



PERMISSION TO PUBLISH STUDENTS' PHOTO/VIDEO/WORK/RECORDING ONLINE
INFORMATION NOTE

At Hamilton South Public School the communications in which students' information may be published include, but are not limited to:

Online	Purpose	Who monitors interactions and how are they monitored?	Duration of the account
The school website	Inform parents and the wider community about general school and event information.	Principal and school website manager. DEC approved content. Student first name and surname initial used.	Updated weekly. Information may be available online for a number of years.
The school newsletter	Inform parents and the wider community about important information and upcoming school events. Recognition and celebration of student achievements.	Principal and Administration Staff. Content is updated and reviewed weekly.	Newsletters are available online for the duration of the school year.
Annual School Report	To report on the achievements, programs and progress of the school.	Principal & Executive Staff Reviewed and compiled yearly	Published for two years on school website.
Seesaw	Digital portfolio and parent communication portal.	Seesaw Account Manager/Teacher All work and comments need to be approved by Seesaw account managers (teachers) prior to publishing. Data is stored securely. Student work/photos shared with linked family members only.	Portfolios are archived at the end of each school year.
Class Dojo	A communication platform to engage students and parents and celebrate student achievement/progress.	Class Dojo Account Manager/Teacher. All work and comments need to be approved by Class Dojo account managers (teachers) prior to publishing. Data is stored securely. Student work/photos shared with linked family members only.	Portfolios are archived at the end of each school year.
G-Suite – Google Classroom	G Suite for Education (G Suite) are online productivity tools that work on any device. G Suite lets teachers and students create, communicate and collaborate in real time.	The DoE. Class Teacher. Student personal information and data will be collected by Google for the purposes of providing the G Suite services to students.	Students have access to G-Suite services from K-12.

	<p>Teachers and students have access to tools that allow:</p> <ul style="list-style-type: none"> • Collaborative word processing, presentation and website creation • Easy delivery and management of assessment • Time and task management • Unlimited online storage. 		
SkoolBag	<p>SkoolBag is an app that allows the school to communicate with the community. Notifications, calendars and newsletters are sent out through this app and are easily accessed through a number of devices.</p>	<p>Principal, Executive and Administration Staff. Content is updated and reviewed weekly.</p>	<p>Updated weekly. Information available online for the duration of the school year.</p>

Expectations for communication when using these online applications are the same as the expectations outlined in our Student Welfare Policy. Students will be held responsible for all actions when using internet and online communication services.

For further information please contact the school on: **4969 3795**