



## Lake Illawarra South Public School

119-129 Reddall Parade,

Lake Illawarra, 2528

Ph: 4295 1924

Fax: 4297 2803

e-mail - [lakeillaws-p.school@det.nsw.edu.au](mailto:lakeillaws-p.school@det.nsw.edu.au)

Thursday 31<sup>st</sup> May 2018

Dear Parents and Carers,

Please find attached the NSW Department of Education's Permission to Publish form. It is a legal departmental document which has been developed and must be adhered to by schools. The department's media branch has requested that we renew permissions yearly. These are the guidelines that are implemented by Lake Illawarra South Public School:

- Only student's first name and initial of surname are used in the newsletter.
- If the school is doing a newspaper advertisement, no names are used.
- If a newspaper is doing an article on the school, and students are being photographed and named, additional parent permissions are sought. Media Branch always guides staff in these circumstances.
- On the school Facebook page (it is coming!), we do not name specific students.
- If the Department of Education wishes to use photos for promotional purposes, parents are contacted for specific permissions.

Please remember that we always consider our students' safety and are only using photographs to congratulate our students or to promote their wonderful efforts and achievements. The decision to give permission is a parent's decision which will be supported by staff.

Karen Simula

**Principal**



# General Permission to Publish and disclose information

Dear Parents and Carers,

I am seeking your permission to allow the school/Department of Education to publish and/or disclose 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 or disclosed include but are not limited to:

- Public websites of the Department of Education including the school website, the Department of Education intranet (staff only), blogs and wikis
- Department of Education publications including the school newsletter, annual school magazine and school report, promotional material published in print and electronically including on the Department’s websites
- Official Department and school social media accounts on networks such as YouTube, Facebook and Twitter
- Local and metropolitan newspapers and magazines and other media outlets

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

Please complete the permission slip and return to the school by **Friday 29<sup>th</sup> June 2018**.

Karen Simula  
**Principal**  
**Lake Illawarra South Public School**

.....  
**Permission to Publish**

I have read this permission to publish and:

*Tick the appropriate box*

**I give permission**

**I do not give permission**

to the school/Department of Education to publish information about my child as described above, including in publicly accessible communications.

This signed permission remains effective until I advise the school otherwise.

Child’s name: .....

Parent/carer/caregiver’s name (please print): .....

Parent/carer/caregiver signature: .....

Date: .....