

# Lismore Heights Public School

## Update Student Details Form

Student name ..... Class .....

Student name ..... Class .....

Student name ..... Class .....

*Please update the following details:*

Home address .....

Mailing address (if different to home address) .....

Home Phone ..... Email address .....

Mother/Carers Work phone no ..... Mobile no .....

Father/Carers Work phone no ..... Mobile no .....

### Publishing student information

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

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.

### Permission to publish

I have read the information about publishing student information (above) and

I give permission       I do not give permission

for the school/Department of Education and Communities to publish information about my child in publicly accessible communications. This permission remains effective until I advise otherwise.

### Online services

The Department of Education and Communities provides students with access to the Internet, a customised Gmail account and online applications such as Google Apps. These resources enable students to collaborate with peers, publish online and create personalised research portals.

When accessing some online services your child's data, including but not limited to, your child's name and works may be shared with and stored in a location outside of the Department of Education and Communities environment.

I give permission       I do not give permission

for my child to have access to online services provided by the Department of Education and Communities. This permission remains effective until I advise the school otherwise.

# Emergency contacts

Please nominate two people over the age of 18 years who may be contacted in the event of an emergency if the school is unable to contact the parents/carers. Ideally each contact should be someone who lives in the neighbourhood of the school. Please ensure that you have discussed with these people their willingness to be emergency contacts.

## CONTACT DETAILS (first preference)

Family Name .....

Given Name .....

Relationship to student (eg neighbour/aunt/uncle)

If there are any special conditions or times relevant to any contact number, please include these in the comment box next to the number (eg Mondays and Tuesdays only).

### Comments

Phone number (mobile) ..... .....

Phone number (home) ..... .....

Phone number (work) ..... .....

## CONTACT DETAILS (second preference)

Family Name .....

Given Name .....

Relationship to student (eg neighbour/aunt/uncle)

If there are any special conditions or times relevant to any contact number, please include these in the comment box next to the number (eg Mondays and Tuesdays only).

### Comments

Phone number (mobile) ..... .....

Phone number (home) ..... .....

Phone number (work) ..... .....

Changes to Custody / care arrangements:

.....  
.....  
.....

Changes to Health details including allergies & medication:

.....  
.....  
.....