



COLLINSVILLE

STATE HIGH SCHOOL

Permissions Booklet



Privacy Statement

The Department of Education is collecting the personal information in this form in order to:

- obtain consent for the named child/student to participate in the excursion;
- help coordinate the excursion;
- respond to any injury or medical condition that may arise during or as a result of the excursion; and
- update school records where necessary.

The information will only be accessed by authorised departmental staff. The information will not be disclosed to any other person or agency unless we have your consent or we are required or authorised by law to do so e.g. in compliance with relevant [Queensland Chief Health Officer's Directions](#).

Dear Parents and Carers,

Please complete the attached permission letters before your enrolment interview. If there is a form that you are not sure on or you do not want to give permission, this can be discussed at the enrolment interview.

The purpose of this booklet is to gather the regularly used permission forms together, making it easier for you to sign them once for the duration of your child's enrolment at Collinsville State High School.

Yours sincerely

Mrs Anna Reeves
Principal

SPECIAL CIRCUMSTANCES

If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carer or Individual student; or when the consentor is an independent student and under 18 the section below must be completed.

> WITNESS – for consent from an independent student or where the explanatory letter and State School Consent Form were read

I have witnessed the signature of an independent student, or the accurate reading of the explanatory letter and the State School Consent Form was completed in accordance with the instruction of the potential consentor. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness

Signature of witness

Date

> Statement by the person taking consent – when it is read

I have accurately read out the explanatory letter and State School Consent Form to the potential consentor, and to the best of my ability made sure that the person understands that the following will be done:

1. the identified materials will be used in accordance with the State School Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and State School Consent Form, and all the questions asked by the consentor have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the explanatory letter has been provided to the consentor.

Print name and role of person taking the consent

Signature of person taking the consent

Date

Please ensure the following have been fully read from the Student and Parent Handbook.

- School Values and Behavioural Expectations
- Behaviour & Effort Matrix
- Assessment Policy
- Attendance Policy (including exemptions for more than 10 days)
- Detention Policy
- Student Dress Code
- Electronic Device Policy
- Homework and Study Guidelines (Homework Centre Signature Required)
- Student Code of Conduct
- School Resource Scheme
- Sun Safe and Heat Policy
- Prohibited Items
- School Excursions
- School Stream App for communication and Permission Notes
- Administration of Medication (if Required) including Individual Health Plan (if applicable)
- Instrumental Music Program

Please ensure the following have been fully explained at the enrolment interview.

- Year 7,8,9 JCE Booklet **(For Year 7, 8 and 9 students only)**
- An understanding of the Senior Education and Training (SET) Plan - please provide a copy if completed at previous school **(For Year 10, 11 and 12 students only)**
- The Queensland Certificate of Education (QCE) and the Senior Statement **(For Year 10, 11 and 12 students only)**

All sections in this booklet are to be completed as these details are mandatory for enrolment in the Department of Education schools.

- State School Media Consent to use Copyright Material, Image, Recording or Name (Signature Required)
- Curriculum Activities which Involve an Element of Low to Medium Risk (Signature Required)
- Sporting Events and HPE/Sport and Recreation Curriculum (Signature Required)
- Food Technology or Hospitality which Involves an Element of High Risk (Signature Required)
- Design and Technology (DAT) and Industrial Technology Skills (ISK) which Involves an Element of High Risk (Signature Required)
- Bus or Walk To and From Supervised School Activities (Signature Required)
- Information and Communication Technology Use and Agreement Policy (Signature Required)
- Online Services Consent Yr 7-9 (Signature Required) **(For Year 7, 8 and 9 students only)**
- Online Services Consent Yr 10-12 (Signature Required) **(For Year 10, 11 and 12 students only)**
- Enrolment Agreement (Signature Required)
- Resource Scheme Participation Agreement (Signature Required)
- Homework Centre Student Registration (Signature Required)
- Chaplaincy Program (Signature Required)
- Instrumental Music Application – Optional (Signature Required if applicable)

The Principal or Head of Department will be happy to answer any further questions during the enrolment interview.

Introduction to the State School Consent Form

This letter is to inform you about how we will use your child's personal information and student materials. It outlines:

- what information we record
- how we will use student materials created during your child's enrolment.

Examples of personal information which may be used and disclosed (subject to consent) include part of a person's name, image/photograph, voice/video recording or year level.

Your child's student materials:

- are created by your child whether as an individual or part of a team
- may identify each person who contributed to the creation
- may represent Indigenous knowledge or culture.

Purpose of the consent

It is the school's usual practice to take photographs or record images of students and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the school and more broadly celebrating Queensland education.

To achieve this, the school may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

It should be noted that in some instances the school may be required by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent (e.g. assessment of student materials does not require further consent).

Voluntary

There will not be any negative repercussions for not completing the State School Consent Form or for giving limited consent. All students will continue to receive their education regardless of whether consent is given or not.

Consent may be limited or withdrawn

Consent may be limited or withdrawn at any time by you.

If you wish to limit or withdraw consent please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the school's satisfaction.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of student materials) once published by consent, to be deleted or restricted from use.

The school may take down content that is under its direct control, however, published information and materials cannot be deleted and the school is under no obligation to communicate changes to consent with other entities/ third parties.

Media sources used

Following is a list of online and social media websites and traditional media sources where the school may publish your child's personal information or student materials subject to your consent.

- School website: <https://collinsvilleshs.eq.edu.au>
- Facebook: <https://www.facebook.com/collinsvillehighschool/>
- YouTube: Not Applicable
- Instagram: Not Applicable
- Twitter: Not Applicable
- Other: Community Organisation Newsletter eg. Collinsville Community Association Newsletters, Collinsville Connect Telecentre website and Newsletters, Queensland Minerals and Energy Academy publications
- Local newspapers
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

Duration

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

Who to contact

To return a consent, express a limited consent or withdraw consent please contact Collinsville State High School administration office on 07 47858111 or admin@collinsvilleshs.eq.edu.au.

The Collinsville State High School administration office should be contacted if you have any questions regarding consent.

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- Parent/carer to complete
- Mature/independent students may complete on their own behalf (if under 18 a witness is required).

(a) Full name of individual:

(b) Date of birth:

(c) Name of school: Collinsville State High School

(d) Name to be used in association with the person's personal information and materials* (please select):

Full Name First Name No Name Other Name

* Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.

** For school photos Full Name will be used unless a limitation is given in Section 5 below.

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

- (a) **Personal information** that may identify the person in section 1:
- > Name (as indicated in section 1) > Image/photograph > School name
 - > Recording (voices and/or video) > Year level
- (b) **Materials** created by the person in section 1:
- > Sound recording > Artistic work > Written work > Video or image
 - > Software > Music score > Dramatic work

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
 - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
 - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
 - Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
 - the school’s newsletter and/or website;
 - social media accounts, other internet sites, traditional media and other sources identified in the ‘Media Sources’ section of the explanatory letter (attached);
 - year books/annuals;
 - promotional/advertising materials; and
 - presentations and displays.

4 TIMEFRAME FOR CONSENT

School representative to complete.

- (a) Timeframe of consent: duration of enrolment.
- (b) Further identified activities not listed in the form and letter for the above timeframe: _____

5 LIMITATION OF CONSENT

The Individual and/or parent wishes to limit consent in the following way:

6 CONSENT AND AGREEMENT

> **CONSENTER – I am (tick the applicable box):**

- parent/carer of the identified person in section 1
- the identified person in section 1 (if a mature/independent student or employee including volunteers)
- recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.

By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain

responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student:

Print name of consentor:

Signature or mark of consentor:

Date

Signature or mark of student (if applicable):

Date

Permission to Participate in Curriculum Activities Which Involve an Element of Risk

Our school curriculum includes subjects in all year levels which involve an element of risk. **At all times the safety of students is of primary concern and all due care is taken to ensure the students work in a safe and supportive environment and are supervised by a qualified teacher.**

Control measures are put in place to limit the risk of any injury to any student. These measures include the completion of a Curriculum Activity Risk Assessment as per the Department of Education policy and the requirement, under Workplace Health and Safety regulations, that students **wear all essential personal protection equipment (e.g. aprons, safety glasses)** pertinent to each activity. Students will not be allowed to participate in activities unless they are wearing the correct personal protection equipment.

Activity risks and insurance

The Department of Education does not have personal accident insurance cover for children/students. If a child/student is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If the parent/carer has private health insurance, some costs may also be covered by your provider. Any other costs must be covered by the parent/carer. It is up to the parent/carer to decide the type/s and level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow the child/student to participate in this activity.

My student, **(please print student name)** _____, has permission to participate in curriculum activities which involve a low to medium element of risk.

By signing this I agree that:

- I understand that there are associated risks involved in the nature of various subjects. I also understand that my child is required to wear the appropriate personal protection equipment at all times and will not be allowed to participate in activities unless he/she is wearing the correct personal protection equipment.
- I acknowledge that my signature gives permission for my child to participate in these activities for the duration of their enrolment.
- I will pay to the school the cost detailed in the Student Resource Scheme. I understand that if fees are not paid, my student will not be able to take items produced home.
- I have read all of the information contained in this form in relation to the activity (including any attached material) and I am aware that the department does not have personal accident insurance cover for students/children.
- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor.
- I accept liability for all reasonable costs incurred by the department in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the department the full amount of those costs.
- I have provided the school all relevant details of my child's medical or physical needs on enrolment and where relevant have updated this information.

Please print Parent/Caregiver name _____



Signature of Parent/Caregiver: _____

Date: ____/____/____

Permission to Participate in Sporting Events, Health and Physical Education and Sport and Recreation Curriculum Which Involve an Element of Risk

Our school participates in sporting events which involve an element of risk. This includes sports carnivals, sporting activities, Health and Physical Education programs and Sport and Recreation programs. **At all times the safety of students is of primary concern and all due care is taken to ensure the students are in a safe and supportive environment and are supervised by a qualified teacher.**

Control measures are put in place to limit the risk of any injury to any student. These measures include the completion of a Curriculum Activity Risk Assessment as per the Department of Education policy and the requirement, under Workplace Health and Safety regulations, that students **wear all essential personal protection equipment (e.g. hat, sunscreen)** pertinent to each activity. Students will not be allowed to participate in activities unless they are wearing the correct personal protection equipment.

Activity risks and insurance

The Department of Education does not have personal accident insurance cover for children/students. If a child/student is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If the parent/carer has private health insurance, some costs may also be covered by your provider. Any other costs must be covered by the parent/carer. It is up to the parent/carer to decide the type/s and level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow the child/student to participate in this activity.

All students **are required to participate** in HPE and/or Sport and Recreation activities as part of the curriculum. The equipment and/or events students may undertake include:

HIGH RISK:

- Discus, Shot Put, Javelin, High Jump, Long Jump, Triple Jump
- Boxing Exercises, Dumbbells, Barbells

Although Carnivals are an **optional** extra-curricular activity, it's about getting active and having fun and we encourage students to participate. My student, **(please print student name)** _____, has permission to participate in the following sporting activities:

- Swimming Carnival at Collinsville Scottville Swimming Pool
- Cross Country Carnival at the Collinsville Bowls Club/Scottville Track
- Athletics Carnival at Collinsville State High School

By signing this I agree that:

- I understand that there are associated risks involved in the nature of various subjects. I also understand that my child is required to wear the appropriate personal protection equipment at all times and will not be allowed to participate in activities unless he/she is wearing the correct personal protection equipment.
- I acknowledge that my signature gives permission for my child to participate in these activities for the duration of their enrolment.
- I have read all of the information contained in this form in relation to the activity (including any attached material) and I am aware that the department does not have personal accident insurance cover for students/children.
- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor.
- I accept liability for all reasonable costs incurred by the department in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the department the full amount of those costs.
- I have provided the school all relevant details of my child's medical or physical needs on enrolment and where relevant have updated this information.

Please print Parent/Caregiver name _____



Signature of Parent/Caregiver: _____

Date: ____/____/____

Permission to Participate in Food Technology or Hospitality

Your student may undertake study in Food Technology or Hospitality at Collinsville State High School during their enrolment. These courses require the students to be instructed in the safe use of specialised equipment and materials. A number of typical resources and processes which will be taught and used by your child have been designated by the Department of Education to have a potential high risk of injury associated with their use.

Activity risks and insurance

The Department of Education does not have personal accident insurance cover for children/students. If a child/student is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If the parent/carer has private health insurance, some costs may also be covered by your provider. Any other costs must be covered by the parent/carer. It is up to the parent/carer to decide the type/s and level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow the child/student to participate in this activity.

As a requirement of the Department's Curriculum Risk Assessment process, it is recommended for tasks with risks designated HIGH that the school obtain additional parental consent, including relevant medical information for students, before permitting them to use the Food Technology and Hospitality resources indicated below.

HIGH RISK:

- Activities involving heating fat or oil e.g. roasting; all methods of frying and the use of woks; frypans, (electric or stove top); deep fryers, ovens; commercial dishwashers; espresso machines etc.
- Sharp knives and equipment that mixes, grates, chops and slices.

Students may choose not to use equipment they do not feel confident with, however this may affect their results as they have not shown competency in using the equipment. Similarly, students who do not demonstrate appropriate behaviour or fail to complete safe operational training will be restricted in their use.

If you wish your student to participate in their selected Food Technology/Hospitality practical lesson, utilising the resources as identified, please complete the consent details on the form below.

My student, **(please print student name)** _____, has permission to participate in Food Technology or Hospitality which involves the use of specific equipment or processes designated by the Department of Education as a high level of risk.

By signing this I agree that:

- I will pay to the school the cost detailed in the Student Resource Scheme. I understand that if fees are not paid, my student will not be able to take items produced home.
- I have read all of the information contained in this form in relation to the activity (including any attached material) and I am aware that the department does not have personal accident insurance cover for students/children.
- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor.
- I accept liability for all reasonable costs incurred by the department in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the department the full amount of those costs.
- I have provided the school all relevant details of my child's medical or physical needs on enrolment and where relevant have updated this information.

Please print Parent/Caregiver name _____



Signature of Parent/Caregiver: _____

Date: ____/____/____

Design and Technology (DAT) and Industrial Technology Skills (ISK)

Your student may undertake study in Design and Technology or Industrial Technology Skills at Collinsville State High School during their enrolment. The following information has been provided for you to share with your student ensuring that Caregivers and students are aware of the responsibilities of the student.

WORKSHOP SAFETY RULES:

- Students must complete relevant OnGuard modules before being authorised to take part in practical lessons in the workshop.
- Students are to use only those tools and machinery that they have been taught to use by their teacher and, where applicable, only when they have been certified as being competent in their use.
- All tools and machinery are to be used correctly at all times.
- Workshop dress rules must be complied with at all times in the workshop e.g. Hair tied back.
- Sensible and safe behaviour is to be observed at all times.
- Appropriate personal protective equipment (PPE) is to be worn at all times whenever in DAT or ISK workspaces. Strong, protective footwear covering the entire foot and safety glasses are considered the minimum requirement for any DAT or ISK practical workspace activity.
- Overalls or long sleeve shirts, long pants and reinforced (steel-toe) safety boots are considered minimum requirements for engineering, metal fabrication and welding students in ISK.
- When machinery, plant and equipment are being used, students are to maintain a safe distance from the operator and not attempt to distract them in any way.
- Students are to remain outside the yellow safety lines unless they are using the machine.

Activity risks and insurance

The Department of Education does not have personal accident insurance cover for children/students. If a child/student is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If the parent/carer has private health insurance, some costs may also be covered by your provider. Any other costs must be covered by the parent/carer. It is up to the parent/carer to decide the type/s and level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow the child/student to participate in this activity.

I, (please print student name) _____, have read and understood the workshop safety rules and I agree to abide by them to the best of my ability. I am aware that if I breach these regulations I could be excluded from all DAT and ISK practical workshops for the safety of myself and others.



Signature of Student: _____

Date: ____/____/____

By signing this I agree that:

I, (please print Parent/Caregiver name) _____, have read and understood the workshop safety rules and agree to the enforcement of them for my child's safety. I am aware that if my child breaches the rules, my child could be excluded from all DAT and ISK practical workshops due to the danger they pose to themselves and others.

- I will pay to the school the cost detailed in the Student Resource Scheme. I understand that if fees are not paid, my student will not be able to take items produced home.
- I have read all of the information contained in this form in relation to the activity (including any attached material) and I am aware that the department does not have personal accident insurance cover for students/children.
- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor.
- I accept liability for all reasonable costs incurred by the department in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the department the full amount of those costs.
- I have provided the school all relevant details of my child's medical or physical needs on enrolment and where relevant have updated this information.



Signature of Parent/Caregiver: _____

Date: ____/____/____

Permission to Bus or Walk To and From Supervised School Activities

During the year, students have the opportunity to attend various activities/excursions out of the school grounds at locations around Collinsville. These could include such events as the Swimming Carnival, Swimming Lessons, Rewards Days and programs, WHAM Expo, Excursions to the town and Special Events including the School Ball Set Up and Awards Night Practices. Parents/Caregiver will be notified of these events, either by the school newsletter or on School Stream.

Activity risks and insurance

The Department of Education does not have personal accident insurance cover for children/students. If a child/student is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If the parent/carer has private health insurance, some costs may also be covered by your provider. Any other costs must be covered by the parent/carer. It is up to the parent/carer to decide the type/s and level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow the child/student to participate in this activity.

At all times students who walk to such activities will be in groups and fully supervised by staff members. Students will also be required to wear a hat whilst outdoors.

By signing this I agree that:

- I have read all of the information contained in this form in relation to the activity (including any attached material) and I am aware that the department does not have personal accident insurance cover for students/children.
- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor.
- I accept liability for all reasonable costs incurred by the department in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the department the full amount of those costs.
- I have provided the school all relevant details of my child's medical or physical needs on enrolment and where relevant have updated this information.
- I understand that my child will be fully supervised whilst travelling by bus/walking to and from such activities and he/she is required to wear his/her hat whilst outdoors.

Walking

- I acknowledge that my signature gives permission for my child to walk to and/or from the school to attend various activities in the Collinsville/Scottville area for the duration of their enrolment.

Please print Parent/Caregiver name _____



Signature of Parent/Caregiver: _____

Date: ____/____/____

Travelling by Bus

- I acknowledge that my signature gives permission for my child to travel by bus to and/or from the school to attend various activities for the duration of their enrolment.

Please print Parent/Caregiver name _____



Signature of Parent/Caregiver: _____

Date: ____/____/____

Information and Communication Technology Use and Agreement Policy

Collinsville State High School has a school wide computer network that supports effective student learning across the school curriculum. The network also provides student access to the internet and email. The use of ICT devices and systems has been designed to help students keep up with the demands of the 21st century. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students skills and experiences that will prepare them for their future studies and career.

The Queensland Department of Education, Training and Employment deem the following to be responsible use and behaviour by a student:

- developing appropriate literacy, communication and information skills;
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school;
- conducting general research for school activities and projects;
- communicating or collaborating with other students, teachers, parents or experts in relation to school work;
- accessing online references such as dictionaries, encyclopaedias, journals, etc. researching and learning through the Department's e-learning environment.

The Queensland Department of Education, Training and Employment deem the following to be irresponsible use and behaviour by a student:

- using the IT resources in an unlawful manner
- downloading, distributing or publishing offensive messages or pictures; insulting, harassing or attacking others or using obscene or abusive language; deliberately wasting printing and Internet resources;
- damaging any electronic devices, printers or the network equipment;
- committing plagiarism or violating copyright laws
- using unsupervised internet chat
- sending chain letters or spam e-mail (junk mail)
- accessing non-school data networks
- knowingly downloading viruses or any other programs capable of breaching the Department's network security

It is important that you and your child are familiar with the guidelines as stated in the accompanying *Information Communication Technology Acceptable Use Policy*. The Department of Education requires that all schools have an ICT Acceptable Use Policy.

In summary, these policies refer to -

1. *Purpose of the School network and Internet access.* This gives students the benefit of coordinated networked computers and information technology facilities for educational purposes - their daily classwork as well as for research purposes. The provision of Internet access provides connections to resources world-wide, as well as facilitating local, regional and worldwide communication through email.
2. *Types of information available and intellectual ownership.* Students may access a range of appropriate information via the Internet as well as use computer software installed on the network. The use of these resources is subject to copyright law.
3. *User responsibilities.* Students are responsible for all activity carried out on their personal network account. Students are also responsible for the care of the school owned ICT Devices e.g. Desktops, iPads, Cameras, GoPros, Laptops and Printers.
4. *Personal security.* Students are not to disclose personal information - their own or other peoples, on the Internet.
5. *Sanctions.* Inappropriate use of the network facilities, including the Internet or *email* will incur the loss of access to these facilities.

The use of your child's account must be in support of, and consistent with, the educational objectives of the School, the School's *Student Code of Conduct Policy* and the *Information and Communication Technology Acceptable Use Policy and Agreement*. Failure to follow these will result in the loss of privilege to use these facilities.

In the event of damage deliberately being caused to a school ICT device by a student, the costs associated with the repairs will be the responsibility of the parent.

Although we have established acceptable use policies, please be aware that there may be unacceptable material or communications on the Internet that your child can access. The Department of Education provides a filtered internet feed to all schools and teachers will always exercise their duty of care, however, protection against exposure to harmful information on the Internet must rest finally with responsible use by students.

To return a consent, express a limited consent or withdraw consent please contact Collinsville State High School administration office on 07 47858111 or admin@collinsvilleshs.eq.edu.au.

The Collinsville State High School administration office should be contacted if you have any questions regarding consent.

COLLINSVILLE STATE HIGH SCHOOL ICT ACCEPTABLE USE POLICY

1. This policy sets out guidelines for the acceptable use of:

- the School's computer network facilities.;
 - installed computer software;
 - the Internet;
 - electronic mail;
- which are provided to students for educational purposes only.

2. Acceptable use issues may be broadly categorised as personal conduct relating to:

- System security.
- Legal requirements.
- Ethical use of the Department of Education's computer network facilities at Collinsville State High School.
- Standards of interpersonal communication.

3. Benefits to students - Students will have access to:

- A variety of equipment, software and services to support effective learning.
- Information sources for research via network facilities and the Internet.
- Network facilities before school, during lunch breaks and after school.

4. Procedures for use - Students are expected to:

- Operate all equipment with care.
- Follow written and oral instructions for room and equipment use.
- Consult a teacher where necessary.
- Ensure personal security of their user account by correctly logging on and off.

RESPONSIBILITIES OF STUDENTS

Students are responsible for all activity carried out on their personal network account.

General Network Responsibilities - Students will NOT:

- Share their password with anyone else.
- Use another student's network account.
- Allow another student to use their account.
- Attempt to change the network in any way.
- Install / use any software other than that provided by the school.
- Attempt to bypass security.
- Store inappropriate material in their network account (eg non-program related files, .exe files, personal files, video files and games).

Internet and Email Acceptable Use Responsibilities

Students will use the Internet in a responsible manner for educational purposes - for their classwork and assignment research. Internet use is a privilege, and students must, at all times, exercise careful judgement over all material that they access and communications that they make.

The Collinsville State High School network is for storage and access of Collinsville State High School course related materials only.

You MUST NOT

- Violate copyright laws by using material from Internet sites without permission of the copyright owner, copying of software, information, graphics or other data files.
- Plagiarise works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- View, send, store or display indecent and/or offensive messages or pictures.
- Use profane, abusive, impolite or sexually explicit language to communicate.
- Knowingly access materials which are not in line with the rules of school behaviour. A good rule to follow is to never view, send, or access materials which you would not want your teachers, parents or peers to see. Should you encounter such material by accident, you should report it to your teacher immediately.
- Share your password with another person under any circumstance or logon for another person whose privileges have been withdrawn.
- Waste limited resources such as data drive space or printing capacity. Large files are not to be downloaded unless permission has been obtained from a supervising teacher. Users are expected to remain within allocated data drive space and delete material which takes up excessive storage space.
- Trespass in another's folders, work or files. Respect their privacy. Network storage areas may be treated like school lockers. The Information Technology Coordinator may review communications to maintain system integrity and will ensure that students are using the system responsibly.
- Email, or place on the Web, personal contact information about yourself or other people. Personal contact information includes your home address and telephone number.
- NEVER agree to meet with someone you have met online unless you have your parent's approval.

Possible Network misuse will be detected in a number of ways:

- As reported by staff or students
- As notified by the Department of Education (Note: The Department of Education reserves the right to monitor and audit any or all intranet, Internet or e-mail activity undertaken by DOE officers using departmental resources.
- As discovered by the Information Technology Coordinator through for example, inspection of Network security logs and Internet proxy logs, scans of student file storage areas, and automatic notifications of inappropriate email use.

Inappropriate content on social networking sites

Social networking sites such as Facebook, Twitter and Instagram have changed the way young people communicate. While these sites are an effective way to keep in touch, it is important for young people to be cyber smart and think before posting material online.

- All web users have a responsibility to be mindful when publishing content online to ensure it does not breach social, religious, cultural or copyright standards.
- The sending of text messages or posting of statements to websites that contain obscene language and/or threats of violence may amount to bullying and/or harassment, and will be subject to disciplinary action and potentially police investigation.
- If Collinsville State High School becomes aware of inappropriate content involving our staff, students or school, or that school images, banners, logos or our school crest have been used without permission, we will take reasonable steps to ensure the content is removed.
- Collinsville State High School is committed to promoting a safe and supportive learning environment and students involved in the posting of inappropriate material on websites may be disciplined in line with our School's Student Code of Conduct.

Consequences of Misuse or breach of ICT Acceptable Use Policy

The School Behaviour Management Policy provides a framework for students to understand and manage their personal behaviours by outlining consequences for appropriate and inappropriate behaviour and participation in school activities.

Students choosing to not comply with the expectations outlined in this policy will be managed in accordance with the Student Code of Conduct and the consequences as listed below:-

Minor Offence (e.g. playing games, plagiarism)

- Teacher contacts parent/s to advise of breach.
- Teacher reviews ICT Responsible Use policy with student.
- Head of Department determines consequences of breach and informs student/parent/staff. Eg. Loss of internet.
- Offence noted on student's One School record.

Major Offence (e.g. offensive communication and/or images)

- Head of Department contacts parent/s to advise of breach.
- Principal conducts interview with parents/student - review and re-sign ICT Responsible Use policy.
- Principal determines consequences of breach and informs student/parent/staff.
- Offence noted on student's One School record.

INFORMATION AND COMMUNICATION TECHNOLOGY ACCEPTABLE USE AGREEMENT

Student Agreement

- I understand that the school's information and communication technology (ICT) facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information stored on computers around the world.
- While I have access to the school's ICT facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.
- Specifically in relation to internet usage, should any offensive pictures or information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/Caregivers if I am at home.
- If I receive any inappropriate emails at school, I will tell my teacher. If I receive any at home I will tell my parents/Caregivers.
- When using email or the internet I will not:
 - reveal names, home addresses or phone numbers – mine or that of any other person
 - use the school's ICT facilities and devices (including the internet) to annoy or offend anyone else.
 - use for educational purposes only, except where permitted by a teacher.
- I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT facilities and devices inside or outside of school hours.
- I understand that if the school decides I have broken the rules for using its ICT facilities and devices, appropriate action may be taken as per this ICT user agreement and the school's *Student Code of Conduct*, which may include loss of access to the network (including the internet) for a period of time.
- I have read and understood this procedure/policy/statement/guideline and the *Student Code of Conduct*.
- I agree to abide by the above rules / the procedure/policy/statement/guideline.

Please print Student name _____



Signature of Student: _____

Date: ____/____/____

Parent or Carer Agreement

I have read and understand the *Information Communication Technology Acceptable Use Policy and Agreement*.

- I understand that the school provides my child with access to the school's information and communication technology (ICT) facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on computers from around the world; that the school cannot control what is on those computers; and that a small part of that information can be illegal, dangerous or offensive.
- I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by students/my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT facilities and devices. Furthermore I will advise the school if any inappropriate material is received by my student/child that may have come from the school or from other students.
- I understand that the school is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or mobile device.
- I believe _____ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the *Student Code of Conduct*. This may include loss of access and usage of the school's ICT facilities and devices for some time.
- I have read and understood this procedure/policy/statement/guideline and the *Student Code of Conduct*.
- I agree to abide by the above rules / the procedure/policy/statement/guideline.

Please print Parent/Caregiver name _____



Signature of Parent/Caregiver: _____

Date: ____/____/____

Introduction to the Online Services Consent Form: Years 7-9

(This form only needs to be completed if your student is in Year 7 to Year 9)

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education network.

Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games, online collaboration and communication tools, web-based publishing and design tools, learning management systems, and file storage and collaboration services.

This letter is to inform you about the third-party online services used in our school and how your child's information, including personal information and works, may be recorded, used, disclosed, and published to the services (if you provide your consent for this to occur).

The Online Services Consent Form is a record of the consent provided.

About the online services

After evaluation, the principal has deemed specific third-party online services appropriate for school use. These online services are listed on the consent form.

Third party online service providers are external to the school, and the services may be hosted onshore in Australia or offshore outside of Australia. Data that is entered into offshore services may not be subject to Australian privacy laws. When considering whether to provide your consent, we encourage you to read the information provided about each online service, including the *terms of use* and *privacy policy*, which outline how information and works will be used and under what circumstances they may be shared.

Student information

The consent collected by the form covers both student personal information (e.g. name, date of birth) and school-based information (e.g., student username, email, year level) as outlined on the form.

Where permitted by the service provider, de-identified information will be used and/or efforts will be made to limit the amount of personal information disclosed and stored within online services (e.g., when registering accounts, only mandatory information will be disclosed).

Student works

Works might include materials such as student projects, assignments, portfolios, images, video or audio. Where student works will be created within, stored or published to the online service (in some cases, published information or works will be viewable by the public), this will be indicated in 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Parent information

Where your personal information (e.g. parent email, name, contact details) will be disclosed to the online service, this will be indicated in the 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Purpose of the consent

Third party online services are used for various purposes. The purpose of use for each service is outlined in Section 5 of the Online Services Consent Form. For example, teachers may use online services with students to support curriculum delivery, complete learning activities and assessment, facilitate class collaboration, and create and publish class work (e.g. projects, assignments, portfolios).

The Online Services Consent Form records your consent for your child to register accounts, use, and, where specified, publish their work to these services. The form also collects your consent for school staff to collect, store, and transmit information to online services in order to manage school operations and communicate with parents and students.

It should be noted that, in some instances, the school may be required or authorised by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent.

Voluntary consent provision

It is not compulsory to provide consent. If your consent is not given, this will not adversely affect any learning opportunities provided by the school to your child.

Consent may be limited or withdrawn

You can withdraw your consent at any time by notifying the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

You may also limit your consent by providing consent for some, but not all, online services listed on the form.

Requests to limit consent in relation to how the 'Information covered by this consent form' and the 'Approved purpose' (Section 2 and 3 of the form) are applied to a specific service, will be treated as "do not consent", as the school cannot guarantee correct implementation of individual requests.

Due to the nature of the internet, it may not be possible for all copies of information (including images and student works that have already been disclosed or published) to be deleted or restricted from use if you request it. The school may remove content that is under its direct control, however, information and works that have already been disclosed and published cannot be deleted, and the school is under no obligation to communicate changes to your child's consent circumstances to online service providers.

Duration of consent

The consent applies for the period of time specified on the form. You may review and update your consent at any time by notifying the school in writing (by email or letter).

There may be circumstances where the school issues a new consent form to seek additional consent e.g. in the event that new online services are identified for use.

Who to contact

To return a consent, express a limited consent or withdraw consent please contact Collinsville State High School administration office on 07 47858111 or admin@collinsvilleshs.eq.edu.au.

The Collinsville State High School administration office should be contacted if you have any questions regarding consent.

Online Services Consent Form

Privacy Notice

The Department of Education is collecting the personal information on this form in order to obtain consent regarding the use of online services. This information and completed form will be stored securely. Personal information collected on this form may also be used by or disclosed to third parties by the Department where authorised or required by law. If you wish to access or correct any of the personal information on this form, or discuss how it has been dealt with, please contact your student's school in the first instance.

This form is to be completed by:

- **Parent/carer*;**
- **Student over 18 years; or**
- **Student with independent status.**

(*Note: Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent.)

1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

a) Full name of student

2. INFORMATION COVERED BY THIS CONSENT FORM

a) The consent collected by the form covers the following student personal information (identifying attributes):

- Student name (first name and/or last name)
- Sex/Gender
- Date of Birth, age, year of birth

AND the following school-based information (generally, non-identifying attributes*):

- Student school username
- Student school email
- Student ID number
- School
- Year Group
- Class
- Teacher
- Country

*In cases where registration and/or use requires a combination of school-based information (non-identifying) and personal information, or a combination of school-based information, the school-based information may become identifiable.

b) If an online service records, uses, discloses and/or publishes student works, parent information or additional student information (such as photographs of students), not listed above (Section 2a.), the school will specify it as part of the *additional consent requirements* on the form. Examples may include:

- Student assessment
- Student projects, assignment, portfolios
- Student image, video, and/or audio recording
- Sensitive information (e.g., medical, wellbeing)
- Name and/or contact details (e.g. email, mobile phone number) of student's parent

3. APPROVED PURPOSE

This form records your consent for the recording, use, disclosure and publication of the information listed in item 2 above, and any information or student works listed under the 'additional consent requirements', and to transfer this information and works within Australia and outside of Australia (in the case of offshore services) to the online service providers for the following purposes:

- For your child to register an account for the online services
- For your child to use the online services in accordance with each service's *terms of use* and *privacy policy* (including service provider use of the information in accordance with their *terms of use* and *privacy policy*)
- For the school to:
 - administer and plan for the provision of appropriate education, training and support services to students,
 - assist the school and departmental staff to manage school operations and communicate with parents and students.

4. TIMEFRAME FOR CONSENT

The consent granted by this form is for the duration of the student’s current phase of learning (i.e. Years 7-9). Consent is obtained upon enrolment and renewed when students move into a new phase of learning (e.g. minimum every four years).

5. CONSENT FOR ONLINE SERVICES

For each online service listed below, please indicate your choice to **give consent** or **not give consent** for the information outlined in Section 2 to be disclosed to the online service in accordance with the purpose outlined in Section 3, and for the timeframe specified in Section 4.

Service name:	OZARIA (CodeCombat)	Data hosting:	Outside Australia	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.ozaria.com/				
Purpose of use:	OZARIA offers teachers coding concepts through interactive games using Python and JavaScript. Features include project-based learning, teacher dashboard, built-in assessments and practice levels that adapt to individual student learning needs. OZARIA provides a self-paced curriculum with teacher training, resources and support.				
Terms of use:	https://codecombat.com/legal				
Privacy policy:	https://codecombat.com/privacy				

Service name:	Mathletics	Data hosting:	Outside Australia	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://login.mathletics.com/				
Purpose of use:	Mathletics is a web-based platform which encourages independent learning and the development of math skills through activities, games, and challenges. Teachers can review students’ progress and set activities which are aligned to the Australian Curriculum.				
Terms of use:	https://www.3plearning.com/terms/				
Privacy policy:	https://www.3plearning.com/privacy/				

Service name:	Grok Learning	Data hosting:	Australia	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://groklearning.com/				
Purpose of use:	Online platform for learning programming and computational thinking skills.				
Terms of use:	https://groklearning.com/policies/terms/				
Privacy policy:	https://groklearning.com/policies/privacy/				

Service name:	Adobe Spark	Data hosting:	Outside Australia	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://spark.adobe.com/				
Purpose of use:	Adobe Spark is a Suite of graphic design web and mobile solutions for creating graphics, web pages and videos to share visual stories.				
Terms of use:	https://www.adobe.com/legal/terms.html				
Privacy policy:	https://www.adobe.com/privacy.html				

Service name:	Career Tools	Data hosting:	Australia	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://careertools.com.au/				
Purpose of use:	This service provides customised career information websites for schools. An optional student career planning and communication portal provides students with activities to develop career plans and create resumes, letters and ePortfolios to share online.				
Terms of use:	https://www.careertools.com.au/privacy-policy				
Privacy policy:	https://www.careertools.com.au/privacyinfo				

Service name:	OnGuard Safety Training	Data hosting:	Australia	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	http://www.onguardsafety.com.au/				
Purpose of use:	The purpose of this website is to provide online safety training resources for the education sector in Australia.				
Terms of use:	http://www.1300beonguard.com/forms/OnGuard_Terms_of_Use_Licence_Agreement.pdf#view=fit				
Privacy policy:	http://www.onguardsafety.com.au/privacy_policy.htm				

Service name:	Education Weebly	Data hosting:	Outside Australia	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://education.weebly.com/ https://students.weebly.com				
Purpose of use:	Education Weebly is a free service that allows both teachers and students to build, manage and publish websites, with an intuitive and user-friendly interface.				
Terms of use:	https://education.weebly.com/au/terms-of-service				
Privacy policy:	https://education.weebly.com/au/privacy				

Service name:	Canva for Education	Data hosting:	Outside Australia	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	www.canva.com/education/				
Purpose of use:	Creative design tools: graphic design, drawing, illustrating, Image libraries Presentation tools: concept mapping, mind mapping				
Terms of use:	https://www.canva.com/policies/terms-of-use/				
Privacy policy:	https://www.canva.com/policies/privacy-policy/				

Service name:	Critter Coin	Data hosting:	Outside Australia	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.crittercoin.com/				
Purpose of use:	CritterCoin allows teachers to digitally reward positive behaviour as it occurs. This acknowledgement of positive behaviour adds to a student balance which can be redeemed on items from a rewards store. This ensures every student is receiving a reward for their display of positive behaviour. This motivates students to exhibit these behaviours and fosters a positive school culture. Additionally, teachers can review analytics to understand student progress.				
Terms of use:	https://www.crittercoin.com/terms.html				
Privacy policy:	https://www.crittercoin.com/privacy.html				

Service name:	Education Perfect	Data hosting:	offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://educationperfect.com/				
Purpose of use:	Education Perfect allows teachers to create 'learning journeys' for classes and individual students. Teachers can choose from a range of curriculum aligned resources and review analytics to understand student progress.				
Terms of use:	http://www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_-_standard_terms_and_conditions_2018-07-26.pdf				
Privacy policy:	https://www.educationperfect.com/legal/				

6. CONSENT AND AGREEMENT

Person giving consent – I am (tick the applicable box):

- parent/carer of the person identified in Section 1
 the person identified in Section 1 (if student is over 18 years or has independent status)

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent for the information outlined in Section 2 and any additional consent requirements outlined in Section 5 to be disclosed to the online services in accordance with the purpose outlined in Section 3 and for the timeframe specified in Section 4.

Print name of student: _____



Print name of consenter: _____

Signature or mark of consenter: _____

Date: ____/____/____

Signature or mark of student*: _____

Date: ____/____/____

**Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent*

Introduction to the Online Services Consent Form: Years 10-12

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education network.

Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games, online collaboration and communication tools, web-based publishing and design tools, learning management systems, and file storage and collaboration services.

This letter is to inform you about the third-party online services used in our school and how your child's information, including personal information and works, may be recorded, used, disclosed, and published to the services (if you provide your consent for this to occur).

The Online Services Consent Form is a record of the consent provided.

About the online services

After evaluation, the principal has deemed specific third-party online services appropriate for school use. These online services are listed on the consent form.

Third party online service providers are external to the school, and the services may be hosted onshore in Australia or offshore outside of Australia. Data that is entered into offshore services may not be subject to Australian privacy laws. When considering whether to provide your consent, we encourage you to read the information provided about each online service, including the *terms of use* and *privacy policy*, which outline how information and works will be used and under what circumstances they may be shared.

Student information

The consent collected by the form covers both student personal information (e.g. name, date of birth) and school-based information (e.g., student username, email, year level) as outlined on the form.

Where permitted by the service provider, de-identified information will be used and/or efforts will be made to limit the amount of personal information disclosed and stored within online services (e.g., when registering accounts, only mandatory information will be disclosed).

Student works

Works might include materials such as student projects, assignments, portfolios, images, video or audio. Where student works will be created within, stored or published to the online service (in some cases, published information or works will be viewable by the public), this will be indicated in 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Parent information

Where your personal information (e.g. parent email, name, contact details) will be disclosed to the online service, this will be indicated in the 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Purpose of the consent

Third party online services are used for various purposes. The purpose of use for each service is outlined in Section 5 of the Online Services Consent Form. For example, teachers may use online services with students to support curriculum delivery, complete learning activities and assessment, facilitate class collaboration, and create and publish class work (e.g. projects, assignments, portfolios).

The Online Services Consent Form records your consent for your child to register accounts, use, and, where specified, publish their work to these services. The form also collects your consent for school staff to collect, store, and transmit information to online services in order to manage school operations and communicate with parents and students.

It should be noted that, in some instances, the school may be required or authorised by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent.

Voluntary consent provision

It is not compulsory to provide consent. If your consent is not given, this will not adversely affect any learning opportunities provided by the school to your child.

Consent may be limited or withdrawn

You can withdraw your consent at any time by notifying the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

You may also limit your consent by providing consent for some, but not all, online services listed on the form.

Requests to limit consent in relation to how the 'Information covered by this consent form' and the 'Approved purpose' (Section 2 and 3 of the form) are applied to a specific service, will be treated as "do not consent", as the school cannot guarantee correct implementation of individual requests.

Due to the nature of the internet, it may not be possible for all copies of information (including images and student works that have already been disclosed or published) to be deleted or restricted from use if you request it. The school may remove content that is under its direct control, however, information and works that have already been disclosed and published cannot be deleted, and the school is under no obligation to communicate changes to your child's consent circumstances to online service providers.

Duration of consent

The consent applies for the period of time specified on the form. You may review and update your consent at any time by notifying the school in writing (by email or letter).

There may be circumstances where the school issues a new consent form to seek additional consent e.g. in the event that new online services are identified for use.

Who to contact

To return a consent, express a limited consent or withdraw consent please contact Collinsville State High School administration office on 07 47858111 or admin@collinsvilleshs.eq.edu.au.

The Collinsville State High School administration office should be contacted if you have any questions regarding consent.

Online Services Consent Form

Privacy Notice

The Department of Education is collecting the personal information on this form in order to obtain consent regarding the use of online services. This information and completed form will be stored securely. Personal information collected on this form may also be used by or disclosed to third parties by the Department where authorised or required by law. If you wish to access or correct any of the personal information on this form, or discuss how it has been dealt with, please contact your student's school in the first instance.

This form is to be completed by:

- **Parent/carer*;**
- **Student over 18 years; or**
- **Student with independent status.**

(*Note: Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent.)

1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

a) Full name of student

2. **INFORMATION COVERED BY THIS CONSENT FORM**

a) The consent collected by the form covers the following student personal information (identifying attributes):

- Student name (first name and/or last name)
- Sex/Gender
- Date of Birth, age, year of birth

AND the following school-based information (generally, non-identifying attributes*):

- Student school username
- Student school email
- Student ID number
- School
- Year Group
- Class
- Teacher
- Country

*In cases where registration and/or use requires a combination of school-based information (non-identifying) and personal information, or a combination of school-based information, the school-based information may become identifiable.

b) If an online service records, uses, discloses and/or publishes student works, parent information or additional student information (such as photographs of students), not listed above (Section 2a.), the school will specify it as part of the *additional consent requirements* on the form. Examples may include:

- Student assessment
- Student projects, assignment, portfolios
- Student image, video, and/or audio recording
- Sensitive information (e.g., medical, wellbeing)
- Name and/or contact details (e.g. email, mobile phone number) of student's parent

3. **APPROVED PURPOSE**

This form records your consent for the recording, use, disclosure and publication of the information listed in item 2 above, and any information or student works listed under the 'additional consent requirements', and to transfer this information and works within Australia and outside of Australia (in the case of offshore services) to the online service providers for the following purposes:

- For your child to register an account for the online services
- For your child to use the online services in accordance with each service's *terms of use* and *privacy policy* (including service provider use of the information in accordance with their *terms of use* and *privacy policy*)
- For the school to:
 - administer and plan for the provision of appropriate education, training and support services to students,
 - assist the school and departmental staff to manage school operations and communicate with parents and students.

4. TIMEFRAME FOR CONSENT

The consent granted by this form is for the duration of the student’s current phase of learning (i.e. Years 10-12). Consent is obtained upon enrolment and renewed when students move into a new phase of learning (e.g. minimum every four years).

5. CONSENT FOR ONLINE SERVICES

For each online service listed below, please indicate your choice to **give consent** or **not give consent** for the information outlined in Section 2 to be disclosed to the online service in accordance with the purpose outlined in Section 3, and for the timeframe specified in Section 4.

Service name:	Mathletics	Data hosting:	Outside Australia	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://login.mathletics.com/				
Purpose of use:	Mathletics is a web-based platform which encourages independent learning and the development of math skills through activities, games, and challenges. Teachers can review students’ progress and set activities which are aligned to the Australian Curriculum.				
Terms of use:	https://www.3plearning.com/terms/				
Privacy policy:	https://www.3plearning.com/privacy/				

Service name:	Grok Learning	Data hosting:	Australia	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://groklearning.com/				
Purpose of use:	Online platform for learning programming and computational thinking skills.				
Terms of use:	https://groklearning.com/policies/terms/				
Privacy policy:	https://groklearning.com/policies/privacy/				

Service name:	Adobe Spark	Data hosting:	Outside Australia	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://spark.adobe.com/				
Purpose of use:	Adobe Spark is a Suite of graphic design web and mobile solutions for creating graphics, web pages and videos to share visual stories.				
Terms of use:	https://www.adobe.com/legal/terms.html				
Privacy policy:	https://www.adobe.com/privacy.html				

Service name:	Career Tools	Data hosting:	Australia	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://careertools.com.au/				
Purpose of use:	This service provides customised career information websites for schools. An optional student career planning and communication portal provides students with activities to develop career plans and create resumes, letters and ePortfolios to share online.				
Terms of use:	https://www.careertools.com.au/privacy-policy				
Privacy policy:	https://www.careertools.com.au/privacyinfo				

Service name:	OnGuard Safety Training	Data hosting:	Australia	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	http://www.onguardsafety.com.au/				
Purpose of use:	The purpose of this website is to provide online safety training resources for the education sector in Australia.				
Terms of use:	http://www.1300beonguard.com/forms/OnGuard_Terms_of_Use_Licence_Agreement.pdf#view=fit				
Privacy policy:	http://www.onguardsafety.com.au/privacy_policy.htm				

Service name:	Education Weebly	Data hosting:	Outside Australia	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://education.weebly.com/ https://students.weebly.com				
Purpose of use:	Education Weebly is a free service that allows both teachers and students to build, manage and publish websites, with an intuitive and user-friendly interface.				
Terms of use:	https://education.weebly.com/au/terms-of-service				
Privacy policy:	https://education.weebly.com/au/privacy				

Service name:	Jacplus	Data hosting:	Australia	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://jacplus.com.au/				
Purpose of use:	JacPlus is a digital bookshelf for accessing all Jacaranda digital resources including core curriculum titles, eBookPLUS, learnON, studyON, assessON, and Knowledge Quest. Resources are aligned to the Australian curriculum and some state curriculums for specific year levels.				
Terms of use:	https://www.jacplus.com.au/jsp/general-nav/terms/terms.jsp				
Privacy policy:	https://www.jacplus.com.au/jsp/general-nav/copyright/privacy_policy.jsp				

Service name:	Oxford Digital	Data hosting:	Australia	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.oxforddigital.com.au/				
Purpose of use:	Oxford digital is a fully interactive digital version of student textbook and includes additional links to resources such as videos.				
Terms of use:	https://www.oxforddigital.com.au/terms.html				
Privacy policy:	https://www.oxforddigital.com.au/privacy.html				

Service name:	Cambridge GO	Data hosting:	USA	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.cambridge.edu.au/go/				
Purpose of use:	Cambridge GO is a fully interactive digital version of student textbook and includes additional links to resources such as videos.				
Terms of use:	https://www.cambridge.edu.au/go/terms/				
Privacy policy:	https://www.cambridge.edu.au/go/privacy/				

Service name:	Macmillan Education	Data hosting:		<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.macmillaneducationeverywhere.com/				
Purpose of use:	Macmillan is a fully interactive digital version of student textbook and includes additional links to resources such as videos.				
Terms of use:	https://www.macmillaneducationeverywhere.com/terms-conditions				
Privacy policy:	https://www.macmillaneducationeverywhere.com/privacy-policy				

Service name:	Canva for Education	Data hosting:	Outside Australia	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	www.canva.com/education/				
Purpose of use:	Creative design tools: graphic design, drawing, illustrating, Image libraries Presentation tools: concept mapping, mind mapping				
Terms of use:	https://www.canva.com/policies/terms-of-use/				
Privacy policy:	https://www.canva.com/policies/privacy-policy/				

Service name:	Edrolo	Data hosting:	Onshore (Sydney, Australia)	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://edrolo.com.au/				
Purpose of use:	Curriculum aligned digital resources to support teaching and learning in secondary schools through self paced and teacher directed learning and analytics features such as video theory, practice exams, online activities, study notes, quizzes and solutions.				
Terms of use:	https://edrolo.com.au/terms/				
Privacy policy:	https://edrolo.com.au/privacy/ Firstname, surname, email, subject/class.				

Service name:	Education Perfect	Data hosting:	offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://educationperfect.com/				
Purpose of use:	Education Perfect allows teachers to create 'learning journeys' for classes and individual students. Teachers can choose from a range of curriculum aligned resources and review analytics to understand student progress.				
Terms of use:	http://www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_-_standard_terms_and_conditions_2018-07-26.pdf				
Privacy policy:	https://www.educationperfect.com/legal/				

Service name:	VIA Institute on Character	Data hosting:	offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.viacharacter.org/				
Purpose of use:	The purpose of this service is to offer free online surveys based on a person's characteristics and allow users to review survey results. Users can also purchase survey reports, register for online courses and have access to free resources.				
Terms of use:	https://www.viacharacter.org/terms-of-service				
Privacy policy:	https://www.viacharacter.org/privacy-policy				

6. CONSENT AND AGREEMENT

Person giving consent – I am (tick the applicable box):

- parent/carer of the person identified in Section 1
- the person identified in Section 1 (if student is over 18 years or has independent status)

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent for the information outlined in Section 2 and any additional consent requirements outlined in Section 5 to be disclosed to the online services in accordance with the purpose outlined in Section 3 and for the timeframe specified in Section 4.



Print name of student: _____

Print name of consenter: _____

Signature or mark of _____

consenter:

Date: ___/___/_____

Signature or mark of _____

student*:

Date: ___/___/_____

**Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent*

Enrolment Agreement

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Collinsville State High School.

Responsibility of student to:

- Attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities.
- Act at all times with respect and show tolerance towards other students and staff.
- Work hard and comply with requests or directions from the teacher and principal.
- Abide by school rules as outlined in the school's Student Code of Conduct, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives).
- Meet homework requirements.
- Wear the school uniform – including the formal uniform on Mondays.
- Respect the school property.

Responsibility of parent/Caregiver to:

- Ensure your child attends school on every school day for the educational program in which they are enrolled.
- Attend open meetings for parents.
- Let the school know if there are any problems that may affect your child's ability to learn.
- Ensure your child completes homework regularly in keeping with the school's homework policy.
- Inform school of student absences and reasons for absences in a timely manner.
- Treat school staff with respect.
- Support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control.
- Not allow your child to bring dangerous or inappropriate items to school.
- Abide by school's instructions regarding access to school grounds before, during and after school hours.
- Advise Principal if your student is in the care of the State.
- Inform the school if your child's living arrangements change and provide details of a new **home address, contact details including phone numbers and emergency contacts, medical and financial.**

Responsibility of school staff to:

- Design and implement engaging and flexible learning experiences for individuals and groups.
- Inform parents and carers regularly about how their children are progressing.
- Design and implement intellectually challenging learning experiences which develop language, literacy and numeracy.
- Create and maintain safe and supportive learning environments.
- Support personal development and participation in society.
- Foster positive and productive relationships with families and the community.
- Teach effectively and to set the highest standards in work and behaviour.
- Clearly articulate the school's expectations regarding the Student Code of Conduct and the school's Dress Code Policy.
- Ensure that parents and carers are aware that the school does not have personal accident insurance cover for students.
- Advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs).
- Set, mark and monitor homework regularly in keeping with the school's homework policy.
- Contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality.
- Deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools.
- Treat students and parents with respect.

I accept the rules and regulations of the Collinsville State High School as stated in the school policies that have been provided to me as follows:

- Student Code of Conduct
- Student Dress Code
- Homework Policy
- School Charges and voluntary contributions
- School network usage and access statement requirement of Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems
- Absences
- School Excursions

- Complaints management
- Parent Notice for Religious Instruction in School Hours
- Parent / Caregiver Consent form for Voluntary Student Participation in Program of Chaplaincy Services
- Department insurance arrangements and accident cover for students
- Managing Consent to Use Student/Volunteer Copyright Materials and/or to Record, Use or Disclose Student Personal Information
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
- School instructions for school access

I acknowledge that I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and

that information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me.

I acknowledge that information about the school's current programs and services has been explained to me as indicated on the page 2.

I also understand that I need to inform the school, in writing, of any changes to information provided on this enrolment form.

Student Name (please print) _____



Signature of Student _____

Date ____/____/____

Please print Parent/Caregiver name _____



Signature of Parent/Caregiver: _____

Date: ____/____/____

Signature on behalf of Collinsville State High School

Date ____/____/____

Student Resource Scheme - Participation Agreement Form

The Student Resource Scheme

The Student Resource Scheme (SRS) is a user-charging scheme operated by schools to provide parents with a mechanism to access individual student resources that are not funded by the government.

Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of the parent.

The objective of the scheme is to provide parents a convenient and cost-effective alternative to individual supply of resources for their students. Participation in the SRS is optional, and no obligation is placed on a parent to participate.

Terms and conditions for participating in the scheme are provided on the next page of this form. Information is also provided on the Textbook and Resource Allowance (TRA) where applicable.

This Participation Agreement Form applies for the duration of a student's enrolment at the school, however parents who are participating in the scheme can choose to opt out from the SRS in future years by completing a new Participation Agreement Form. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged.

Parents pay the annual participation fee in accordance with the selected payment arrangement. If a student joins the school mid-year, a pro-rata participation fee may apply.

Parents not participating in the scheme must provide their student with all items that would otherwise be provided by the scheme as detailed in the information provided by the school. Parents can choose to join the SRS in future years by completing a new Participation Agreement Form.

To assist schools in managing and administering the scheme, parents are requested to complete the Participation section of this form and return it to the school.

If parents have not completed and returned the form before the due date indicated by the school in the SRS Annual Parent Information documents, the school will take the view that the parent does not wish to participate.

Payment

On agreeing to participate in the SRS, a parent agrees to pay the participation fee as advised and invoiced by the school. For families experiencing financial hardship, please contact the school as soon as possible to discuss options available.

Participation

- YES I wish to participate in the Student Resource Scheme.** I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.
- NO I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme.** I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

School Name	
Form Return Date	
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

Terms and Conditions

Definition

1. Reference to a “parent” is in accordance with the definition in the *Education (General Provisions) Act 2006* and refers equally to an independent student.

Purpose of the SRS

2. In accordance with the *Act*, the cost of providing instruction, administration and facilities for the education of students enrolled at state schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.

3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.

4. The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation fee.

Participation in the SRS

5. Participation in the SRS is optional and parents are under no obligation to participate.

6. The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.

7. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.

8. Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.

9. This agreement is for the duration of the student’s enrolment at the school, unless a new Participation Agreement Form is completed.

10. Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.

11. Where a parent signs up to participate in the SRS they are agreeing to pay the annual participation fee for the items provided by the SRS.

12. Payment of the participation fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.

13. Where a student starts at the school during the school year, the parent may be entitled to pay a pro-rata participation fee to participate based on a 40-week school year.

14. Where a participation fee has been paid and a student leaves the school during the year, the school must determine if the parent is eligible for a pro-rata refund. This will also take into account any prorate of the Textbook and Resource Allowance (TRA) (see Additional Information regarding TRA eligibility) and any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, the parent is liable to pay this balance of funds.

Non-Participation in the SRS

15. Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.

16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.

17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.

18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school’s SRS and will not be expended on other items or used to raise funds for other purposes.

20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.

21. The resources, as determined and advised by the school may be:

- retained by the student and used at their discretion; or
- used/consumed by the student in the classroom; or
- hired to the student for their personal use for a specified period of time.

22. All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.

23. Parents are responsible for ensuring that any hired SRS resources provided for their child’s temporary use are kept in good condition.

24. The school administration office must be notified immediately of the loss or damage to any hired item.

25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.

26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.

27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

Payment Arrangements

28. Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.

29. Payment of the participation fee must be made as per the payment methods nominated by the school.

30. Any concessions relating to the participation fee will be at the discretion of the Principal.

Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.

32. Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department’s Debt Management

Procedure <http://ppr.qed.qld.gov.au/corp/finance/accounts/Pages/Debt-Management.aspx>.

Parents’ Experiencing Financial Hardship

33. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.

34. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.

35. The onus of proof of financial hardship is on the parent.

36. The school may require annual proof of continuing financial hardship.

37. All discussions will be held in the strictest confidence.

Additional Information

Textbook and Resource Allowance (TRA)

• The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department’s website for current TRA rates <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>.

• The TRA is used to offset the fees associated with participation in the SRS.

• Parents not participating in the SRS will receive the TRA directly from the school.

• Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.

Homework Centre Student Registration

Name of student:	
Class:	
Name of parent/Caregiver:	
Parent/Caregiver phone number:	
<i>Does your child have any allergies or dietary requirements? Please detail. Children will be offered a snack during the sessions.</i>	
<i>Does your child have any medical or additional needs? Please detail.</i>	

Please identify the days and times you wish to register your child in the following Homework Centre sessions, and collection/ departure arrangements:

Day	Time session begins	Time session finishes	Please indicate if your child will attend	Please indicate if your child will be collected by a parent/carer or will sign themselves out
Tuesday	2.45pm	3.45pm		<input type="checkbox"/> Parent/carer pickup <input type="checkbox"/> Student sign out
Wednesday	2.45pm	3.45pm		<input type="checkbox"/> Parent/carer pickup <input type="checkbox"/> Student sign out
Thursday	2.45pm	3.45pm		<input type="checkbox"/> Parent/carer pickup <input type="checkbox"/> Student sign out

School Office/ Parent declaration:

- I understand that teacher aides are not to instruct my child or provide personalised tuition. Teacher aides will supervise my child during the session. Wednesday's will have teacher's available to attend.
- I confirm that my child will be collected OR I give permission for _____ to sign out from the Homework Centre at the time that the Homework Centre session finishes.
- I confirm that if my child is booked to attend the Homework Centre but will not attend on a particular day, I will contact the school administration staff to advise of this.
- I confirm that the above contact number is correct and that if my child has not arrived as scheduled for the Homework Centre, I will be contacted on these details about this unexplained absence, to ensure my child is safe.

Please print Parent/Caregiver name _____



Signature of Parent/Caregiver: _____ Date: ____/____/____

- If you have any queries about this form, or Homework Centre operations, please contact office on 47858111.

Permission to Participate in Chaplaincy Program

Collinsville State High School provides a chaplaincy service, which is approved by the school's School Council and is available to all students. The chaplain is employed through Scripture Union. Chaplains and student welfare workers provide social, emotional and spiritual support to students and the school community and are inclusive of and show respect for all religious and non-religious beliefs and other stances represented in the school community.

Information about the school's chaplaincy service is available on the school's website and through newsletters. Further information about the chaplaincy and student welfare worker program, including definitions, is located on the department's website at <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-welfare-worker-services>.

Students have been referred to meet, or have indicated interest in meeting individually, with the chaplain on a regular or ongoing basis. For this to occur, your written informed consent is required. The focus of these meetings, which may occur during lesson time or within the broader school day, will be determined by the student's needs, however chaplains and student welfare workers are not allowed to provide counselling. If a referral to an external agency or service is required, the chaplain must have the approval of the principal, deputy principal or guidance officer and your consent.

The meetings with the chaplain are confidential and the chaplain may record what happened or was said during the meetings. These notes will be securely stored at the school and may be viewed by the student, if requested.

There may be times when the chaplain is required to disclose confidential information provided by your student to the principal. The principal may be required to inform you as parents/care givers, the Queensland Police Service and/or Child Safety Services. This would happen if:

- a person is at risk of harm, or being harmed;
- your student plans to, or is, harming oneself;
- your student have/has harmed, or are planning to harm, another person;
- a law has been broken.

Please indicate whether you consent to ongoing individual meetings with the Chaplain. This consent will be valid for the duration of your enrolment at Collinsville State High School. You can change your preference at any time by letting the Chaplain know in writing.



Student name: _____

By signing this form I agree that:

- I have read all of the information contained in this form in relation to the service (including any attached material).
- I have provided the school all relevant details of my child's medical or physical needs on enrolment and where relevant have updated this information.
- I consent to my student meeting / provide my consent to meet with the Chaplain.
- I **do not** consent to my student meeting / provide my consent to meet with the Chaplain.

Please print Parent/Caregiver name _____



Signature of Parent/Caregiver: _____ **Date:** ____/____/____

Privacy Notice

The Department of Education is collecting personal information about the student in this form for the purpose of recording consent for participation in one-on-one meetings with the school's chaplain or student welfare worker. This form will be stored securely at school and only be accessed by the chaplain, the school's student support team and the principal. The personal information collected here will not otherwise be used or disclosed unless you consent, or the use or disclosure is authorised by law.

Office Use: Retain in the student's file and provide a copy of notice to the chaplain/student welfare worker.					
Does the student/parent require an interpreter?	Yes <input type="checkbox"/>	Has an interpreter been used to explain this information?	Yes <input type="checkbox"/>	The principal has determined that the student has the capacity to make an informed decision about their participation in ongoing one-on-one meetings with the chaplain/student welfare worker.	Yes <input type="checkbox"/>
	No <input type="checkbox"/>		No <input type="checkbox"/>		No <input type="checkbox"/>

Instrumental Music Application Form

(This form only needs to be completed if your student chooses to do this program)

Instrument Preference

Please complete this form with your child. Consider whether your child likes the sound of the instrument and the affordability of purchasing an instrument if your child chooses to continue after their 1st year. Give a preference ranking (1,2,3. etc.) to all of the instruments you might like to learn. Tick (✓) the 'Own Instrument' column if you already own or have access to an instrument OR are willing to purchase an instrument for your child. For inspiration, the website:- beartothemusic.org showcases a variety of instruments.

STUDENT'S NAME: _____

Instrument (number available)	Preference (1,2,3, etc.)	Own Instrument – Tick (✓)
Flute		
Clarinet		
Bass Clarinet		
Alto Saxophone		
Tenor Saxophone		
Trumpet		
Trombone		
Euphonium		
Percussion		

Please note: Offers will be made according to instrument balance within the program as well as instrument suitability and vacant positions. Therefore, you may not receive your first preference.

Please list any other factors you'd like us to consider when assessing your child for instrument suitability.

Declaration:

I have read the **Expectations** of the program and **I understand that if accepted, my child cannot withdraw from the program within their first year of learning.**

Please print Parent/Caregiver name _____



Signature of Parent/Caregiver: _____

Date: ____/____/____

Best phone contact: _____

Best email contact: _____

Please complete and return this form to the school office.

Checklist

- ❖ Has the student's birth certificate/passport been provided? Yes No
- ❖ Has this student repeated a school year?
If **Yes**, which year level? _____ Yes No
- ❖ Is this student 18 years of age or older?
If **Yes**, a Mature Age Check must be completed before enrolment. Yes No
- ❖ Has this student been ascertained as a Special Needs student? Yes No
- ❖ Has this student ever been suspended or excluded from any other educational institution?
If **Yes**, please provide school details. Yes No

- ❖ Is the school required to send copies of Report Cards, Permission slips etc to other parties?
If **Yes**, please provide name and address details. Yes No

- ❖ Is this student living independently or at a different address to Parent/Caregiver?
If **Yes**, please provide address and telephone details. Yes No

- ❖ Has this student previously accessed Learning Support?
If **Yes**, please provide details. Yes No

- ❖ Has this student been appraised with a Learning Difficulty? (eg Visual Processing / Dyslexia, ADHD, Reading Difficulties, Speech and language and/or any other learning delays)?
If **Yes**, please provide details. Yes No

All required signatures where marked



Yes