

# Enrolment Agreement



Student Name			
Year Level		Date of Agreement	

**Please complete all forms contained in this booklet and bring to your enrolment interview.**

## Checklist

- Change to Details or Student Medical Record
- Enrolment Agreement
- Online Services Consent Form
- Media Consent Form
- ICT and BYOD Forms
- Chaplaincy Participation

## CHANGE TO DETAILS OR STUDENT MEDICAL RECORD

Complete if information has changed since enrolment. **Do not complete for a new enrolment.**

<b>Student Name</b>	
<b>Address</b>	
<b>Student Medical Information</b>	

### Parent Details

<b>Parent Name</b>		
<b>Relationship</b>		
<b>Address (if different from student)</b>		
<b>Main Language Spoken at Home</b>		
<b>Priority</b>	<b>Type</b>	<b>Contact</b>
<b>1</b>	Mobile	
<b>2</b>	Email	
<b>3</b>	Phone (Work)	
<b>4</b>	Phone (Other)	

### Emergency Contacts

Priority	Name	Relationship	Contact
1			
2			
3			

<b>Legal Orders / Custody Arrangements?</b>	
---	--

## From the Principal

Welcome to Capella State High School.

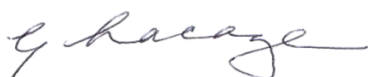
We believe that a quality future for every student depends on each young person having the necessary knowledge, understanding, skills and values for a productive and rewarding life in an educated, just, and open society. Capella State High explores diverse ways to fully develop the talents and capacities of all students, so that when they leave the school, each has:

- the capacity for problem-solving and an ability to work in a team;
- the ability to communicate, particularly orally and with negotiation skills;
- the qualities of self-confidence, optimism and high self-esteem;
- a commitment to personal excellence;
- the capacity to exercise judgement, make sense of the world and cope with constant change;
- the ability to analyse information, detect patterns and trends, and manipulate information to solve problems;
- the ability to accept responsibility for their own actions;
- an ability to make rational and informed decisions;
- positive attitudes towards education, training, employment and life-long learning, so that they manage their own learning;
- the ability to be productive users of new technologies;
- skills to contribute to all ecologically sustainable development;
- the ability to be active and informed citizens;
- the ability to be critical and creative thinkers, so as to develop the skills of entrepreneurship because they may have to create their own work in the future;
- and finally, the knowledge and skills to maintain a healthy lifestyle.

We at Capella State High endeavour to offer a future-orientated curriculum that engages and challenges students, and supports continued learning. Our supportive school environment develops and promotes positive relationships between all members of our school community.

I am extremely proud to be the principal of Capella State High School, and welcome you to peruse this parent information guide to learn more about our school. I trust that you will find this book both informative and easy to read. Please do not hesitate to contact me for further information.

Yours sincerely,



Gerowyn Lacaze



## Enrolment Agreement

This enrolment agreement sets out the responsibilities of the student, parents or carers, and the school staff in the education of young people enrolled at Capella State High School.

### School Values and Beliefs

At our school, we are guided by our vision and values. Our vision is to provide every student with the opportunity for a quality future where each student has the necessary knowledge, understanding, skills and values for a productive and rewarding life in an educated, just, and open society.

The values and belief that drive and influence our decisions are:

- ✓ Success
- ✓ Teamwork
- ✓ Attitude
- ✓ Respect

### Student Responsibilities

- attend school regularly, 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 staff members
- heed all school policies and procedures
- respect the school environment

### Parent Responsibilities

- attend open day events for parents to celebrate in students' successes
- let the school know if there are any problems that may affect a student's ability to learn
- inform the school of the reason for any absence
- treat school staff with respect and tolerance
- support the authority and decisions of the school to enable each student to achieve maturity, self-discipline and self-control
- abide by the Department's policy regarding parent access to school grounds

### School Responsibilities

- develop each individual student's talent as fully as possible
- inform parents and carers about how their student/s are progressing
- inform students, parents and carers about what teachers aim to teach students each term
- teach effectively and set the highest standards in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- clearly articulate the school's expectations per the Code of Conduct for Students and policies and procedures
- contact parents and carers as soon as is possible if the school is concerned about a student's school work, behaviour or attendance
- deal with complaints in an open, fair and transparent manner
- consult parents on any major issues affecting students

## Agreement

I understand the responsibilities of all individuals, as outlined above, and have fully reviewed all policies and information provided to me in this pack. I have read and understood as follows:

- Code of Conduct for Students
- Personal Electronic Devices Policy
- Uniform Policy
- Homework Policy
- Assessment Policy
- Sun Safety Policy
- Following Staff Instructions Procedure
- School Charges and Voluntary Contributions
- iPad Hire Scheme
- Acceptable Use of School ICT & BYO Device Policy
- Absences
- School Excursions
- Complaints Management
- School-Based Apprenticeships and Traineeships
- Consent to use Copyright Material, Image, Recording or Name

I acknowledge that the above information has been explained to me.

<b>Student Name</b>	
<b>Student Signature</b>	
<b>Parent/Carer Name</b>	
<b>Parent/Carer Signature</b>	
<b>School Representative</b>	
<b>Authorised Signature</b>	
<b>Agreement Date</b>	

## Online Services Consent Information

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 the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact **Mrs Gerowyn Lacaze**, [principal@capellashs.eq.edu.au](mailto:principal@capellashs.eq.edu.au) or phone **49887 333**.

# 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 endorsed 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 P-3, 4-6, 7-9 and 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.

<b>Service name:</b>	<b>Khan Academy</b>	<b>Data hosting:</b>	<b>Offshore</b>	<input type="checkbox"/> <b>I give consent</b>	<input type="checkbox"/> <b>I do not give consent</b>
Url:	<a href="https://www.khanacademy.org/">https://www.khanacademy.org/</a>				
Purpose of use:	Khan Academy provides personalised learning through instructional content, videos and practice exercises. Students can study at their own pace through courses in mathematics, science, computer programming, history, art history, economics and more. Student learning can be tracked through student profiles and the teacher dashboard.				
Terms of use:	<a href="https://www.khanacademy.org/about/tos">https://www.khanacademy.org/about/tos</a>				
Privacy policy:	<a href="https://www.khanacademy.org/about/privacy-policy">https://www.khanacademy.org/about/privacy-policy</a>				

<b>Service name:</b>	<b>Edrolo Standard Resource (Tutor On Demand)</b>	<b>Data hosting:</b>	<b>Onshore</b>	<input type="checkbox"/> <b>I give consent</b>	<input type="checkbox"/> <b>I do not give consent</b>
Url:	<a href="http://edrolo.com.au">http://edrolo.com.au</a>				
Purpose of use:	Curriculum-aligned digital resources to support teaching and learning in secondary schools through self-paced learning and analytics featuring video lessons, practice exams, online activities, study notes, quizzes and solution videos.				
Terms of use:	<a href="http://edrolo.com.au/terms/">http://edrolo.com.au/terms/</a>				
Privacy policy:	<a href="https://edrolo.com.au/privacy">https://edrolo.com.au/privacy</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are <b>stored and published</b> . <input checked="" type="checkbox"/> Student works are <b>stored and published</b> . <input checked="" type="checkbox"/> The following additional student personal information is disclosed: <b>student full name, email, school name, class name</b>				

<b>Service name:</b>	<b>GOK Learning</b>	<b>Data hosting:</b>	<b>Onshore</b>	<input type="checkbox"/> <b>I give consent</b>	<input type="checkbox"/> <b>I do not give consent</b>
Url:	<a href="https://goklearning.com/">https://goklearning.com/</a>				
Purpose of use:	Online platform for learning programming and computational thinking skills				
Terms of use:	<a href="https://goklearning.com/policies/terms/use">https://goklearning.com/policies/terms/use</a>				
Privacy policy:	<a href="https://goklearning.com/policies/privacy/">https://goklearning.com/policies/privacy/</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are <b>stored</b> . <input checked="" type="checkbox"/> Student works are <b>stored</b> . <input checked="" type="checkbox"/> The following additional student personal information is disclosed: <b>Full name, email, year level, school name, country</b>				

<b>Service name:</b>	<b>Mathletics</b>	<b>Data hosting:</b>	<b>Offshore</b>	<input type="checkbox"/> <b>I give consent</b>	<input type="checkbox"/> <b>I do not give consent</b>
Url:	<a href="http://www.mathletics.com.au">www.mathletics.com.au</a>				
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:	<a href="https://www.3plearning.com/terms/">https://www.3plearning.com/terms/</a>				
Privacy policy:	<a href="https://www.3plearning.com/privacy/">https://www.3plearning.com/privacy/</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> The following additional student personal information is disclosed: <b>Student full name, year level, school name, country, class name, teacher name</b>				

<b>Service name:</b>	<b>Soundtrap for Education (Music Education Network)</b>	<b>Data hosting:</b>	<b>Offshore</b>	<input type="checkbox"/> <b>I give consent</b>	<input type="checkbox"/> <b>I do not give consent</b>
Url:	<a href="https://www.soundtrap.com/edu">https://www.soundtrap.com/edu</a>				
Purpose of use:	Soundtrap for Education is a creative audio recording platform that enables learning through creation of music, podcasts, sound recordings and transcripts. The service allows users to create, communicate and collaborate on sound projects, access recording tools, search instrument and sound effects libraries and integrate with additional third party services. *Note: This assessment applies to the Education version only.				
Terms of use:	<a href="https://www.soundtrap.com/legal/terms/edu/world">https://www.soundtrap.com/legal/terms/edu/world</a>				
Privacy policy:	<a href="https://www.soundtrap.com/public/legal/trust_center.pdf">https://www.soundtrap.com/public/legal/trust_center.pdf</a> <a href="https://www.soundtrap.com/legal/privacy/edu">https://www.soundtrap.com/legal/privacy/edu</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are <b>stored and published</b> . <input checked="" type="checkbox"/> The following additional student personal information is disclosed: <b>First name, Surname</b>				

Service name:	<b>Prodigy Game</b>	Data hosting:	<b>Offshore</b>	<input type="checkbox"/> <b>I give consent</b>	<input type="checkbox"/> <b>I do not give consent</b>
Url:	https://prodigygame.com				
Purpose of use:	Prodigy is a game based learning platform to engage students in maths.				
Terms of use:	https://www.prodigygame.com/main-en/terms-and-conditions/				
Privacy policy:	https://www.prodigygame.com/Privacy-Policy/				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> The following additional student personal information is disclosed: <input checked="" type="checkbox"/> Other: <b>Parents can be invited through their email address to join their student's account.</b>				

Service name:	<b>PBIS Rewards</b>	Data hosting:	<b>Offshore</b>	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.pbisrewards.com/">https://www.pbisrewards.com/</a>				
Purpose of use:	Online platform for student reward points and shop.				
Terms of use:	<a href="https://www.pbisrewards.com/wp-content/uploads/2019-03-09-AUS-pbisrewards-platform-terms-of-service.pdf">https://www.pbisrewards.com/wp-content/uploads/2019-03-09-AUS-pbisrewards-platform-terms-of-service.pdf</a>				
Privacy policy:	<a href="https://www.pbisrewards.com/policies/platform-privacy-policy/">https://www.pbisrewards.com/policies/platform-privacy-policy/</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are <b>stored</b> . <input type="checkbox"/> Student works are <b>stored</b> . <input checked="" type="checkbox"/> The following additional student personal information is disclosed: <b>Full name, email, year level, school name, country</b> <input type="checkbox"/> The following parent personal information is disclosed: <b>N/A</b> <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other: N/A				

Service name:	<b>Blooket</b>	Data hosting:	<b>Offshore</b>	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.blooket.com/">https://www.blooket.com/</a>				
Purpose of use:	Gamified learning platform for tracking students' learning progress.				
Terms of use:	<a href="https://www.blooket.com/terms">https://www.blooket.com/terms</a>				
Privacy policy:	<a href="https://www.blooket.com/privacy">https://www.blooket.com/privacy</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are <b>stored</b> . <input type="checkbox"/> Student works are <b>stored</b> . <input checked="" type="checkbox"/> The following additional student personal information is disclosed: <b>Full name, email, year level, school name, country</b> <input type="checkbox"/> The following parent personal information is disclosed: <b>N/A</b> <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other: N/A				

## 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. 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 of consenter: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of student\*: \_\_\_\_\_

*\*Only where a student is eligible to consent*

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### **SPECIAL CIRCUMSTANCES**

The section below must be completed if the form is:

A) required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent **and/or**:

B) when the person giving consent is an independent student under the age of 18.

➔ **WITNESS - for consent from an independent student or where the explanatory letter and the form were read**

*I have witnessed the signature or mark of an independent student, or the accurate reading of the explanatory letter and the Online Services Consent Form was completed in accordance with the instruction of the person giving consent. The person giving consent has had the opportunity to ask questions. I confirm that the person giving consent have given consent freely and I submit 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 aloud the explanatory letter and the Online Services Consent Form to the person giving consent, and to the best of my ability made sure that the person understands that the following will be done:*

- *The identified information will be used in accordance with the Online Services Consent Form*
- *The school will cease using the information from the date that the school receives a written withdrawal of consent.*

*I confirm that the person giving consent was given an opportunity to ask questions about the explanatory letter and Online Services Consent Form, and all questions asked by the person giving consent have been answered correctly and to the best of my ability. I confirm that the person giving consent 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 person giving consent.*

Print name and role of person taking the consent: \_\_\_\_\_

Signature of person taking the consent: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Acceptable Use of School ICT

The department's *Digital Strategy 2019-2023* supports the investment in new foundations for contemporary learning, with near-seamless access to information and digital technologies at any time, any place and on any device. Essential tools for providing these innovative educational programs include the intranet, internet, email and network services (such as printers, display units and interactive whiteboards) that are available through the department's ICT network. These technologies are vital for the contemporary educational program provided in schools.

At all times, while using these ICT services, facilities and devices, student will be required to act in line with the requirements of the *Student Code of Conduct* and any specific rules of their school. In addition, students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the department's ICT services and network facilities
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- be aware that:
  - access to ICT services, facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs
  - ICT services, facilities and devices should be used appropriately as outlined in the *Student Code of Conduct*
  - the school is not responsible for safeguarding information saved/stored by students on departmentally-owned student computers or BYO device
  - schools may remotely access departmentally-owned student computers or BYO device for management purposes
  - students who use a school's ICT services, facilities and devices in a manner that is not appropriate may be subject to disciplinary action by the school, which could include restricting network access
  - illegal, dangerous or offensive information may be accessed or accidentally displayed despite internal departmental controls to manage content on the internet
  - teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student
- any inappropriate images/footage posted by individuals on website/s is managed according to the *Online incident management guideline for school leaders*.

### Purpose statement

- Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs.
- Schools are constantly exploring new and innovative ways to incorporate safe and secure ICT use into the educational program.
- School students, only with the approval of the principal, may be permitted limited connection of personally-owned device to the department's network, where this benefits the student's educational program.

### Authorisation and controls

The principal reserves the right to restrict student access to the school's ICT services, facilities and devices if access and usage requirements are not met or are breached. However, restricted access will not disrupt the provision of the student's educational program. For example, a student with restricted school network access may be allocated a stand-alone computer to continue their educational program activities.

The Department of Education monitors access to and use of its network. For example, email and internet monitoring occurs to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The department may conduct security audits and scans, and restrict or deny access to the department's network by any personal mobile device if there is any suspicion that the integrity of the network might be at risk.

### **Responsibilities for using the school's ICT facilities and devices**

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the Student Code of Conduct.
- Students are to be aware of occupational health and safety issues when using computers and other learning devices.
- Parents/guardians are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
- Parents/guardians are responsible for appropriate internet use by students outside the school environment when using a school-owned or school-provided device.
- The school will educate students (DoE employees only) regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to adopt these safe practices.
- Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so that it cannot be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).
- Students cannot use another student's or staff member's username or password to access the school network. This includes not browsing or accessing another person's files, home or local drive, email or accessing unauthorised network drives or systems. Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
- Students need to understand that copying software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from enforcement agencies.

### **Responsibilities for using a BYO device on the department's network**

- Prior to using any BYO device, students must seek approval from the school principal to ensure it reflects the department's security requirements.
- Students are responsible for the security, integrity, insurance and maintenance of their BYO devices and their private network accounts.
- Where possible, appropriate anti-virus software has been installed and is being managed.
- Students must follow any advice provided on best security requirements e.g. password protection.
- Students and parents are to employ caution with the use of BYO devices particularly as these devices can store significant numbers of files some of which may be unacceptable at school e.g. games and 'exe' files. An 'exe' file ends with the extension '.exe' otherwise known as an executable file. These files can install undesirable, inappropriate or malicious software or programs.
- Any inappropriate material or unlicensed software must be removed from BYO devices before bringing the devices to school and such material is not to be shared with other students.

- Unacceptable use will lead to the BYO device being confiscated by school employees, with its collection/return to occur at the end of the school day where the BYO device is not required for further investigation.

### **Acceptable/appropriate use/behaviour by a student**

It is acceptable for students while at school to:

- use BYO devices for:
  - assigned class work and assignments set by teachers
  - 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, their parents or experts in relation to school work
  - accessing online references such as dictionaries, encyclopaedias, etc.
  - researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using a BYO device
- switch off and place out of sight the BYO device during classes, when these devices are not being used in a teacher-directed activity to enhance learning
- use their BYO device for private use before or after school, or during recess and lunch breaks, in accordance with Student Code of Conduct
- seek teacher's approval where they wish to use BYO device under special circumstances.

### **Unacceptable/inappropriate use/behaviour by a student**

It is unacceptable for students while at school to:

- use a BYO device in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions regarding the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- share their own or others' personal information and/or images which could result in risk to themselves or another person's safety
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-phone cameras inappropriately, such as in change rooms or toilets and recording without consent



- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material.

## Student Agreement - Acceptable Use of School ICT

*I understand that the school's information and communication technology (ICT) services, 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 around the world.*

*While I have access to the school's ICT services, 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 information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians 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/guardians.*

*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 service, facilities and devices (including the internet) to annoy or offend anyone else.

*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 services, 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 services, facilities and devices, appropriate action may be taken as per 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 policy and the Student Code of Conduct.*

*I agree to abide by the above statement.*

\_\_\_\_\_ (Student's name)

\_\_\_\_\_ (Student's signature)

\_\_\_\_\_ (Date)

## Parent Agreement - Acceptable Use of School ICT

I understand that the school provides my child with access to the school's information and communication technology (ICT) services, 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 from around the world; that the school cannot control what is available online; 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 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 services, facilities and devices. Furthermore, I will advise the school if any inappropriate material is received by my 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 understand that the school may remotely access the departmentally-owned student computer or mobile device for management purposes.

I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

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 services, 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 services, facilities and devices for some time.

I have read and understood this policy and the *Student Code of Conduct*.

I agree to abide by the above policy.

\_\_\_\_\_ (Parent/Guardian's name)

\_\_\_\_\_ (Parent/Guardian's signature)

\_\_\_\_\_ (Date)

2024

### **Introduction to the State School Consent Form (attached) for Capella State High School**

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: [capellashs.eq.edu.au](http://capellashs.eq.edu.au)
- Facebook: [facebook.com/CapellaStateHighSchool](https://www.facebook.com/CapellaStateHighSchool)
- YouTube: [youtube.com/@capellashs](https://www.youtube.com/@capellashs)
- Instagram: [@capellashs](https://www.instagram.com/capellashs)
- Twitter: N/A
- LinkedIn: N/A
- Other: N/A
- Local newspaper
- 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 Principal Gerowyn Lacaze, 07 4988 7333, [principal@capellashs.eq.edu.au](mailto:principal@capellashs.eq.edu.au).

Mrs Lacaze 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: .....

(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 and school photographs;
  - 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: duration of enrolment.

### 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 consenter .....

Signature or mark of consenter .....

Date .....

Signature or mark of student (if applicable).....

Date .....

### 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 consenter 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 consenter. 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 consenter, 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 consenter 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 consenter.

Print name and role of person taking the consent .....

Signature of person taking the consent .....

Date .....

### Privacy Notice

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

