# ARMADALE PRIMARY SCHOOL

| Privacy Policy | |
| --- | --- |
| **Authorisation**: By the Armadale Primary School Council on the 3rd August 2009. **Recommended**: By the Curriculum & Policy Sub Committee. | **Review Date**: It is recommended that this policy is reviewed by the Curriculum & Policy Sub Committee by August 2013. |

1. **SCOPE**
   This policy applies to members of school staff and the school council at Armadale Primary School. This policy will be made available on request.

2. **BACKGROUND**
   All staff of Armadale Primary School are required by law to protect the personal and health information the School collects and holds.
   The Victorian privacy laws, the *Information Privacy Act 2000 and Health Records Act 2001,* provide for the protection of personal and health information.
   The privacy laws do not release any existing obligations Armadale Primary School has under other laws. Essentially this policy will apply when other laws do not regulate the use of personal information.

3. **DEFINITIONS**
   **Personal information** means information or opinion that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can be reasonable be determined from the information or opinion. For example, this includes all paper and electronic records, photographs and video recordings.

   **Health information** is defined as including information or opinion about a person's physical, mental or psychological health, or disability, which is also classified as personal information. This includes information or opinion about a person's health status and medical history, whether recorded or not.

   **Sensitive information** is defined as information relating to a person's racial or ethnic origin, political opinions, religion, trade union, or other professional, or trade association membership, sexual preferences, or criminal record that is also classified as personal information about an individual.

   **In this policy personal information refers to personal information, health information and sensitive information unless otherwise specified.**

   **Parent** in this policy in relation to a child, includes step parent, an adoptive parent, a foster parent, guardian, or a person who has custody or daily care and control of the child (in accordance with any family law documentation provided to the school).
   **Staff** in this policy is defined as someone who carries out a duty on behalf of the School, paid or unpaid, or who is contracted to, or directly employed by the School or the Department of Education and Early Childhood Development (DEECD). Information provided to a School through job applications is also considered staff information.

4. **POLICY CONTEXT**
   **Personal Information is collected and used by Armadale Primary School to:**
   - Provide services or to carry out the School statutory functions,
   - Assist the School services and its staff to fulfil its duty of care to students,
   - Plan, resources, monitor and evaluate School services and functions,
   - Comply with DEECD reporting requirements,
   - Comply with statutory and or other legal obligations in respect of staff,
   - Investigate incidents or defend any legal claims against the School, its services or its staff, and
   - Comply with laws that impose specific obligations regarding the handling of personal information.

5. **COLLECTION OF PERSONAL INFORMATION**
   **The School collects and holds personal information about students, parents and staff.**

6. **USE AND DISCLOSURE OF THE PERSONAL INFORMATION PROVIDED**
   6.1 **Students and Parents:**
   **The purpose for which the School uses personal information of students and parents include:**
   - Keeping parents informed about matters related to their child's schooling,
   - Looking after students' educational, social and health needs,
   - Celebrating the efforts and achievements of students,
   - Day-to-day administration,
   - Satisfying the School's legal obligations, and
   - Allowing the School to discharge its duty of care.

   **6.2 Staff**
   **The purpose for which the School uses personal information of job applicants, staff members and contractors include:**
   - Assessing the suitability for employment,
   - Administering the individual's employment or contract,
   - For insurance purposes, such as public liability or WorkCover,
   - Satisfying the School's legal requirements, and
   - Investigating incidents or defending legal claims about the School, its services or staff.

   **6.3 The School will use and disclose personal information about a student, parent and staff when:**
   - It is required for general administration duties and statutory functions,
   - It relates to the purposes for which it was collected, and
   - For a purpose that is directly related to the reason the information was collected and the use would be reasonably expected by the individual and there is no reason to believe they would object to the disclosure.

**6.4 The School can disclose personal information for another purpose when:**
- ➤ The person consents, or
- ➤ It is necessary to lessen or prevent a serious or imminent threat to life, health or safety or
- ➤ Is required by law or for law enforcement purposes.

**7. Where consent for the use and disclosure of personal information is required, the school will seek consent from the appropriate person.  In the case of a student's personal information, the school will seek the consent from the student and/or parent depending on the circumstances and the student's mental ability and maturity to understand the consequences of the proposed use and disclosure.**

7.1 Armadale Primary School will generally seek the consent of the student's parents and will treat consent given by the parent as consent given on behalf of the student.

**8. ACCESSING PERSONAL INFORMATION**

A parent, student or staff member may seek access to their personal information, provided by them, that is held by the School.

*Access to other information maybe restricted according to the requirements of laws that cover the management of school records.  These include the Public Records Act and the Freedom of Information Act.*

**9. UPDATING PERSONAL INFORMATION**

The school aims to keep personal information it holds accurate, complete and up-to-date.  A person may update their personal information by contacting the Principal. A reminder will be given at the beginning of each term.

**10. SECURITY**

**10.1 School staff and students have use of information communication technologies (ICT) provided by the School.  This use is directed by:**
- ➤ DEECD's Acceptable Use policy for Internet, email, and other electronic communications.
- ➤ DEECD's IT Security policy.

   **10.2 Web Sites**

**10.2 Armadale Primary School's** web server makes a record of:
- ➤  *a visit and logs the information for statistical purposes:*
- ➤ *the Internet Protocol (IP) address of the machine from connecting to the website*
- ➤ *the top level domain name (for example .com, .gov, .au, .uk etc)*

**11. SCHOOL BASED IMPLEMENTATION STRATEGIES**

11.1 As new families enrol in the school they will be issued with an 'Armadale Primary School Privacy Notice' attached to the enrolment form.

11.2 As part of the enrolment process parents will also complete 'Consent for Photography of Students' form and an 'Acceptable Use Internet Agreement' Form.

11.3 School documentation will be stored according to DEECD guidelines and destroyed in accordance with the 'General Disposal Schedule for School Records'.

## 12. **<u>COMPLAINTS UNDER PRIVACY</u>**

Should the school receive a complaint about personal information privacy this will be investigated in accordance with DEECD's *Privacy Complaints Handling Policy.*

# ARMADALE PRIMARY SCHOOL
## CONSENT FOR LOCAL WALKING EXCURSIONS

I consent to my child _____
participating in local walking excursions from/back to school. These excursions will not require any transport or payments, and therefore will not require any separate notice.

In the event of accident or injury to my child, I authorise the teacher in charge to agree, where it is not possible to communicate with me, to the child receiving such medical or surgical treatment as may be deemed necessary.

*This permission is valid for the time that the child named above is enrolled at Armadale Primary School, or until you advise the school otherwise in writing.*

NAME: (Please print) _____


SIGNATURE: _____ DATE: _____
                   (Parent/Guardian)


# ARMADALE PRIMARY SCHOOL
## CONSENT FOR PHOTOGRAPHY OF STUDENTS

I consent to my child _____
being photographed at school for: (<u>please tick</u>)

☐     classroom/in-school purposes eg. classroom displays, Armadillo publication

☐     school newsletter, (Note: Access to the school newsletter on the website, in which your child's photo or full name may be included, will only be accessible via a regularly updated password issued to school families.)

☐     school website, approved school promotions such as school or DEECD brochures & local newspaper. (In this category, photographs would only consist of group shots. Only first names will be used in any public materials.)

*This permission is valid for the time that the child named above is enrolled at Armadale Primary School or until you advise the school otherwise in writing.*

NAME: (Please print) _____

SIGNATURE: _____ DATE: _____
                   (Parent/Guardian)

# ARMADALE PRIMARY SCHOOL PRIVACY NOTICE

**Information about the Enrolment Form.**
**Please Read This Notice Before Completing The Enrolment Form.**

*This confidential enrolment form asks for personal information about your child as well as family members and others that provide care for your child. The main purpose for collecting this information is so that Armadale Primary School can register your child and allocate staff and resources to provide for their educational and support needs. All staff at Armadale Primary School and the Department of Education & Training are required by law to protect the information provided by this enrolment form.*

Health information is asked for so that staff at Armadale Primary School can properly care for your child. This includes information about any medical condition or disability your child may have, medication your child may rely on while at school, any known allergies and contact details of your child's doctor. Armadale Primary School depends on you to provide all relevant health information because withholding some health information may put your child's health at risk.

Armadale Primary School requires information about all parents, guardians or carers so that we can take account of family arrangements.  Family Court Orders setting out any access restrictions and parenting plans should be made available to Armadale Primary School. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal, Mr. Jim Cahill, if you would like to discuss, in strict confidence, any matters relating to family arrangements.

**Emergency Contacts**
*These are people that Armadale Primary School may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Armadale Primary School.*

### Student Background Information
This includes information about a person's country of birth, aboriginality, language spoken at home and parent occupation.  This information is collected so that Armadale Primary School receives appropriate resource allocations for their students.  It is also used by the Department to plan for future educational needs in Victoria. Some information is sent to Commonwealth government agencies for monitoring, planning and resource allocation. All of this information is kept strictly confidential and the Department will not otherwise disclose the information to others without your consent or as required by law.

**Religious Affiliation**
If you want your child to receive religious instruction while at Armadale Primary School please complete this section. The Department of Education & Training needs to know what type of religious instruction is sought so the Department can, where possible, provide appropriate religious instruction at Armadale Primary School.

**Immunisation status**
This assists Armadale Primary School in managing health risks for children. This information may also be passed to the Department of Human Services to assess immunisation rates in Victoria. Information sent to the Department of Human Services is aggregate data so no individual is identified.

**Visa status**
This information is required to enable Armadale Primary School to process your child's enrolment.

**UPDATING YOUR CHILD'S RECORDS**
Please let Armadale Primary School know if any information needs to be changed by sending updated information to the school office. During your child's time with Armadale Primary School we will also send you copies of enrolment information held by us.  Please use this opportunity to let us know of any changes.

**ACCESS TO YOUR CHILD'S RECORD HELD BY SCHOOL**
In most circumstances you can access your child's records. Please contact the Principal to arrange this.
*Sometimes access to certain information, such as information provided by someone else, may require a Freedom of Information request. We will advise you if this is required and tell you how you can do this.*

If you have any concerns about the confidentiality of this information please contact the Principal.
Armadale Primary School can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on this form.  This form is available on request.

# Armadale Primary School
# Internet Acceptable Users Agreement

**When I use the Internet, I have responsibilities and rules to follow. I agree to:**

- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- be respectful in how I talk to and work with others online and never write or participate in online bullying
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- not go looking for rude or offensive sites
- use the Internet at school to help me to learn
- remember that the content on the web is someone's property and ask my teacher to help me get permission if I want to use information or pictures
- think carefully about what I read on the Internet, question if it is from a reliable source and use the information to <u>help me</u> answer any questions (I should not copy and paste the information as my answer).
- talk to my teacher or another adult if:
    - I need help online
    - I am not sure what I should be doing on the Internet
    - I come across sites which are not suitable for our school
    - someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.
    - I feel that the welfare of other students at the school is being threatened by online activities

I acknowledge and agree to follow these rules. I understand that I may not be able to access the Internet at school if I do not act responsibly.


Student Name:.................................……………………………………………..

Student Signature:……………………………………………………………….


---

**Parent Permission**

I agree to allow my child to use the Internet at school. I have discussed the scenarios, potential problems and responsible use of the Internet with him/her as outlined in the Internet use kit.
I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school or NetAlert Australia's Internet safety advisory body on 1800 880 176.

Parent/Guardian Signature :...........................……………………………….

Date: ...................... …………………………………………………………..

---

**Armadale Primary School** uses the Internet as a teaching and learning tool. We see the Internet as a valuable resource but acknowledge it must be used responsibly.

Your child has been asked to agree to use the Internet responsibly at school. Parents should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed.
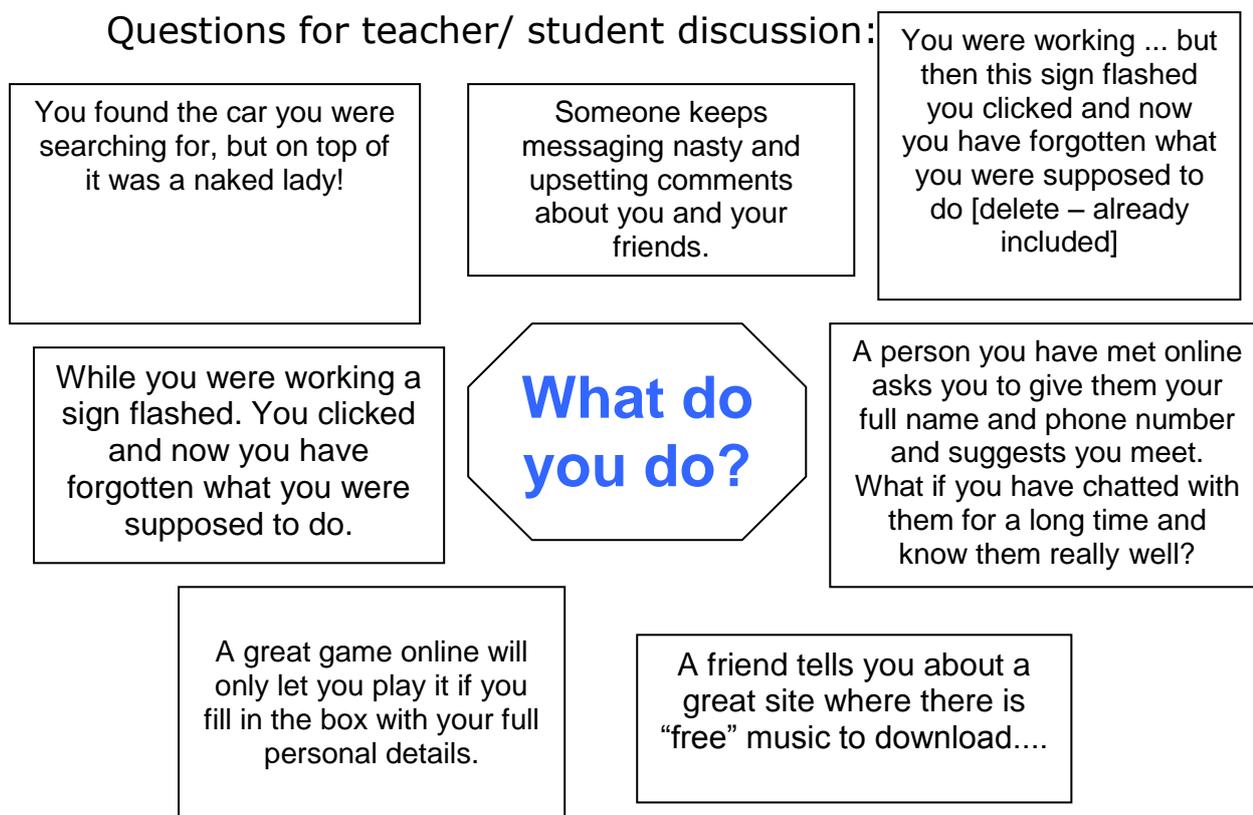
At **Armadale Primary School** we:
- provide a filtered Internet service
- provide access to the Victorian Education Channel (www.education.vic.gov.au/primary) a search engine that can be used to restrict students to only using websites that have been teacher recommended and reviewed
- provide supervision and direction in Internet activities
- have an Information Literacy program
- work towards setting tasks that ask your child open questions, so they can't copy and paste all answers from the Internet
- reinforce the importance of safe and respectful use of the Internet in all curriculum areas
- provide support to parents to understand this agreement (e.g. language support)

Here are some possible scenarios your child might encounter when using the Internet. In order to help your child fully understand their responsibilities online - we ask you to discuss these with your child.

We also recommend that you read and follow the "Bridging the gap between home and school" information to help you understand how your child may be using the Internet at home or sometime in the future.

## Questions for teacher/ student discussion:

You were working ... but then this sign flashed you clicked and now you have forgotten what you were supposed to do [delete – already included]

You found the car you were searching for, but on top of it was a naked lady!

Someone keeps messaging nasty and upsetting comments about you and your friends.

While you were working a sign flashed. You clicked and now you have forgotten what you were supposed to do.

**What do you do?**

A person you have met online asks you to give them your full name and phone number and suggests you meet. What if you have chatted with them for a long time and know them really well?

A great game online will only let you play it if you fill in the box with your full personal details.

A friend tells you about a great site where there is "free" music to download....

## For Parents: Bridging the gap between home and school

At school the Internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat. The Internet can be lots of fun.

If you have the Internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work.

At home we recommend you:
- o make some time to sit with your child to find out how they are using the Internet and who else is involved in any online activities
- o have the computer with Internet access in a shared place in the house – not your child's bedroom
- o ask questions when your child shows you what they are doing, such as:
  - o how does it work and how do you set it up?
  - o who is else is sharing this space or game - did you know them before or "meet" them online?)
  - o why is this so enjoyable – what makes it fun?
  - o can you see any risks or dangers in the activity - what would you say to warn/inform a younger child?
  - o what are you doing to protect yourself or your friends from these potential dangers?
  - o when would you inform an adult about an incident that has happened online that concerns you? Discuss why your child might keep it to themselves.

Statistics show that students will not approach an adult for help because:
- o they might get the blame for any incident
- o they don't think adults "get" their online stuff – it is for students only
- o they might put at risk their own access to technology by either:
  - o admitting to a mistake or
  - o highlighting a situation that might lead a parent to ban their access.

## What has your child agreed to and why?

Not giving out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.
Students can be approached, groomed, and bullied online. They also love to publish information about themselves and their friends in spaces like Myspace, blogs etc.
We recommend they:
- don't use their own name, but develop an online name and use avatars.
- don't share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have and protect that password.
- don't allow anyone they don't know to join their chat or collaborative space.
- are reminded that any image or comment they put on the Internet is now public (anyone can see, change or use it)

Being respectful online and not participating in online bullying
The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone's face.
- being online can make students feel that they are anonymous
- the space or chat they use in leisure time might have explicit language and they will feel they have to be part of it
- often the online environment has very few adults.

Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student.
By just taking care with the equipment, printing and downloading from the Internet students can save time, money and the environment. Students often see the Internet as "free". Just looking at a page on the Internet is a download and is charged somewhere.

Not bringing or downloading unauthorised programs, including games, to the school or run them on school computers
The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses etc and these put all of the schools equipment and student work at risk.

Not go looking for rude or offensive sites.
Filters block a lot of inappropriate content but it is not foolproof. For students who deliberately seek out inappropriate content or use technology that bypasses filters, parents will be immediately informed and the student's Internet access will be reviewed.

Using the Internet at school to learn.
It is important to realise that there is a time for fun and a time for work (even on the Internet).
Staying on task on the internet will reduce risk of inappropriate access and teach students
strategies to use the Internet for their learning.

Remembering the content on the web as someone else's property and asking teacher to help
get permission before using information or pictures
All music, information, images and games on the Internet are owned by someone. A term
called copyright is a legal one and has laws to enforce it.
By downloading a freebee you can risk bringing a virus or spyware to the computer or system.
These can destroy a computer system or provide hackers with details such as passwords and
bank accounts. Remember if an offer is too good to be true, the chances are it is!

Thinking carefully about what is on the Internet, questioning if it is from a reliable source and
using the information to help answer questions.

Not everything on the Internet is true, accurate or unbiased.
The school is teaching information literacy skills, which enables students to locate, evaluate,
and use information effectively on the Internet.
Copying and pasting information can help organise arguments, ideas, and information but it is
important that your child uses their own thoughts and language to express what they have
learnt. If helping with homework ask open-ended questions. For example, saying to a student
"Tell me about wombats" might encourage him/her to copy and paste facts about the wombat,
but asking the question "What would a day in the life of a wombat be like?" encourages the
student to think about different aspects of the animals life and draw together the different
pieces of information they might have discovered.

Talk to my teacher or another adult if:
  o  I need help online
  o  I am not sure what I should be doing on the Internet
  o  I come across sites which are not suitable for our school
  o  someone writes something I don't like, or makes me and my friends feel
     uncomfortable or asks me to provide information that I know is private.
  o  I feel that the welfare of other students at the school is being threatened by
     online activities

The Internet has some really flashy and tricky ways to lead people into websites they never
meant to visit. It is easy for us all to get distracted. We want students to ask for help in
locating the information they need, and clarifying the task they have been set. Unfocused
clicking through websites can lead to inappropriate content.

We also want the whole school community to keep their Internet environment as safe as
possible so we ask that if your child sees a site they think should be blocked, to turn off their
screen and let a teacher know.

Open communication between parents, teachers and students is the best way to keep
students safe. Students will often share concerns with each other online. It is important that
they tell a teacher and or parent when they are feeling uncomfortable or threatened online.
If you have any concerns about this agreement or Internet Safety in general contact either the
school or the contact below

NetAlert is Australia's Internet safety advisory body for internet safety issues/ concerns
contact them on 1800 880 176 or visit http://www.netalert.gov.au/
A free parent's handbook is available at http://www.netalert.gov.au/advice.html
Feedback on this agreement to channel.manager@edumail.vic.gov.au