

## Digital Learning and Technology Policy (Internet, Social Media and Digital Devices) (2025 - 2026)



### Help for non-English speakers

If you need help to understand the information in this policy please contact the office staff.

### Purpose:

All Victorian government schools are required to have a policy addressing student use of digital learning and technologies. This includes student use of all hardware and software that enables internet access, social media use or access to digital materials or content. This includes all data that can be digitally processed, stored and communicated.

ICT can be used to access, process, manage and present information; model and control events; construct new understanding; and communicate with others. Digital Learning and Technology, if used effectively and discriminately, provides a unique and powerful opportunity to enhance student learning.

This policy aims to ensure that all students and members of our school community understand:

- (a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including our Year 3 to 6 1-to-1 personal device program, and our Prep to 2 shared device program
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- (c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- (d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- (e) the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- (f) our school prioritises the safety of students whilst they are using digital technologies

### Scope:

This policy applies to all students and staff at Morang South Primary School.

Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and

- [Social Media Use to Support Student Learning](#).

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Morang South Primary School's - Child Safety Code of Conduct Policy
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

## **Definitions:**

For the purpose of this policy, "digital technologies" are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, data or video.

## **Policy:**

### **Vision for digital technology at our school**

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from learning that is interactive, collaborative, personalised, engaging and transformative. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Morang South Primary School believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Digital Technologies provide students with the tools to transform their learning and to enrich their learning environment. Students can have the opportunity to;

- develop more productive ways of working and solving problems individually and collaboratively
- create information products that demonstrate their understanding of concepts, issues, relationships and processes
- express themselves in contemporary and socially relevant ways
- communicate locally and globally to solve problems and to share knowledge
- understand the implications of the use of digital technologies and their social and ethical responsibilities as users of ICT
- develop skills in discriminate and appropriate digital technologies usage
- develop digital technology literacy skills in all students

## Personal Devices at Morang South Primary School - Netbooks Year 3 to 6

Morang South Primary School will operate a personal device program for Years 3 to 6. All Year 3 to 6 classes at our school are delivered with the use of notebook computers. Additional shared apple tablet devices are provided by the school in resource banks for Year 3 to 6.

In Year 3 and any new Year 4-6 families are invited to purchase a device for their child to bring to school. Morang South Primary School has made special arrangements with a preferred supplier, *Learning With Technologies (LWT)*, who offer specialised pricing, payment, warranty, insurance, set-up and configuration arrangements for parents/carers to purchase suitable devices for our students.

In line with DoE guidance for provisioning of digital device models by schools, the Personal Device program in 2025, these devices are:

- Lenovo 100w Gen 4 - 11.6" Non Touch Intel N100 8GB 128GB
- Lenovo 500w Yoga Gen 4 - 12.2" N100 8GB 128GB (touch)
- Lenovo 13w Yoga Gen 2 - 13.3", Ryzen 5, 16GB 256GB(touch)

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are strongly encouraged to consider obtaining their own insurance for their child's device. Morang South Primary School also highly recommends parents of Year 3 students buying devices with the extended 4-year warranty. Students' computers could be subject to tough conditions.

The student's netbooks will be supplied with a base package of DoE based software that will allow them to complete the tasks required of them within the classroom.

Students are invited to bring this personal device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Is fully charged each morning
- Is brought to school in a protective case

Students, parents and carers who would like more information or assistance regarding our Device program are encouraged to contact the Assistant Principal or Principal.

Morang South Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access netbooks for schoolwork. Families should contact the Principal to discuss circumstances. At times, we may be able to also refer parents to government or community support programs that may help them if they wish to purchase a device for their child to own, rather than use what is available to access by the school.

## Digital Technologies across the School

Digital Technologies will be incorporated into all levels of the school and across learning domains. This is provided through;

- Foundation to Grade 2 classes allocated at least six iPads and six laptops in each room
- Banks of at least 15 iPads stored in a trolley are available for Year 3/4 and Year 5/6 to utilize as part of their teaching learning program
- All students in grades 3-6 will begin to compile SeeSaw based digital portfolios of their learnings and experiences at school.

- Access to digital resources that reflect the topics being studied at school, and are appropriate to each child's ability, will be made available for school and home use.
- Students have access to a wide variety of suitable information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered
- A variety of supervised and appropriate technology based interactions with other schools and organisations will be actively encouraged, including web-conferences.
- Years 3 to 6 students at our school will have email access
- Teachers incorporating the Victorian Curriculum Digital Technologies and embedded IT capabilities into teaching and learning programs
- The school will also develop and maintain an up-to-date website

### Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Morang South Primary School, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital world.

At Morang South Primary School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in lessons to specific purposes with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- only use students first name and initial from surname in any online published space or email distribution
- have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies, including the Cybersafety Project program
- educate our students about appropriate responses to any concern, danger or threats to wellbeing that they may encounter when using the internet and other digital technologies
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of the School's values, expected behaviour, including online behaviour as outlined in our *Student Engagement, Wellbeing and Inclusion Policy*.
- actively educate students about being responsible for notifying their teacher **immediately** of any inappropriate material so that access can be blocked
- actively educate students on the consequences of publishing, accessing or failing to notify the teacher of inappropriate material. Any consequences will be consistent with our Student Engagement, Wellbeing and Inclusion Policy and Student Code of Cooperation
- have an annual Acceptable Use Agreement (eLearning Cooperation Agreement) outlining the expectations of students when using digital technology at school
- a signed parent and student Agreement is required to be completed in order to gain access to the devices, internet, or to publish student work, photos or videos on the internet
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, and removing offensive content at earliest opportunity
- provide a filtered internet service at school to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through our Compass bulletins, information evenings and parenting links on the school website.
- shall require teachers to be responsible for making sure all profession-related internet work is of a high standard, and be screened for accuracy, appropriateness, grammar, spelling prior to publishing.

Distribution of any school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement (eLearning Cooperation Agreement).

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify their classroom teacher immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

### **Social media use**

Our school follows the Department's policy on [Digital Technologies - Responsible Use](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

Our school uses educational platforms such as Google Classrooms, Class Dojo, SeeSaw and websites to support student learning, encourage student-based collaboration, provide feedback and commentary on work. These are class and community based and are monitored by teachers for suitability of content posted or shared.

Parents are welcome to contact the classroom teacher, Assistant Principal or Principal if they have any questions or concerns about students participating in these forums.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the Principal and/or parent or carer if the student does not do so.

It is an expectation that students who represent the school in their roles as Student Leaders refrain from holding social media accounts on platforms (including apps) with an age recommendation of 13 years or older. Our Student Leadership program is designed to nurture and develop the leadership skills of our students by providing them with the tools they need to become responsible, ethical leaders in not only our school community but throughout their future endeavours. A key value in our leadership program is integrity. As a school community, we recognise the potential risks associated with early exposure to social media platforms designed for older users. It is crucial that we prioritise their safety, emotional well-being, and development as future leaders.

### **Student behavioural expectations**

When using digital technologies, students are expected to behave in a way that is consistent with Morang South Primary School's *Statement of Values, Student Engagement, Wellbeing and Inclusion* policy, and *Bullying and Harassment Prevention* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Morang

South Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal or suspension of network access privileges
- removal or suspension of email privileges
- removal or suspension of internet access privileges
- removal or suspension of printing privileges
- removal or suspension of netbook or digital technologies privileges
- other consequences as outlined in the school's *Student Engagement, Wellbeing and Inclusion Policy and Bullying and Harassment Prevention* policies

### **Supporting Digital Technologies**

In order for digital technologies programs to run successfully within a school context it is imperative that support resources are available. At Morang South Primary School;

- A Digital Technology Leader will be appointed to our school and will be a member of the Engagement and Agency Action Learning Team (ALT), which will coordinate the school's eLearning plan and provide guidance in the use of digital technologies across the school community. The Engagement and Agency Action Learning team will be made up of staff and will usually meet twice a term
- Each year, Grade 6 students will be awarded the leadership roles related to technology use and will be asked to represent students in regard to Digital Technologies and promote positive digital technologies behaviour and conduct
- The school Operations Manager, DET TSSP, Digital Technology Leader and Assistant Principal will work to construct and maintain a ICT plan (encompassing eLearning planning and technology planning)
- Technical support by means of Education department funded cluster and local technicians will provide specialised expertise where required.
- A technician is employed in addition to allocated DET TSSP.

### **Parent and Community Support**

- School Council will allocate sufficient funds to ensure the purchase or lease of high quality computers, cabling and peripherals as required by the School ICT Progression Strategy
- The community will be kept abreast of changes to learning technologies, and will be invited to be involved or offer feedback in regard to the program where practicable.
- Parents will reinforce safe and appropriate use of digital technologies messages
- Parents will notify the school of any known cyberbullying between students which has occurred during school hours or on school leased devices
- Costs associated with personal internet usage will be borne by student's families.

### **Communication:**

- This policy will be communicated to our school community in the following ways
- Available publicly on our school's website
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Included in communications related to annual Acceptable Use Agreements (eLearning Cooperation Agreement)
- Discussed with student as part of Cyber Safety lessons
- Made available in hard copy from school administration upon request

## Policy Review and Approval

This policy will be reviewed as mandated on a minimum 2 yearly cycle

<b>Date Implemented</b>	2015; 2019; 1/7/2022; 23/08/2023; 22/11/2023; 29/01/2025
<b>Author</b>	Principal/DE Template
<b>Approval by School Council</b>	(approval required for elements involving parent payments for devices): 24/07/2024 (approval of addition of Student Leader social media expectations) 22/11/2023
<b>Approval by Principal</b>	Principal - Jane Brayshaw
<b>Consultation</b>	School website, request for feedback from community - Term 1 Annual Information to parents/carers Compass post, Term 1 school newsletter
<b>Date Reviewed</b>	29/01/2025

Dear Parents / Guardians,

At Morang South Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces.

This document outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- have a Student Engagement Policy that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- have programs in place to educate our students to be safe and responsible users of digital technologies including our SEL, Cyber Safety and respectful relationships lessons and units;
- educate our students about digital issues such as online privacy, intellectual property and copyright;
- supervise and support students using digital technologies for school-directed learning;
- use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
- provide a filtered internet service, at school, to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- use online sites and digital tools that support students' learning;
- address issues or incidents that have the potential to impact on the wellbeing of our students;
- refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home.

The last two documents need to be read, signed and returned to the school. Please read and complete the student declaration with your child and discuss it with them.

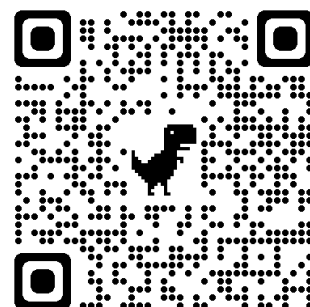
**Student declaration and Parent Permissions must be returned no later than Friday 21st February**

Please do not hesitate to contact the classroom teacher if you have further enquiries.

If you wish to read our [eLearning Code of Cooperation](#) policy or our [eLearning Student Code of Cooperation](#) policy scan the QR code. This will take you to our school website and policy documents.

Yours sincerely,

Jane Brayshaw



**eLearning Student Declaration P-2**



My Name is \_\_\_\_\_

I am in HG \_\_\_\_\_

When I am using a computer, iPad or any digital equipment, I will:

- ★ Follow my teachers instructions
- ★ only visit websites or apps that my teacher has asked me to go to
- ★ be careful and responsible with the computers and iPads and always carry them by walking and holding them close to my body
- ★ keep my passwords secret and only share them with my teacher and parent / guardian
- ★ only type appropriate and sensible words onto a computer or iPad
- ★ tell my teacher straight away if I see something on a computer or iPad that makes me feel uncomfortable or unsafe
- ★ keep my personal information private. This means my full name, school name, address and birthday. I will never share them on a computer. If the computer or iPad asks me for this, I will tell a teacher or my parent/guardian
- ★ ask permission from people before taking photos or videoing them
- ★ keep devices away from food and drink
- ★ make sure my hands are clean before using the iPad or computer
- ★ **I understand that if I do not live by the school values when using digital technology and if my behaviour does not meet the above expectations, I will lose access to computers and ICT privileges for a negotiated period of time.**

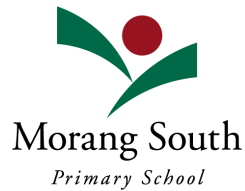
Student's name: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

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



## eLearning Parent Permissions P-2

I have read and discussed the eLearning Code of Cooperation with my child and I understand that internet access is designed for educational purposes at Morang South Primary School.

*N.B: The school has filtering control software in place to avoid inadvertent access to inappropriate websites.*

I give permission for my child \_\_\_\_\_ of Hg \_\_\_\_\_ to:

- access and use the Internet to enhance their knowledge and understandings of content related to learning programs.
- send and receive messages and/or email via DET edustar platforms, e.g. Seesaw, Google Classrooms/DET email.
- use password-based closed online communities to communicate with a class group or with teachers, e.g. Class Seesaw, Dojo or Compass. Blog/Class website (The teacher may have set up a class page. More details would follow from the classroom teacher.)
- publish work, photographs or videos with the Google Classroom community, on Seesaw or via Class Dojo or in a private class-based online community site or blog. In addition to the school website/online newsletter, via Compass or used in school or community publications to celebrate their efforts/achievements. (Authorship of work is by first names and home groups only).
- take part in live video links with our school staff, educational experts, and other schools who are participating in educational programs, under the supervision of a teacher. This includes participation in video conferencing with teachers or specified staff due to government directed lockdowns.

Parent/Guardian's Name (*Please print*): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

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

*It is the responsibility of the parent/guardian to inform the school, in writing, if permission is to be withdrawn. If parents/guardians choose not to give permission, their child/children will not have their work published nor will their name be published for sporting or artistic achievements in the school's newsletter or the website. Non return of consent form is deemed to be that approval has not been given by the parent.*

Dear Parents / Guardians,

At Morang South Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces.

This document outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- have a Student Engagement, Wellbeing and Inclusion Policy that outlines our school values and expected student behaviour. This Policy includes online behaviours
- have programs in place to educate our students to be safe and responsible users of digital technologies including our SEL, Cyber Safety and respectful relationships lessons and units;
- educate our students about digital issues such as online privacy, intellectual property and copyright;
- supervise and support students using digital technologies for school-directed learning;
- use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
- provide a filtered internet service, at school, to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- use online sites and digital tools that support students' learning;
- address issues or incidents that have the potential to impact on the wellbeing of our students;
- refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home.

The last two documents need to be read, signed and returned to the school. Please read and complete the student declaration with your child and discuss it with them.

**Student declaration and Parent Permissions must be returned no later than Friday 21st February**

Please do not hesitate to contact the classroom teacher if you have further enquiries.

If you wish to read our [eLearning Code of Cooperation](#) policy or our [eLearning Student Code of Cooperation](#) policy scan the QR code. This will take you to our school website and policy documents.

Yours sincerely,

Jane Brayshaw



**eLearning Student Declaration Grades 3-6**

## (Personal Device)

My name is \_\_\_\_\_ I am in HG \_\_\_\_\_

When I use digital technologies, I **communicate respectfully** by:

- always thinking and checking that what I write, or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel. This includes not sending mean or bullying messages or forwarding them to others
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies, I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's permission and guidance
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies, I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- will not share or post the link (or password) to video conferencing meetings, with others offline in public communications or online on public websites or social media forums
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my teachers and peers full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the ICT equipment I use (both mine and the schools).

At School I understand that **it is an expectation that I:**

- follow the teachers directions at all times
- charge my Netbook each night and bring it to school fully charged.
- need to be responsible for the care of my Netbook and that if required to replace broken parts of my personal Netbook this may incur a cost. If there is a safety concern for the damage to the Netbook I may not be able to use it at school until a repair is completed.
- will inform the teacher immediately if I accidentally come across unsuitable material
- only use my computer for tasks related directly to school
- ensure that any online communication I have (including, emails, social media, etc) represents our school values and does not contain inappropriate content. I understand that pretending to be someone else online including by making a fake account, or lying about my age to make an account is unacceptable. I will always use the Internet in a mature and responsible manner living by our school values.
- If I choose to use a USB memory stick from home, I understand that I will only use it to retrieve or transfer the files related to my school work. I will not copy, download or put my own software or items unrelated to my school work from the internet on my Netbook as this may cause a virus or interfere with the *DET Edustar* image.

I agree to follow the above declaration and I'm aware that behaviour not meeting the above expectations or our school values will result in a loss of computer and ICT privileges for a negotiated period of time.

Student's name: \_\_\_\_\_ Student's signature: \_\_\_\_\_  
Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## eLearning Parent Permissions Grades 3-6

I have read and discussed the eLearning Code of Cooperation with my child and I understand that internet access is designed for educational purposes at Morang South Primary School.

*N.B: The school has filtering control software in place to avoid inadvertent access to inappropriate websites.*

I give permission for my child \_\_\_\_\_ of Hg \_\_\_\_\_ to:

- access and use the Internet to enhance their knowledge and understandings of content related to learning programs.
- send and receive messages and/or email via DET edustar platforms, e.g. Seesaw, Google Classrooms/DET email.
- use password-based closed online communities to communicate with a class group or with teachers, e.g. Class Seesaw, Dojo or Compass. Blog/Class website (The teacher may have set up a class page. More details would follow from the classroom teacher.)
- send and receive emails with approved sources such as their teacher, other schools and other teacher approved organisations as a part of collaborative projects.
- publish work, photographs or videos with the Google Classroom community, on Seesaw or via Class Dojo or in a private class-based online community site or blog. In addition to the school website/online newsletter, via Compass or used in school or community publications to celebrate their efforts/achievements. (Authorship of work is by first names and home groups only).
- take part in live video links with our school staff, educational experts, and other schools who are participating in educational programs, under the supervision of a teacher. This includes participation in video conferencing with teachers or specified staff due to government directed lockdowns.

Parent/Guardian's Name (*Please print*): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

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

*It is the responsibility of the parent/guardian to inform the school, in writing, if permission is to be withdrawn. If parents/guardians choose not to give permission, their child/children will not have their work published nor will their name be published for sporting or artistic achievements in the school's newsletter or the website. Non return of consent form is deemed to be that approval has not been given by the parent.*