



LEURA PUBLIC SCHOOL
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respect

responsibility

resilience

Friday 12 February 2021

Permission to Publish and Contact Details

Dear Parents/Carers

As part of a child's school enrolment, parents are required to complete an enrolment form section related to publishing student information. Specifically it seeks parent permission to publish information about their child. What you have previously signed permission for is stated below:

The school/Department may publish information about your child for the purposes of sharing his/her experiences with other students, informing the school and broader community about school and student activities and recording student participation in noteworthy projects or community service. This information may include your child's name, age, class and information collected at school such as photographs, sound and visual recordings of your child, your child's work and expressions of opinion such as in interactive media. The communications in which your child's information may be published include but are not limited to:

- *Public websites of the Department including the school website, the Department's intranet (staff only), blogs and wikis.*
- *Departmental publications including the school newsletter, annual school magazine and school report, promotional material published in print and electronically including on the Department websites.*
- *Official departmental and school social media accounts on networks such as the school's YouTube, Facebook and Twitter pages.*

Parents should be aware that when information is published on public websites and social media channels it can be linked to by third parties and may be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information.

This permission is not required to be recollected from parents/carers every year. If however, the decision you made when you enrolled your child at our school has changed, please contact the school office so we can update your 'permission to publish' decision.

Also, if any of your personal or contact details have changed, such as emergency contacts, address or phone numbers, please speak with the office staff to inform us of these changes, so our enrolment system data can be kept up-to-date.

Yours sincerely

May Ptolemy
Principal