SORRENTO PS
INFORMATION COMMUNICATION
&
ONLINE POLICY

Updated Sept 2015

This policy incorporates the following documents:
- *DOE Student Online Policy v2.1*
- *DOE Students Online Guidelines v1.0*

CONTENTS

APPENDIX

RATIONALE

The provision of Internet and online services at Sorrento Primary School will expand the range of teaching and learning opportunities available to staff and students for the purpose of improvement in learning outcomes and effective integration within the curriculum. In educating students for a rapidly changing world it is important for them to learn how to use technology constructively and effectively.   The purpose of this policy is to assist all school users in becoming aware of information, obligations and procedures that need to be followed to ensure its safe, ethical & responsible use.

POLICY STATEMENT

As per Department of Education guidelines Internet and Online Services provided to students at Sorrento Primary School will primarily be used for learning related activities and require informed parental consent and appropriate management. The DoE provides online services to students in public schools for learning-related activities and strives to protect students from exposure to inappropriate online material and activities.

POLICY RULES

As per DOE policy Principals and teaching staff will:
- Only grant access to Department online services after receiving a signed *Acceptable Usage Agreement* signed by the student and parent
- Issue and maintain student passwords in a confidential and secure manner
- Educate students on the risks associated with online activities
- Provide appropriate supervision for students using online services on school sites
- Take appropriate action in accordance with the Behaviour Management in Schools policy where there is an alleged misuse of online services or breach of acceptable use

PURPOSE

The use of technology in schools including internet and online services enables staff and students to learn, use and handle information, and communicate effectively in a rapidly evolving society. The use of these technologies will provide many direct and indirect benefits to staff and students. These include:
- The ability to have access to up to date and relevant information
- The opportunity to use and manipulate information and resources to suit a specific purpose
- The ability to work independently as well as collaboratively
- The opportunity to access learning resources, projects and information regardless of the users location
- The ability to develop the skills to approach learning in a manner that is both receptive and critical
- The opportunity to apply problem solving skills in an authentic environment
- access to local, interstate and international competitions
- access to vast libraries of information from sources throughout the world
- The ability to interact and collaborate with other students and knowledgeable adults
- the acquisition of knowledge and transferable skills that will be useful throughout their lives
- The opportunity to publish their own material to a wide audience

PERSONAL INFORMATION, PRIVACY & CONFIDENTIALITY

It is recommended that teachers advise students:
- Of the risks associated with some online activities and how to adopt protective online behaviour to protect them from exposure to inappropriate online material or activities, suggestions being:
  - Keeping personal details private by using a nickname instead of a real name and always asking parents before giving out name, address or phone number online
  - Not sharing a username or password with anyone
  - Thinking before posting. Once posted, a message can be difficult to remove
  - Not posting information / images that they would not want others to know of or that they would not say to their face
  - Being respectful of other people's content that they post or share. For example, a photo taken by a friend is their property, and should only be posted online if permission is gained
- That since some of the online services provided to them by the Department, such as email and online file storage, may contain personal information such as their name, these details should be protected as indicated above.

The Australian Government provides further information on the importance of online anonymity and protective online behaviours available at Esafety.

STUDENT IMAGES & INFORMATION

It is recommended that teachers:
- Advise students of the possible negative consequences of publishing identifying information on the internet including their own or other students' images
- Refrain from publishing student images or any student-identifying information on the internet (for example, surnames), and if such publication is necessary, limit the amount of time the information is online as much as possible
- Confirm that any material planned for publication on the internet or intranets has the approval of the Principal and has appropriate copyright and privacy clearance
- Confirm that permission to publish work or images of students has been received
- Use group photos only with subjects in regular school uniform or day clothing when publishing on the Departments intranet or internet; photographs of single students (except where receiving an award or similar), and of students in swimming costumes or similar clothing, should be avoided (this applies to images in school newsletters, school handbooks etc)
- Use a school camera for taking student photographs, rather than staff personal cameras, phones or other devices.

EMAIL & FILE SHARING

It is recommended that Principals and teachers:
- Encourage students to manage their mailbox, deleting unnecessary email and backing up important attachments
- Be mindful of the risks of illegal file sharing of music, videos etc.

DEPARTMENT OF EDUCATION GUIDELINES

- All uses of the Internet should be consistent with existing policies of the Department of Education.
- Personal use of telecommunication and internet resources is permitted provided it is not for commercial gain or in any way counter productive to the business of the Department as per the DoE Telecommunications Policy
- Each site will need to provide the resources to allow Internet usage. These will include hardware and training.
- The Department of Education supports and encourages the appropriate use of the Internet as a tool for achieving the outcomes described in its *Statement of Ethos and Purpose* and the targets set out in the *Strategic Plan* providing its use is legal and ethical.
- Schools and Central Office personnel accessing the Internet are responsible for the provision of local policy and guidelines to govern and ensure appropriate use.
- Schools and individual Central Office branches are responsible for meeting any costs associated with their access to the Internet that is over and above the sites allocated bandwidth.
- All Departmental online services including Portal, email, online document storage, Intranet and Internet access must be used responsibly and in accordance with Departmental policies
- By accessing any Departmental online services staff and students give full agreement and commitment to comply with all Departmental policies and also give consent to logging, monitoring, auditing and disclosure of your use of these services
- Inappropriate use of these services can result in disciplinary action that may include suspension of access to online services, dismissal or termination of contract.

PASSWORDS & USER IDENTIFICATION

Staff and students must not disclose their password or allow another person to access the Department of Education's (the Department's) information and communication technology (ICT) infrastructure using their user identification number or log in (user ID).
- Minimum complexity standards as outlined by DOE security protocols must be adhered to
- Students are to reveal passwords to teachers upon request in order to assist with safety breaches and troubleshooting

PORTABLE STORAGE DEVICE SECURITY

Examples of equipment capable of storing sensitive or confidential information include but is not limited to USB thumb drives, external hard drives, laptops, iPads, PDAs, mobile phones, printers, scanners, photo copiers, multifunction devices.

Employees must:
- adhere to the *Encryption of Removable Media Guidelines* when using any form of communication, computing or portable storage device to store any confidential or sensitive information belonging to the Department – use password protection
- mitigate the risk of introducing malware into the Department's ICT infrastructure; and
- prior to the disposal of any and all forms of ICT equipment capable of storing sensitive or confidential information belonging to the Department, securely delete that information in accordance with Department guidelines found at the ICT Equipment Disposal web page.

SOCIAL MEDIA

The use of social media is an integral part of everyday life and has also become a standard part of learning, teaching and school operations. One of the Department's directions is for schools to work with their communities to promote the safe use of social media by staff and students. A range of professional learning and classroom resources are available for school staff to support students to function safely and positively as digital citizens.

- These resources are available on the school's shared drive
- Staff are encouraged to critically analyse their social media profiles to make sure that the appropriate level of privacy is set and postings do not compromise DOE Code of Conduct
- It is not recommended that school staff accept friendship requests from parents or students
- Students at Sorrento PS will be explicitly taught cybersafety techniques
- Year 5 and 6 students will each year partake in the free Digital Licence courtesy of Google, in partnership with The Alannah and Madeline Foundation (https://www.digitallicence.com.au/).
- The Australian Government's newly formed *Office of Children's eSafety* under the *Enhancing Online Safety for Children Act 2015* allows children suffering from serious cyberbullying to contact the Office of Children's eSafety Commissioner to have content removed if social media companies do not remove offending content after it has been reported to them.

MISUSE & BREACHES OF ACCEPTABLE USE

- Principals and teaching staff will take appropriate action in accordance with the school's behaviour management policy and signed user agreements where there is an alleged misuse of online services or breach of acceptable use by a student /s.
- All reported alleged misuse or breach of user agreement will be investigated, and, where possible, accurately retracing misuse to the offender – it is imperative that students are aware of the ramifications of allowing others to use a workstation under their log on
- Online publication of defamatory material about staff or students will be promptly addressed by:
  - o Hiding / removing / deleting the offending material from view
  - o Keeping a record of the nature of the offensive material and its deletion for follow up
- Inappropriate use can result in disciplinary action that may include suspension of services for students and dismissal for staff members

Principals and teachers should also be aware of the steps to take and advice to give, if students notify them of inappropriate or unwelcome online activity by fellow students or members of the public. Such steps may include:
- Collecting as much information as possible about the incident including copies of communications
- Emphasising to the student that the event is not necessarily their fault
- Turn the monitor off and bring the offending material to the teacher's attention
- Identifying any risky behaviours on the part of the reporting student and counselling them on the need to adopt more protective behaviours
- If the incident warrants further attention, escalate it to school and/or Department authorities, notifying police if it is suspected a law may have been broken, such as an attempt by an adult to groom or encourage the student to meet face-to-face.

SORRENTO PS GUIDELINES

The use of Information Communication Technologies (ICT) will be developed as part of an overall teaching and learning program and is embedded in the General Capabilities of the WA Curriculum. Digital Technologies is also an identified strand of the Technologies learning area within the curriculum. Students will have access to the Internet and Online Services under teacher direction through the school's computer and wireless network while at school. Home use is under parental supervision. Although student use of the Internet will be of an educational nature, it is possible that students may come across material that is not in accord with school or family values. The Department and the school have filters in place to minimise this, but with the growing nature of the Internet 100% filtering can not be guaranteed. As a school we explicitly teach Cyber Safety and provide students with procedures to deal with these situations. We would also encourage parents to discuss these matters with their children.

Access Provision and Appropriate Use
- All students are required to sign an Acceptable Use Agreement (attached) and parents are asked to sign to acknowledge the terms and conditions of this. The completed agreement will be kept on file.
- It will be each class teacher's responsibility to ensure that students are aware of the responsibilities and obligations of the Acceptable Use Agreement mentioned above.
- Students who deliberately abuse the Acceptable Use Agreement will be subjected to school disciplinary procedures that may include the loss of user privileges
- The primary use of the Internet & Online Services is for curriculum purposes, independent research and the transfer of information relevant to the goals of the school and achievement of improved student outcomes
- The use of Information Communication Technologies should be fair and equitable, legal and ethical and should be consistent with existing policies of the school and Department of Education
- The Internet at school can only be accessed by students, *under direct supervision of staff*. On no account are students to access the Internet unsupervised
- Students and staff are required to be aware of and practice responsible copyright procedures for both print and electronic materials
- Students are not to print without the permission of the teacher and responsible use of printers is encouraged in order to conserve resources
- Games can only be played on school computers that have an educational purpose and with the express permission of a teacher
- Teachers should ensure all students have media permission indicating the extent to which student's work or photos can be published. Absolutely nothing can appear online or in any publications without permission and it is advised that only first names of students be used.
- Staff are required to regularly check their email
- Passwords to the wireless network will not be issued to students but will be entered into BYOD devices by staff delegated authority by the ICT Coordinator
- BYOD devices with 3G or cellular capacity will not be allowed to be used as part of the school's BYOD program
- The Sorrento PS BYOD Policy will form part of this policy and will address issues such as security and storage guidelines for BYOD devices

ICT COORDINATOR

Sorrento PS allocates a minimum of 0.2 of its FTE to allow time for a staff member to take on the role of ICT Coordinator. The role of the ICT Coordinator is to:
- Administer the cost centre
- Coordinate and maintain the school's web site and app
- To administer support and maintenance
- To coordinate the use of DoE integration technicians
- To provide support to staff in the use of ICT
- To coordinate ICT related professional development

SECURITY

The curriculum network and Department of Education administration network have been integrated to allow staff members access to DoE resources. Due to the confidential nature of items stored on these networks it is imperative that security procedures are adhered to:
- Staff must not allow students access to a computer that is logged on to the administration domain (*sorrentops*).
- Staff and students must log off of a computer when it is no longer required or lock the screen if temporarily leaving the computer that students have access to
- Staff with DoE laptops must connect them to the school's network at least once a week to allow DoE and virus updates to take place
- Do not open any files attached to an email from an unknown or suspicious source
- Delete chain and junk emails immediately
- If in doubt when downloading from the Internet, copy the file to and external source (*eg. USB thumb drive*) so that it can be checked for viruses
- All files saved to the 'h' drive or any of the shared drives will be backed up every night by the server. Teachers saving work to *My Documents* on school computers or DoE laptops risk losing everything unless they back it up separately.
- Staff are required to regularly check and delete unwanted items from their 'H' drive and shared drives to maximise storage capacity.
- Staff are required to change their password every month.

CONCLUSION

This policy has been developed so that students, parents and staff are fully aware of the Information and Communications resources available at Sorrento Primary School while at the same time bringing attention to the specific requirements of Internet and Online Services within a school setting and as outlined by the Department's associated policies. Every effort is made to ensure that access to these resources is monitored, embedded within the curriculum and will be for appropriate educational purposes.

SORRENTO PRIMARY SCHOOL

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SORRENTO WA 6020
WEBSITE: www.sorrentops.wa.edu.au

<<Date>>

Dear <<Parents/Guardian name>>,

I am writing to inform you about the Department of Education's online environment called Connect which will provide teachers, students and parents with secure access to a collaborative online learning environment via the internet.

We have provided you with a printed flyer with information about Connect and you can view a brief video providing an overview of Connect by typing this URL into the address bar of your internet browser. https://vimeo.com/102803473

The aim of Connect is to provide a secure internet service that will allow <<teacher's name>> to provide information about the teaching and learning activities occurring in <<class name>> directly to the parents of students in this class. Participation in Connect is optional for parents, if you would like to take part you will require internet access and a computer. No additional software is required. The Department of Education will issue you with a unique user name and password which will provide you with access to Connect.

Initially, Connect will allow <<teacher's name>> to provide general class information to you about the teaching and learning activities that his/her class are undertaking. In the future, the service may be further developed to allow more flexible communication between parents and teachers as well as providing personalised information about your child's learning activities and progress.

In order for you to take part in Connect, please review the attached *Conditions of Use* and, if you agree, please sign the *Connect Registration for Parents* form and return this to the school. You will then be confidentially issued with your unique user name and password as well as access details for Connect.

Yours sincerely,

Karen Burgess
Deputy Principal

Connect Registration for Parents

Dear Parents/Guardians

The Department of Education provides secure online access for parents or responsible persons such as guardians to teaching and learning information about their children via Connect.

By signing up for the service, a parent or guardian understands and accepts the attached Conditions of Use.

Please read this form carefully, complete the following details and return both pages to the classroom teacher - Sorrento Primary School.

Once this information is confirmed in the system and you have been processed to access Connect you will be provided with a user name and a password as well as details on how to access the service.

Yours sincerely,

Karen Burgess (Deputy Principal)

Student Details: Office Use Only

Student First Name:		**Provisioning Status**	
Student Last Name:		Registered	
Teacher Name:		P-Number	
Class Code	Optional Information to be completed by School	Associated	
Parent Details:		Connect Validation	
Parent First Name:		Email sent	
Parent Last Name:		Password	

Email: Please print your full email address clearly in the boxes below (including and full stops) and check that it is correct. Any errors in your email address will result in delays in setting up your access to Connect. Please make sure this is the email address you use to receive school newsletters. If you wish to use a different email address please also notify the school so newsletter delivery can be adjusted.

Connect Conditions of Use for Parents

1. Only parents or responsible persons as defined in the *School Education Act 1999* and verified by the school will be given access to Connect.

2. The person signing up for the service understands his/her responsibility for keeping the service access details (username and password) confidential.

3. The Department of Education does not accept responsibility for any event arising from unauthorised access or use of Connect.

4. Parents agree to use Connect in accordance with Department of Education's policies regarding Appropriate Use of Online Services. These policies can be accessed from the Connect Sign In screen. Parents are required to accept that they have read and understood these policies before access to Connect is provided.

Limits of the Service

The Department of Education provides Connect as an online service for teachers, students, parents and Department staff. Connect is a communication channel that schools may use to communicate with parents/guardians on matters impacting student education. The Department of Education does not undertake to provide all student-related information via Connect.

When using Connect, I agree that:

1. The information contained in Connect is personal and private information.

2. The parent username and password is only shared between the child's legal parents or guardians.

3. I will not interfere with network security, the data of another user, or attempt to log into the network with a user name and/or password of another user.

4. If I become aware of unauthorised access to my parent account I will immediately inform the school.

5. I consent to the logging, monitoring, auditing and disclosure of my use of Connect.

6. Any breach of these conditions for which I am responsible will result in my access to Connect being suspended or revoked.

7. I agree to use Connect in accordance with Department of Education's policies regarding Appropriate Use of Online Services. These policies can be accessed from the Connect Login screen.

Parent Signature: …………………………………………………………….

Date: …………………………

Please return this form to the school in order to receive login information for Connect.

Office use only: Date processed: /   /   Processed by (initials):

Note: This permission slip should be filed by the teacher and a copy provided to the parent.

ONLINE CONSENT FORM

CONNECT FOR STUDENTS

Dear Parent / Guardian,

Our school now has access to the online services in the form of **_Connect_** provided by the Department of Education and Training. These increase the range of teaching tools available to staff and will enhance the opportunities available to students.

I am writing to you to seek approval for your child to be given access to these online services. This will involve the school using the student's full name, preferred name, class and year to create a unique online services account. These details are used by the school and not made available on the Internet other than the creation of an email address. Every student will undertake a range of learning activities in relation to cyber-safety, appropriate online behaviour and password management prior to be given access.

The Department's online services currently provide:

- individual email accounts for all students and staff. This email service is to be used for school related purposes only and all email accounts can be monitored by the department;

- access to the internet, with all reasonable care taken by schools to monitor and control students' access to web sites while at school;

- access to email services from home if the home computer is connected to the Internet; and

- access to the Online Teaching and Learning System (CONNECT)

These services will also enable your son or daughter to access school related materials and teacher assigned learning activities from home.

If you agree to your son or daughter making use of these online services, please complete the permission slip attached to this letter. You will also need to ensure that your son or daughter reads or understands the acceptable usage agreement, also attached to this letter, before the permission slip is signed. Both signed documents should be returned to school so that an online services account can be created for your child.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content and provide filtering when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure.

You should also be aware that general Internet browsing by your child from home or locations other than school is **not** monitored or filtered by the Department since it is not conducted via the Department's online services and that you are responsible for supervision of your child's use of the internet from home.

Yours sincerely

Karen Burgess

Deputy Principal

Permission for students to have an online services account

(Please write the name using one capital letter per box)

Student's first name

Student's last name

Student's preferred name (eg. Steph for Stephanie)

Student's room number

Parents / responsible persons

Do you give permission for your child to have an online services account? **Yes / No (circle one)**

I agree to and understand the responsibilities my child has using the online services provided at school for educational purposes in accordance with the acceptable usage 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 as provided in policies of the school or the Department of Education and Training.

Name of parent or
responsible person: _____

Signature of parent or
responsible person: _____

Date: _____

Note: while every reasonable effort is made by schools and the Department of Education and Training 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 school. The Department recommends the use of appropriate Internet filtering software.

Office use only: Date processed: /   /   Processed by (initials):

Note: This permission slip should be filed by the teacher and a copy provided to the parent.

ICT
ACCEPTABLE USE AGREEMENT

FOR PRIMARY STUDENTS
K – 2

I have talked with my teacher about the on-line rules set out below when I use the internet or a log-on account:

- I will ask the teacher first before using the school computer or tablet
- I will not give my private password out to others
- I will not let other people log on or use my account without checking with the teacher first.
- I will log off when I have finished using a computer.
- I will tell the teacher if I think someone is using my log-on account
- I will tell the teacher if I see anything that makes me feel uncomfortable or that I know I should not access or view at school
- I will only use material from the internet if I have asked the teacher
- If I download material or pictures from the internet I will say where it comes from
- I will not give out my name, phone number, address, name of the school, photographs or other details about myself or others when online without checking with the teacher first
- I will take care when using the computer equipment and will not change the computer settings
- I will not use the school computers to be mean, rude or unkind about other people

I understand that:

- If I use the internet or the log-on account in a way that I shouldn't I may not be able to use these in the future
- I may be liable for misuse of the computer and the police may be contacted

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I agree to abide by the acceptable usage agreement for school students.
I understand that if I break any of rules in the agreement, it may result in disciplinary action, determined by the Principal in accordance with the Department's *Behaviour Management in Schools* policy.

Name of Student: _____   **Signature of Student**: _____

Name of Parent: _____   **Signature of Parent**: _____

Date: _____

Note: while every reasonable effort is made by schools and the Department of Education and Training 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 school. The Department recommends the use of appropriate Internet filtering software.

Office use only: Date processed: /   /   Processed by (initials)

Note: This agreement should be filed by the teacher and a copy provided to the parent / student

ICT ACCEPTABLE USE AGREEMENT

FOR PRIMARY STUDENTS
3 – 6

If you use the Sorrento Primary School computers or the online services of the Department of Education you must agree to the following rules:

- I will use a school computer or tablet only with the permission of a teacher.

- I will follow all instructions from teachers when using school computers and tablets.

- I will not let anybody else know my password.

- I will not let others log on and/or use my online services account unless it is with the teacher's permission.

- I will not access other people's online services and / or school network accounts.

- I know that I am responsible for anything that happens when my online services or network account is used. This also means I will log off when I have finished using a computer.

- I will tell my teacher if I think someone is using my online services or network account.

- I know that the school and the Department of Education may see anything I send or receive using email or online file storage services.

- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well-presented and is not harmful to other students (ie. It does not contain material that is pornographic, racist, sexist, inflammatory, hateful, obscene or abusive nature or which promotes illegal activities or violence).

- I will use material from Internet sites or other sources only if I have permission to do so.

- If I use other people's work (including items that I have taken from the Internet), as part of my research and study I will always acknowledge them

- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist or pornographic materials, or content that is offensive, disturbing, or intimidating or that encourages dangerous or illegal activity.

- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others without checking with my teacher first

- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

- I will take care when using the computer equipment and will not change the school computer settings.

- I will only download or upload material to the school network and the Internet with permission of a teacher.

- I will not illegally copy software or knowingly spread computer viruses

- I will not use social media sites (eg Facebook, Instagram, Twitter etc…) at school without teacher permission

I understand that
- I will be held responsible for my actions while using online & school network services and for any breaches caused by allowing any other person to use my online services or network account;
- the misuse of online services and school network provisions may result in the withdrawal of access to services and other consequences dictated in the Department of Education and Sorrento Primary School's policy; and
- I may be held responsible and police may be contacted for offences committed using online services and the Sorrento Primary School network

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I agree to abide by the acceptable usage agreement for school students.
I understand that if I break any of rules in the agreement, it may result in disciplinary action, determined by the Principal in accordance with the Department's *Behaviour Management in Schools* policy.

Name of Student: _____   **Signature of Student**: _____

Name of Parent: _____   **Signature of Parent**: _____

Date: _____

Note: while every reasonable effort is made by schools and the Department of Education and Training 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 school. The Department recommends the use of appropriate Internet filtering software.

Office use only: Date processed: /   /   Processed by (initials):

Note: This agreement should be filed by the teacher and a copy provided to both the parent and the student

The Office of the Children's eSafety Commissioner - resolving complaints with schools

What information we will give you?

When we notify a complaint to a school principal, we may provide information about:

a) the name of the student who is the target of the cyberbullying

b) a summary of the cyberbullying material

c) suggested options to help resolve the complaint in accordance with your school policies

d) action taken by us to date with respect to the complaint.

We will also advise you of any conditions that apply to the use of the information supplied by us (see below).

What actions should schools take?

If we notify you about a cyberbullying complaint concerning students in your school, you can help resolve the complaint by undertaking to do the following (to the extent you are capable of doing so):

a) acknowledge receipt of the notification within 24 hours to an email address provided by us

b) inform us of the types of actions the school proposes to take and the time period for that action to be taken by email within 5 working days of the notification

c) meet any conditions placed on information that has been disclosed

d) inform us of the outcomes of the action you have taken within 3 weeks from receipt of the notification

e) talk to us if you feel that you are unable to resolve the complaint and/or that you have a serious concern that the bullying will continue so we can discuss any further assistance we may be able to provide.

Disclosure of information - conditions

When we disclose information to you, amongst other things we may ask you to:

1. Only discuss the information with the students involved and—with the students' consent—their parents or guardians.

2. Only disclose the information to third parties with the consent of the affected students or as required by law.

3. Comply with applicable privacy laws and policies in relation to the personal information disclosed.