



## PARENT LOUNGE 'HOW TO' | PHOTO PERMISSIONS

We have put together a simple step-by-step guide together to demonstrate how to update your children's photo permissions in line with our [Use of Student Images policy](#).

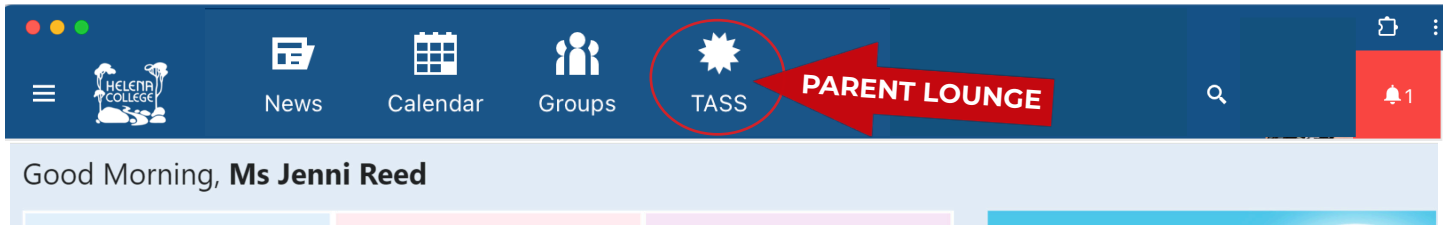
### STEP 1: LOG IN TO MY.HELENA

My.helena: <https://my.helena.wa.edu.au/login/>

If you need help with logging in, please see the [Parent Tools](#) page on the College website.

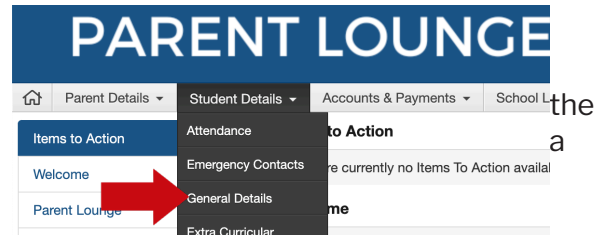
### STEP 2: NAVIGATE TO THE TASS PARENT LOUNGE

In my.helena you will see the TASS in the top navigation bar. Tap or click on that, which will automatically take you through to the Parent Lounge. Please note that home screen are customised to each family, so may slightly different to the example below.



### STEP 3: REVIEW THE INFORMATION

On the home screen, click on Students Details menu in Navigation bar, and select 'General Details'. This will bring up new page.



### STEP 3: UPDATE PERMISSIONS

On the new window, click on **Permissions** (left hand navigation). Click on the blue **Update** button.

**General Details -**

<b>Languages other than English at Home</b>	English	English
<b>School Education</b>	Year 12 or equivalent	Year 12 or equivalent
<b>Non-School Education</b>	Bachelor degree or above	Bachelor degree or above
<b>Occupation Group</b>	Machine operators, hospitality staff, assistants, labourers and related workers	Senior management in large business organisation, government administration and defence, and qualified professionals

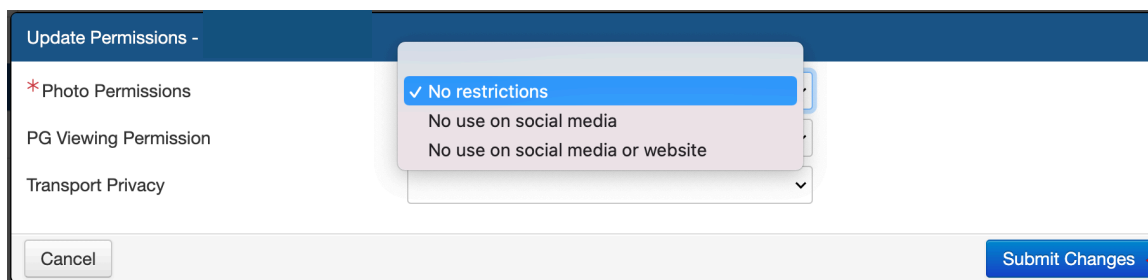
**Permissions**

<b>Photo Permissions</b>	No restrictions
<b>PG Viewing Permission</b>	Yes
<b>Transport Privacy</b>	No Details

**Explainer**  
 Photo Permissions - Confirm your choices in regards to the use of your child's image  
 PG Viewing Permission - Confirm whether your child/ren can watch PG-rated films in class when relevant to learning  
 Transport Privacy - Smartrider/bus service provider

This will open a pop up menu that gives you three choices. The options are defined by [Use of Student Images Policy](#) as:

- **No restrictions:** No restrictions on the use of your child's image
- **No social media:** Your child's image may NOT be used on the College social media accounts
- **No use on social media or website:** Your child's image may NOT be used on the College social media accounts OR the College website



The screenshot shows a web form titled "Update Permissions -". It has three sections: "\*Photo Permissions", "PG Viewing Permission", and "Transport Privacy". A dropdown menu is open for "Photo Permissions", showing three options: "No restrictions" (selected with a checkmark), "No use on social media", and "No use on social media or website". At the bottom left is a "Cancel" button, and at the bottom right is a blue "Submit Changes" button, which is highlighted by a red arrow.

Click on the option you have selected for your child, and then click on **Submit Changes**. It may take up to two working days for the changes to become visible in the Parent Lounge.

You will need to repeat this process for each child in your family.

If you have any questions, please contact [communications@helena.wa.edu.au](mailto:communications@helena.wa.edu.au).

---