



ST VINCENT'S SCHOOL

PO Box 22
Kwinana WA 6966
Telephone: 9419 2631
Fax: 9419 5991

Email: admin@stvincents.wa.edu.au

1st February 2018

Dear Parents, Friends and Students of St Vincent's School,

Welcome

Welcome to 2018! This year promises to be an exciting one, with all staff and students working hard to achieve their very best throughout the year.

Welcome back to all returning staff, students and families. A special welcome to Kindy families and all other new families in our school. I trust our returning families will make you feel welcome. Welcome to our new staff members Miss Kelsey Cook (4 Go), Miss Chella Godber (K Gr), Ms Catherine Knott (Canteen) and Mr Jayson Peacock (AP). Welcome back to Mrs Natasha DeFranca (3 Gr). Welcome back to Father Daniel and welcome to our new Assistant Priest Father Patrizio.

Our mantra for 2018 is, "Be a WESTIE." WESTIE stands for – Welcoming, Encouraging, Saying Sorry and Thank you, being Inclusive and Empathetic in our words and actions. As an MJR school we encourage all members of our community to embody the values of WESTIE. This term each assembly will focus on one of the aspects of WESTIE as part of our Virtues Program.

I draw your attention to the following important items.

Parent Information Night

The Parent Information Night for PP through to Year 6 is scheduled for **Monday 5th February starting at 5.30pm**. All parents are asked to meet in the hall before going to their children's classes. The Parent Information Night is an important part of our school culture, it serves to provide an opportunity for expectations to be clarified and goals set for the current year. The Parent Information Night also helps build relationship between the class teacher/s and parents. Please make an effort to attend. I look forward to seeing you there.

Information Night Agenda:

5.30-6.00pm Principal's address in the hall.

6.00-6.30pm Classroom Session 1.

6.30-7.00pm Classroom Session 2.

Parent Handbook

The Parent Handbook is located on the school website, under the Parent Information tab. You are encouraged to peruse through it as it will inform you of important information related to our school.

Code of Conduct

The St Vincent's School Code of Conduct is located on our school website, under the Communication > Policies tab. The purpose of the Code of Conduct is to describe minimum standards of conduct in all behaviour and decision making to ensure the safety and well-being of all students. The Code applies to staff, students, volunteers, parents/guardians and visitors. Please take the time to read the Code of Conduct.

Newsletter

The school newsletter is emailed each fortnight, starting from Week 2. It will also be uploaded to the school website at the same time. If you do not have electronic access to the newsletter we will be able to provide you with a hardcopy, please advise the office staff. Please let us know if you have not received the electronic version of the email after Week 2. Please ensure the school has your correct email address.

If you have items of interest for the “Did you know?” section, please notify the office staff for inclusion in the newsletter. We love to celebrate achievements and Good News within our newsletter.

Term Calendar

Today you would have also received the Community Calendar. Please remember to check the upcoming dates on the newsletter, as things may change from time to time.

P&F Welcome Sundowner

Please highlight the afternoon of **Friday 16th February** from 4.30pm and join us for a Family Sundowner to welcome the new school year. Last year’s event was well attended and enjoyed by all. I look forward to meeting and catching up with as many families as possible. My thanks to the P&F for hosting and organising this event.

Forms

Attached to this letter is an agreement form that needs to be signed by parents/guardians. One form **per child** is required (3 Year Old Playgroup to Year 6). The agreement form must **be completed and returned to your child’s teacher by the end of Week 2 – Friday 9th February**.

Student involved in BYOD will receive a separate information pack and agreement covering this program.

“Full Family Details” Form was sent home to the eldest child in each family yesterday. Please check the details, make changes and return to school by Friday 9th February. **Even if there are no changes, the form MUST be returned to the school OFFICE.**

I’m looking forward to a great year at St Vincent’s School, with you all.

God Bless

Karmela Messineo – Principal

Spirit - Peace - Wisdom



Student Use of Technology and Internet Agreement – 3YO Playground to Year 6

Technology and the Internet provide a powerful means of communication. The availability of resources via technology and the Internet provides the opportunity for schools to assist children to develop to their full potential. Technology provides significant educational value but can pose a risk personal safety and exposure to inappropriate and offensive material. In accordance with the teachings of the Catholic Church, the practice of communication must be totally honest and reflect the highest standard of accountability and sensitivity to human rights and relationships.

At St Vincent's School, all children using technology equipment **must abide by a set of rules** designed to minimise their exposure to inappropriate material and ensure they use technology and the Internet in a responsible manner. Unacceptable use of technology or the Internet may result in a child being banned from using the school network and facilities for a period of time, as well as other consequences.

Parents and the school work in partnership in order to provide a safe environment for the children and minimise their exposure to inappropriate material. Parents can ensure their children are using technology and the Internet appropriately at home by:

- Adequately supervising children when they are browsing the Internet.
- Talking openly with children about Internet safety.
- Monitoring their children's access to all types of live electronic communications (i.e. chat rooms, instant messages, social networking sites, geotagging etc.).
- Installing a software filter package, on the home computer.
- Frequently remind children never to give out personal information or to construct their own websites where personal information and/or photos are available to all.

One-to-one supervision may not be possible all the time and therefore it is at this point that family, school and Christian values, along with virtuous behaviour, such as respect for self and others, takes over.

St Vincent's School is committed to providing an environment that includes the use of technology to help students become skilful learners and innovators who use digital tools to support and develop skills related to creativity, communication, collaboration, critical thinking, and digital citizenship.

Parent/Guardian Agreement

1. I agree to allow my child to access technology and the Internet at St Vincent's School.
2. I expect that adequate supervision will always be available when my child is using technology.
3. I have explained to my child that they should stop using their device and inform the teacher if they encounter any material on technology or the Internet that makes them feel uncomfortable at any time.
4. I have discussed with my child the importance of respecting property and treating all technology items with care.
5. I have discussed with my child that they should not attempt to download any software or apps onto school devices.
6. My child is aware that he/she should never give out personal information, including a photograph, their phone number, last name, school or home address when using technology or the Internet.
7. I will frequently remind children never to give out personal information or to construct their own websites where personal information and/or photos are available to all.
8. I will support the decisions and consequences that may be imposed by the school on my son/daughter for inappropriate use of the Internet or technology.

Student Agreement

When using technology or the Internet at St Vincent's School **I will:**

- Tell my teacher if I see anything that looks rude, has bad language in it, is sexist or racist.
- Handle all equipment with care.
- Follow my teacher's instructions carefully.
- Use the network safely.
- Acknowledge the source of all information and pictures I use in work.

When using the Internet at St Vincent's School **I will not:**

- Enter details about myself, the school or other people on the Web. Examples are: my full name, the name of our school, phone numbers and addresses and photographs.
 - Download any software or apps on to a school device without approval.
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Use of Seesaw Agreement

Seesaw empowers students to independently document what they are learning at school. Students can “show what they know” using photos, videos, drawings, text, PDFs, and links. It helps capture the learning process, not just the end result. Students can use Seesaw's built-in audio recording, drawing and caption tools to reflect on what they've learned or explain how they got their answer. Families have the option of being included in the learning process by viewing updates to their child's Seesaw journal. Seesaw gives students an authentic audience of their teacher, parents and guardians.

Seesaw only collects personal information through their Services from a child under 13 where their school has agreed (as described in more detail in the Terms of Service) to obtain parental consent to use the Services and disclose personal information to us for the use and benefit of the learning environment.

Parent/Guardian Agreement

1. I agree to allow my child to access Seesaw in accordance with the Seesaw Privacy Policy available via <https://web.seesaw.me/privacy/>.
2. I understand that staff at St Vincent's School will create an account for my child, which only includes their first name and up to the first two letters of their surname.
3. I understand that settings will be put in place by the classroom teacher to allow me to view work of my child, including photos, videos, drawings, text, PDFs, and links.

Thank you for your support and cooperation. Students and teachers will not be able to make use of Seesaw for your child until this signed agreement has been returned to their class teacher.

Use of ClassDojo Agreement

ClassDojo connects teachers with students and parents. Teachers can encourage students for any skill or value — whether it's working hard, being kind, helping others or something else. Students can showcase and share their learning by adding photos and videos to their own portfolios. Teachers are able to share moments with parents and guardians.

Class Dojo only collects personal information through the Services from a child under 13 where their school has agreed (as described in more detail in the Terms of Service) to obtain parental consent to use the Services and disclose personal information to us for the use and benefit of the learning environment.

Parent/Guardian Agreement

1. I agree to allow my child to access ClassDojo in accordance with the ClassDojo Privacy Policy.
2. I understand that staff at St Vincent's School will create an account for my child, which only includes their first name and up to the first two letters of their surname.
3. More information and the full privacy policy can be accessed here <https://www.classdojo.com/privacy/>

Thank you for your support and cooperation. Students and teachers will not be able to make use of ClassDojo for your child until this signed agreement has been returned to their class teacher.

Photograph, Video and Media Agreement – 3YO Playgroup to Year 6

With the ability to photograph and video using digital technologies, we are able to utilise photography and videography to enhance learning programmes and provide families with the opportunity to access and share in your child's learning from home or work. With your permission, photographs and videos of your child may be used to share learning and capture special events in various forms of media such as, in the classroom, using digital portfolios, the school newsletter, school website, CEWA website, blogs and in the newspaper.

In using digital portfolios, photographs and videos of students or student's work may be uploaded within a closed class group. **Please be aware that under no circumstance are any photographs or videos of another child/group of children to be copied and shared on social media or any other form of media.**

Transport via Private Vehicle Agreement – 3YO Playgroup to Year 6

During an emergency situation it may be more practical to transport your child via a staff members' private vehicle to medical care. All references to 'staff members' includes Administration Staff, Education Assistants and Teachers. Staff have a duty of care towards all children involved in activities. The main intention of this agreement is to ensure the health, safety and welfare of our children.

Before a staff member will transport a child via a private vehicle the following is necessary:

- it is deemed to be an emergency or urgency situation;
- the permission of the Principal must be obtained before a child can travel in private motor vehicles; and
- the school will attempt to contact the parent/guardian or the emergency contact of the child prior to transport.

When transporting a student via private vehicle the staff member will ensure that:

- the vehicle being used is registered and roadworthy, particularly tyres, brakes and lights;
- as a minimum the vehicle being used is covered by third party property insurance;
- the driver holds a full licence suitable for the vehicle they are driving;
- the driver is not affected by drugs or alcohol;
- the vehicle is equipped with seat belts or appropriate child restraints and these are used properly (children under the age of 7 will only be transported in the rear seat, although a forward-facing child restraint with an inbuilt harness or booster seat may not be available);
- the driver will drive in a safe and responsible manner;
- there will be a driver and an additional staff member in the vehicle.

The school will keep records of children being transported in emergency situations via private vehicle.



Agreement Form 3YO Playgroup to Year 6

One form per child is required

Child's Name: _____ Class: _____ Date: ____ / ____ / ____

Thank you for your support and cooperation. Please cross through any section of the agreement you do not support. Students will not be allowed to use various resources until this signed agreement has been returned to their class teacher. If you wish to change agreements at any time, please advise the school in writing.

Student Use of Technology and the Internet Agreement

By signing this agreement, you agree to support the school in the use of technology and the Internet for education purposes and agree to the use of technology and the Internet by your child. You acknowledge that you have read, understood, and agree to follow all responsibilities and expectations as outlined in the St Vincent's School Student Use of Technology and the Internet Agreement.

Use of SeeSaw Agreement

By signing this agreement, you agree to allow staff at St Vincent's School to create an account on Seesaw which requires information to be shared with <http://web.seesaw.me>. You acknowledge that you have read, understood, and agree to follow all aspects of this agreement as outlined in the St Vincent's School Use of Seesaw Agreement.

Use of ClassDojo Agreement

By signing this agreement, you agree to allow staff at St Vincent's School to create an account on ClassDojo which requires information to be shared with <https://www.classdojo.com/>. You acknowledge that you have read, understood, and agree to follow all aspects of this agreement as outlined in the St Vincent's School Use of ClassDojo Agreement.

Photograph, Video and Media Agreement

By signing this agreement, you are agreeing to your child's photograph or videos of your child being published in the stated forms of media. Please **place a line through** (for example) **any of the following ways you do not give permission** for your child's image to be used:

- Within the classroom on their work or on displays;
- Within the school on their work or on displays;
- As part of your child's digital portfolio on Seesaw or ClassDojo;
- As part of another child's digital portfolio on Seesaw or ClassDojo;
- St Vincent's School newsletter;
- St Vincent's School website;
- St Vincent's School Facebook page;
- Catholic Education Western Australia (CEWA) website or publications;
- Newspaper; or
- Promotional materials.

Transport via Private Vehicle Agreement

By signing this agreement, you agree to support to your child being transported via private vehicle in case of an emergency. You acknowledge that you have read, understood, and agree to St Vincent's School Transport via Private Vehicle Agreement.



Signature: _____ Parent/Guardian Name: _____

This page should be signed and returned to child's teacher by Friday, Week 2.