Where the information is stored:</b><br>Within Australia                  | <b>Terms of Use / Privacy Policy</b><br><a href="https://academy.acer.edu.au/terms-and-conditions">https://academy.acer.edu.au/terms-and-conditions</a>                                                                    |
| <b>Name</b><br>Book Creator<br><a href="https://bookcreator.com/">https://bookcreator.com/</a>              | <b>Category</b><br>Teaching and Learning                         | <b>Information provided:</b><br>Staff/teacher: name and email<br>Student: name, email, work/content, photos or videos and other data)<br><b>How the information is used:</b><br>Tool used for creating digital books<br><b>Where the information is stored:</b><br>Outside Australia                                                                                                                                               | <b>Terms of Use / Privacy Policy</b><br><a href="https://bookcreator.com/terms-of-service/">https://bookcreator.com/terms-of-service/</a><br><a href="https://bookcreator.com/pp-row/">https://bookcreator.com/pp-row/</a> |
| <b>Name</b><br>Code.org                                                                                     | <b>Category</b><br>Teaching and Learning                         | <b>Information provided:</b><br>Staff/teacher: name, email<br>Student: name, email, work/content,                                                                                                                                                                                                                                                                                                                                  | <b>Terms of Use / Privacy Policy</b><br><a href="https://code.org/tos">https://code.org/tos</a>                                                                                                                            |

|                                                                                                                                                                                                                     |                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="https://code.org/">https://code.org/</a>                                                                                                                                                                   |                                                                                       | <p>photos or videos, gender, other</p> <p>Other data: school, class details, school year, student username</p> <p><b>How the information is used:</b></p> <p>Coding, Scripting, Programming; Online learning, Online courses.</p> <p><b>Where the information is stored:</b></p> <p>Outside Australia</p>                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>Name</b></p> <p>G Suite Core Services (like Gmail, Calendar, and Classroom) and Additional Services (like YouTube, Maps, and Blogger).</p> <p><a href="https://www.google.com">https://www.google.com</a></p> | <p><b>Category</b></p> <p>Productivity tools</p> <p>References &amp; Resources</p>    | <p><b>Information provided:</b></p> <p>Student name, student email, student work, profile or other photos (optional) and videos (if users decide to store videos in Google drive).</p> <p><b>How the information is used:</b></p> <p>G Suite Core Services (like Gmail, Calendar, and Classroom) and Additional Services (like YouTube, Maps, and Blogger).</p> <p><b>Where the information is stored:</b></p> <p>Outside Australia</p> | <p><b>Terms of Use / Privacy Policy</b></p> <p><a href="https://gsuite.google.com/terms/education/terms.html?_ga=2.174740843.-875381896.1565147460">https://gsuite.google.com/terms/education/terms.html?_ga=2.174740843.-875381896.1565147460</a></p> <p><a href="https://policies.google.com/privacy?hl=en&amp;gl=au">https://policies.google.com/privacy?hl=en&amp;gl=au</a></p> <p><a href="https://edu.google.com/why-google/privacy-security/?modal_active=none">https://edu.google.com/why-google/privacy-security/?modal_active=none</a></p> |
| <p><b>Name</b></p> <p>Jamf School</p> <p><a href="https://www.jamf.com/products/jamf-school/">https://www.jamf.com/products/jamf-school/</a></p>                                                                    | <p><b>Category</b></p> <p>Apple mobile device Management</p>                          | <p><b>Information provided:</b></p> <p>Staff/teacher: name, email and personal information</p> <p>Student: name and email</p> <p><b>How the information is used:</b></p> <p>Apple Mobile Device Management</p> <p><b>Where the information is stored:</b></p> <p>Outside Australia</p>                                                                                                                                                  | <p><b>Terms of Use / Privacy Policy</b></p> <p><a href="https://www.jamf.com/privacy/">https://www.jamf.com/privacy/</a></p> <p><a href="https://www.jamf.com/terms-of-use/">https://www.jamf.com/terms-of-use/</a></p>                                                                                                                                                                                                                                                                                                                              |
| <p><b>Name</b></p> <p>Kahoot</p> <p><a href="https://kahoot.com/">https://kahoot.com/</a></p>                                                                                                                       | <p><b>Category</b></p> <p>Teaching and Learning</p> <p>References &amp; Resources</p> | <p>Staff/teacher: name, email, other data</p> <p>Student: name, email, work/content, geolocation data</p> <p>Parent: name, contact information, financial data, other data</p> <p>Other data: school</p> <p><b>How the information is used:</b></p> <p>Game based learning platform.</p> <p><b>Where the information is stored:</b></p> <p>Outside Australia</p>                                                                        | <p><b>Terms of Use / Privacy Policy</b></p> <p><a href="https://kahoot.com/student-privacy-policy/">https://kahoot.com/student-privacy-policy/</a></p> <p><a href="https://trust.kahoot.com/privacy-policy/">https://trust.kahoot.com/privacy-policy/</a></p> <p><a href="https://trust.kahoot.com/terms-and-conditions/">https://trust.kahoot.com/terms-and-conditions/</a></p>                                                                                                                                                                     |
| <p><b>Name</b></p> <p>Kapture Photography</p> <p><a href="https://www.kapture.com.au">https://www.kapture.com.au</a></p>                                                                                            | <p><b>Category</b></p> <p>School Photography</p>                                      | <p><b>Information provided:</b></p> <p>School name, student unique identifier number for purchasing from vendor website, student name, student class details, school year and profile or other photos.</p> <p><b>How the information is used:</b></p> <p>Enables parents to purchase their child/ren and class/special group photos. Photos are also provided to schools for school</p>                                                 | <p><b>Terms of Use / Privacy Policy</b></p> <p>Nil</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|                                                                                                                                                                                                  |                                                     | database/archives.<br><b>Where the information is stored:</b><br>Australia                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                    |
| <b>Name</b><br>Scholastic Learning Zone<br><a href="https://slz04.scholasticlearningzone.com/slz-portal/#/login2/AUS/en">https://slz04.scholasticlearningzone.com/slz-portal/#/login2/AUS/en</a> | <b>Category</b><br>Teaching and Learning Assessment | <b>Information provided:</b><br>Staff/teacher: name, email<br>Student: name, email, grades or performance data<br>Other data: school<br><b>How the information is used:</b><br>Access to educational resources and manage student profiles.<br><b>Where the information is stored:</b><br>Within Australia                                                                                                                         | <b>Terms of Use / Privacy Policy</b><br><a href="https://www.scholastic.com/privacy.htm">https://www.scholastic.com/privacy.htm</a><br><br><a href="https://www.scholastic.com/terms.htm">https://www.scholastic.com/terms.htm</a> |
| <b>Name</b><br>Mathletics<br><a href="https://www.3plearning.com/">https://www.3plearning.com/</a>                                                                                               | <b>Category</b><br>Teaching and Learning            | <b>Information provided:</b><br>Staff/teacher: name, email.<br>Student: name, email, work/content, date of birth, year level, responses<br>Other data: school name<br><b>How the information is used:</b><br>Games to practice maths and learning new skills.<br><b>Where the information is stored:</b><br>Outside Australia                                                                                                      | <b>Terms of Use / Privacy Policy</b><br><a href="https://www.3plearning.com/privacy/">https://www.3plearning.com/privacy/</a>                                                                                                      |
| <b>Name</b><br>Sports Tracker App<br><a href="https://sportstrackerapp.com/">https://sportstrackerapp.com/</a>                                                                                   | <b>Category</b><br>Data Recording                   | <b>Information provided:</b><br>Staff/teacher: name, email<br>Student: name, email, gender, grades or performance data<br>Other data: school<br><b>How the information is used:</b><br>Sports Management<br><b>Where the information is stored:</b><br>Outside Australia                                                                                                                                                           | <b>Terms of Use / Privacy Policy</b><br><a href="https://www.iubenda.com/privacy-policy/19310311">https://www.iubenda.com/privacy-policy/19310311</a>                                                                              |
| <b>Name</b><br>PAT (ACER)<br><a href="https://www.acer.org/au/pat">https://www.acer.org/au/pat</a>                                                                                               | <b>Category</b><br>Assessment and Testing           | <b>Information provided:</b><br>Staff/teacher: name, email,<br>Student: name, date of birth, work/content, gender, grades or performance data, other data<br>Parent: name, contact information<br><b>How the information is used:</b><br>Tests to provide objective, norm-referenced information about students' skills and understandings in a range of key areas.<br><b>Where the information is stored:</b><br>Within Australia | <b>Terms of Use / Privacy Policy</b><br><a href="https://www.acer.org/privacy">https://www.acer.org/privacy</a><br><a href="https://www.acer.org/online-terms-of-use">https://www.acer.org/online-terms-of-use</a>                 |

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| <b>Name</b><br>Scholastic PR1ME Mathematics<br><a href="http://scholasticprime.com/mathematics.com/">http://scholasticprime.com/mathematics.com/</a>                 | <b>Category</b><br>Teaching and Learning<br>Assessment          | <b>Information provided:</b><br>Staff/teacher: name, email<br>Student: name, email, grades or performance data<br>Other data: school<br><b>How the information is used:</b><br>Mathematics program.<br><b>Where the information is stored:</b><br>Within Australia                                                                                                                                    | <b>Terms of Use / Privacy Policy</b><br><a href="https://www.scholastic.com/privacy.htm">https://www.scholastic.com/privacy.htm</a><br><br><a href="https://www.scholastic.com/terms.htm">https://www.scholastic.com/terms.htm</a>                                                 |
| <b>Name</b><br>Scholastic Book Club<br><a href="https://www.scholastic.com.au/book-club/book-club-home/">https://www.scholastic.com.au/book-club/book-club-home/</a> | <b>Category</b><br>Resources                                    | <b>Information provided:</b><br>Staff/teacher: name, email<br>Student: name, email, grades or performance data<br>Parent: name, contact information<br>Other data: school<br><b>How the information is used:</b><br>Online book club.<br><b>Where the information is stored:</b><br>Within Australia                                                                                                  | <b>Terms of Use / Privacy Policy</b><br><a href="https://www.scholastic.com/privacy.htm">https://www.scholastic.com/privacy.htm</a><br><br><a href="https://www.scholastic.com/terms.htm">https://www.scholastic.com/terms.htm</a>                                                 |
| <b>Name</b><br>Seesaw<br><a href="https://web.seesaw.me">https://web.seesaw.me</a>                                                                                   | <b>Category</b><br>Class communication<br>Teaching and Learning | <b>Information provided:</b><br>Student name, student email, school, class details, school year, parent email, parent name, student work, profile or other photos and videos.<br><b>How the information is used:</b><br>This service is a digital portfolio and communication platform.<br><b>Where the information is stored:</b><br>Outside Australia but certified by Australian Signals Directory | <b>Terms of Use / Privacy Policy</b><br><a href="https://web.seesaw.me/privacy-policy">https://web.seesaw.me/privacy-policy</a><br><br><a href="https://web.seesaw.me/terms-of-service">https://web.seesaw.me/terms-of-service</a>                                                 |
| <b>Name</b><br>Teach Your Monster to Read<br><a href="https://www.teachyourmonstertoread.com/">https://www.teachyourmonstertoread.com/</a>                           | <b>Category</b><br>Teaching and Learning                        | <b>Information provided:</b><br>Staff/teacher: name, email<br>Student: name, grades or performance data,<br>Parent: name, contact information<br>Other data: school<br><b>How the information is used:</b>                                                                                                                                                                                            | <b>Terms of Use / Privacy Policy</b><br><a href="https://www.teachyourmonstertoread.com/privacy-policy">https://www.teachyourmonstertoread.com/privacy-policy</a><br><br><a href="https://www.teachyourmonstertoread.com/legals">https://www.teachyourmonstertoread.com/legals</a> |

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|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                 |                                                                    | Phonics and reading game<br><br><b>Where the information is stored:</b><br>Outside Australia                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Name</b><br>Tinkercad<br><a href="https://www.tinkercad.com/">https://www.tinkercad.com/</a> | <b>Category</b><br>Teaching and Learning<br>References & Resources | <b>Information provided:</b><br>Staff/teacher: name, email, other data/<br>Parent: other data<br><b>How the information is used:</b><br>3D modelling program.<br><br><b>Where the information is stored:</b><br>Outside Australia | <b>Terms of Use / Privacy Policy</b><br><a href="https://tinkercad.zendesk.com/hc/en-us/articles/360011519353-Tinkercad-Privacy-FAQ">https://tinkercad.zendesk.com/hc/en-us/articles/360011519353-Tinkercad-Privacy-FAQ</a><br><br><a href="https://www.autodesk.com/company/terms-of-use/en/general-terms">https://www.autodesk.com/company/terms-of-use/en/general-terms</a> |

**By signing and returning this form you acknowledge and consent that:**

- You have received and read this information.
- You understand how your child's personal information will be collected, used, disclosed, and managed.
- You understand that this consent will continue while your child is involved in the use of the consented online services.
- You understand that this consent on behalf of your child may be withdrawn at any time by written notification to the school.
- You understand that if you do not provide consent, your child will not have access to these online services.

Please note that, given the significant education benefits that these services provide, the school will contact you to discuss your reasons should you not consent or fail to provide a response.

I have read the terms of use and privacy policy for each of the websites listed. I understand that my child's personal information, as described above, will be provided to these third-party service providers for the purpose of my child's education and that this information may be stored outside of Australia.

**Name of student:** \_\_\_\_\_

**Name of Parent/Guardian:** \_\_\_\_\_

**Signature of parent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**iPad Expectations (K-2)****Responsibility**

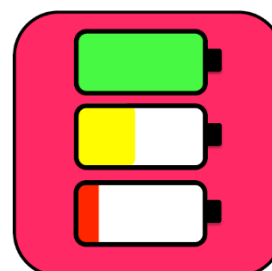
- ☐ I will only use my iPad when my teacher asks me to.
- ☐ I will only take my iPad outside when I am given permission by my teacher.

**Respect**

- ☐ I will take care of my iPad by holding it with two hands.
- ☐ I will only take photos and videos when I have been asked by my teacher.
- ☐ I respect others and will not use digital technology to be mean, rude or unkind.
- ☐ I turn my sound down if my headphones are not on.

**Initiative**

- ☐ I make sure my iPad is charged.
- ☐ I will keep my iPad in a safe place when it is not in use.

**Self-Control**

- ☐ I will only access internet sites that I have been directed to by my teacher.
- ☐ I use the app my teacher tells me.

**Emotional Intelligence**

- ☐ I will tell a teacher about anything that makes me feel unsafe or uncomfortable or if I see others being unsafe with digital technology. I will close my iPad screen immediately and seek help from my teacher.
- ☐ I will be a positive digital citizen and treat others with empathy, understanding and respect.

**I understand that...**

- ☐ Teachers have the right to look at my iPad at any time.
- ☐ My Lock screen will be a photo of myself to help identify my iPad.
- ☐ Misuse of an iPad or online services may result in the withdrawal of access to iPads and online services.

I agree to abide by these iPad expectations and the Acceptable Use Agreement for School Students.

Name: \_\_\_\_\_ iPad: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## iPad Expectations (3-6)

### Responsibility

- ☐ I will only use my iPad when my teacher instructs me to do so.
- ☐ I am responsible for all information and content on my iPad.
- ☐ I will not change any settings (including history) on my iPad.
- ☐ I will only take my iPad outside when I am given permission by my teacher.

### Respect

- ☐ I will take care of my iPad by handling it with care, keeping it clean and in good condition.
- ☐ I will only take photos and videos when I have been given permission by my teacher.
- ☐ I respect others and will not use digital technology to be mean, rude or unkind.
- ☐ I will not touch another student's iPad without permission.

### Initiative

- ☐ I make sure my iPad is charged.
- ☐ I will keep my iPad in a safe place when it is not in use.

### Self-Control

- ☐ I will only access internet sites that I have been directed to by my teacher.
- ☐ I will not use the Internet to search material that is inappropriate for school.
- ☐ I will not give out my password out to others.

### Emotional Intelligence

- ☐ I will report anything that makes me feel unsafe or uncomfortable or if I see others being unsafe with digital technology. I will close my iPad screen immediately and seek advice from my teacher.
- ☐ I will not use any messaging applications or social media on my iPad.
- ☐ I will be a positive digital citizen and treat others with empathy, understanding and respect.

### I understand that...

- ☐ teachers have the right to look at any application or file on my iPad at any time. Teachers will make random daily checks on selected devices.
- ☐ air Drop remains off unless otherwise instructed by my teacher.
- ☐ my Lock screen will be a photo of myself to help identify my iPad.
- ☐ misuse of an iPad or online services may result in the withdrawal of access to iPads and online services.

I agree to abide by these iPad expectations and the Acceptable Use Agreement for School Students.

Name: \_\_\_\_\_ iPad: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_