



Family Name : .....							
First Name/s : .....							
Year Level <i>(please circle)</i>							
ECDP	Prep	1	2	3	4	5	6
Proposed Start Date:...../...../.....							
Kindy/Daycare Attended:							

# ENROLMENT AGREEMENT & PERMISSIONS

## Requirements for Enrolment Interview

- Copy of Birth Certificate (if 1<sup>st</sup> enrolment in a QLD State School only)
- Proof of Identity (Parent/Carer)
- Copy of latest School Report (Interstate only)
- Enrolment Form & Agreement
- Enrolment Information Booklet

*Enrolment interview must be attended by Student & Parent/Carer*







# Beerwah State School

2788 Old Gympie Road, Beerwah QLD 4519 | P 07 5436 5555 | E admin@beerwahss.eq.edu.au

*Dear Parents and Carers,*

*Welcome to Beerwah State School. We are a learning community that engages and supports a life-long learning education, challenging students to excel and be creative, active and respected citizens in an evolving global society. We are committed to providing an education that:*

- *embodies excellence in teaching and learning*
- *is strategically planned*
- *is inclusive and*
- *sets high expectations for all students*

*As part of the enrolment process, Parents/Carers are required to make an enrolment interview with our Principal or Deputy Principal before enrolment can commence.*

*Parents/Carers are required to return completed enrolment paperwork and the necessary supporting documentation to the school office 1 week prior to the enrolment interview. Enrolment interviews are held by appointment only.*

*Please note that if any part of the enrolment form is not completed or supporting documentation is not provided, the enrolment interview cannot occur until the necessary paperwork is completed and received.*

*As this is an official Education Queensland document, the Principal reserves the right to render a student's enrolment invalid, if incorrect information is provided in the enrolment application.*

*We welcome you to our learning community and look forward to working in partnership with you to ensure the best possible educational outcomes for your child.*

*Regards*

Scott Bowden  
Principal

## Enrolment Agreement – Beerwah State School

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Beerwah State 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 and wear school's uniform
- respect the school property.

### **Responsibility of parents 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
- keep school informed of any changes to student's details, such as student's home address and phone number.

### **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
- inform students, parents and carers about what the teachers aim to teach the students each term
- 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 .

## Education Queensland & School Policies/Procedures

(please indicate ✓ whether you have read and understand the information)	YES	NO				
Student Code of Conduct						
Student Dress Code						
Homework Policy						
School Charges and voluntary contributions						
Absences						
School Excursions						
Complaints management						
School instructions for school access						
Uniform Policy						
Parent Notice for Religious Instruction in School Hours						
Appropriate Use of Mobile Telephones and other Electronic Equipment by Students						
Department insurance arrangements and accident cover for students						
School network usage and access statement requirement of Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems						
Managing Consent to Use Student/Volunteer Copyright Materials and/or to Record, Use or Disclose Student Personal Information						
Parent / Guardian Consent form for <i>Voluntary Student Participation in Program of Chaplaincy Services</i>						
School Photographer I give permission for my child's name and class to be provided to the school photographers						
Absence Notification Permission I agree that the school may phone, text or email notification of student absences to the designated mobile number/email address listed in this enrolment form.						
<b>SUNBLOCK, INSECT REPELLENT &amp; STINGOSE</b>	<b>SUNBLOCK</b>	<b>INSECT REPELLENT</b>	<b>STINGOSE</b>			
	YES	NO	YES	NO	YES	NO
I give permission for my child to have sunblock/insect repellent/stingose applied						
My child has used sun block/insect repellent/stingose recently with no adverse reactions						
My child will use their own sunblock/insect repellent/stingose and keep it in their bag						

*I acknowledge that:*

- *That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above;*
- *That information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me.*

\_\_\_\_\_

*Student*

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

\_\_\_\_\_

*Parent/Carer*

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

\_\_\_\_\_

*on behalf of  
Beerwah State School*

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

# *Privacy Agreement*



## **Enrolment**

The Department of Education collects this information for the purpose of school enrolment and student management. Personal information collected by the Department is protected by the Queensland Government's Information Standard 42 – *Information Privacy*. However, in accordance with Information Sharing Protocols and Memoranda of Understanding, some of this information may be passed on to government agencies. Some of these state government agencies include Queensland Health, Queensland Transport, Queensland Police Service and Department of Families. The commonwealth government, through Centrelink, may require information for matching purposes in relation to the payment of study assistance benefits to some students. Personal information on the enrolment form can be disclosed to other third parties without the individual's consent where authorised or required by law.

## **Attendance/Achievement/Behaviour**

While students are enrolled in and attend state schools, school staff will collect personal information about their academic performance, attendance and behaviour for the purpose of monitoring their educational progress and providing educational programs to suit the needs of the student. Year 11 and 12 student details and academic profiles will be passed on to the Queensland Studies Authority for the purpose of processing Queensland Certificate of Education (QCE) and Tertiary Entrance Statements. Year 3, 5 and 7 student names are passed on to the Queensland Studies Authority for the purpose of issuing individual reports in relation to the assessment of numeracy and literacy skills of students. This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

## **Wellbeing, Protection and Safety**

During a student's attendance, the Department of Education may also collect personal information that relates to the wellbeing, protection and safety of the student. This personal information may be passed on to agencies such as Queensland Health, Queensland Police Service and Department of Families in accordance with Education Queensland's Student Protection Policy and other policies relating to student behaviour. This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

## **Children and Young People in the Care of the State – Data/Matching**

The Department of Education and Department of Families conduct a data-matching program to improve school achievement outcomes for children and young people in care. The data-matching program involves a comparison, through a unique identifier, of certain personal information of children and young people in care and those children of similar age in the general school student population, including those who have specific needs. This personal information may include: achievement levels; retention rates; age; school year levels; school disciplinary absences; and student movement between schools. You may obtain further information about the Queensland Government's privacy regime contained in Information Standard 42 – *Information Privacy* at <http://www.iie.qld.gov.au/informationstandards>. If you have any questions about privacy or access to information, you may contact Education Queensland's Privacy Contact Officer on 3237 0546.

## **What is Education Queensland's role?**

The Department of Education, known as Education Queensland, operates the state education system through a network of more than 1300 sites and administers grants and funding on behalf of the Government to the non-state school sector and universities. The department also provides advisory, monitoring and regulatory functions and strategic support to these areas.

## **Why does your privacy need protecting?**

Every day, a vast amount of personal information is given to State Government departments and agencies. The Queensland Government respects your privacy and has established rules to ensure that your personal information is protected.

The Government's privacy policy (Information Standard 42 – *Information Privacy*) stipulates that personal information be collected, stored, used and disclosed under very strict guidelines to prevent it from being misused or passed on without your permission.

Education Queensland is committed to protecting your privacy.

## **What is personal information?**

Personal information is an opinion or information about a person, whether true or false, that identifies or could identify the person. This information may be recorded in a document, or form part of a database. Examples of personal information include (but are not limited to) your date and place of birth, race or ethnicity, religion, financial record, criminal record or medical record.

Sometimes personal information about a person can reveal their identity even if their name is not mentioned.

## **How does the privacy policy work?**

In all your dealings with Education Queensland, staff will make sure that your privacy is protected. Any personal information collected must be:

- directly related to, or necessary for, a lawful purpose or function of the agency;
- relevant, up-to-date and complete;
- collected fairly and lawfully; and
- stored safely and securely.

Generally, your personal information must be used only for the purpose for which it was collected or a directly related purpose, unless you have otherwise given permission.

The privacy principles do not apply to personal information contained in documents concerning covert police activity, witness protection, disciplinary actions and misconduct, whistleblowers and Cabinet and Executive Council matters. This is because the law overrides privacy principles in particular cases.

Under what other circumstances can Education Queensland disclose your personal information?

If you consent, or if disclosure is: permitted by law; essential for law enforcement; or believed to be necessary to prevent or lessen an imminent threat to health or life.

Education Queensland may disclose limited information (for example, name, contact details, attendance, achievement etc) about you to other parties for the purpose of issuing achievement awards, processing certificates, statements or reports in relation to assessments.

Listed below are agencies Education Queensland may give relevant personal information to where needed or authorised under law. The guidelines for release of personal information are strict. Personal information may be disclosed to:

Queensland Health or its nominated Health Providers, Queensland Transport, Queensland Police Service, Aboriginal and Torres Strait Islander Policy, Department of Employment and Training, Department Families, Disability Services Queensland, Department of Housing, Department of Justice and Attorney-General, Sport and Recreation Queensland, Centrelink and research organisations under contract to Education Queensland.



## **Data Matching**

Education Queensland passes some personal information collected on to Centrelink for data matching purposes in relation to entitlements to Centrelink-administered payments; for example, study assistance benefits. The *Data-matching Program (Assistance and Tax) Act 1990* and the *Social Security Administration Act 1999* authorises Centrelink to compare the personal information they hold to ensure that payments are being paid correctly. Education Queensland and the Department of Families conduct a data-matching program to improve school achievement outcomes for children and young people in care.

The data-matching program involves a comparison of certain personal information of children and young people in care and those children of similar age in the general school student population, including those who have specific needs. Personal information may include achievement levels, retention rates, age, school year levels, school disciplinary absences and student movement between schools.

## **Can you have access to personal information held by the Government?**

Yes. You can apply under the *Freedom of Information Act 1992* to access, or to correct personal information held by State Government departments and agencies. This can be done by writing to the FOI Coordinator, Education Queensland, PO Box 33, Brisbane Albert Street, Q 4002 or telephone (07) 3237 0546.

## **Worried about privacy?**

If you have a question about privacy, confidentiality or access to information, contact Education Queensland's Privacy Contact Officer.

If you believe that Education Queensland has breached your privacy or confidentiality, you can make a complaint to the department's Privacy Contact Officer. Your complaint will be taken seriously and investigated thoroughly.

## **How do I find out more?**

For further information contact Education Queensland's Privacy Contact Officer on (07) 3237 0546 or email [InformationPrivacy@qed.qld.gov.au](mailto:InformationPrivacy@qed.qld.gov.au) or write to the Privacy Contact Officer, Education Queensland, PO Box 33, Brisbane Albert Street, Q 4002.

A copy of the Queensland Government's privacy policy and principles is available by accessing the Education Queensland's website [www.education.qld.gov.au/home/privacy.htm](http://www.education.qld.gov.au/home/privacy.htm)





# Beerwah State School

2788 Old Gympie Road, Beerwah QLD 4519 | P 07 5436 5555 | E admin@beerwahss.eq.edu.au

8 February 2021

## Introduction to the Online Services Consent Form for Beerwah State School

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 the school office via email [admin@beerwahss.eq.edu.au](mailto:admin@beerwahss.eq.edu.au) or 5436 5555.

# 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 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.

Service name:	<a href="#">ACER Online Assessment and Reporting (OARS)</a>	Data hosting:	<a href="#">Onshore</a>	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://oars.acer.edu.au">https://oars.acer.edu.au</a>				
Purpose of use:	<i>ACER is a recognised international leader in the development and provision of high quality assessment and reporting tools and services for schools, universities, and TAFE institutes. Educators can purchase and administer online assessments including PAT Maths, Reading, Spelling, Vocabulary, Grammar and Punctuation, Science through this service.</i>				
Terms of use:	<a href="https://oars.acer.edu.au/terms-conditions">https://oars.acer.edu.au/terms-conditions</a>				
Privacy policy:	<a href="https://www.acer.org/privacy">https://www.acer.org/privacy</a>				

Service name:	<a href="#">Australian Math Competition (by AMT)</a>	Data hosting:	<a href="#">Onshore</a>	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.amt.edu.au/australian-mathematics-competition">https://www.amt.edu.au/australian-mathematics-competition</a>				
Purpose of use:	<i>The AMC is an engaging 30-problem competition that demonstrates the importance and relevance of mathematics in students’ everyday lives; it is open to students in years 3 to 12.</i>				
Terms of use:	<a href="https://www.amt.edu.au/amt-shop-terms-conditions">https://www.amt.edu.au/amt-shop-terms-conditions</a>				
Privacy policy:	<a href="https://www.amt.edu.au/wp-content/uploads/2021/04/AMT-Privacy-Policy-BOARD-APPROVED-26.3.21-WEBSITE-VERSION.pdf">https://www.amt.edu.au/wp-content/uploads/2021/04/AMT-Privacy-Policy-BOARD-APPROVED-26.3.21-WEBSITE-VERSION.pdf</a>				

Service name:	<a href="#">ICAS Assessments</a>	Data hosting:	<a href="#">Onshore</a>	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.icasassessments.com">https://www.icasassessments.com</a>				
Purpose of use:	<i>ICAS Assessments are designed to recognise academic excellence. Students are assessed on their ability to apply classroom learning to new contexts, using higher-order thinking and problem-solving skills.</i>				
Terms of use:	<a href="https://www.icasassessments.com/terms-and-conditions/">https://www.icasassessments.com/terms-and-conditions/</a>				
Privacy policy:	<a href="https://www.janison.com/privacy-policy/">https://www.janison.com/privacy-policy/</a>				

Service name:	<a href="#">StudyLadder</a>	Data hosting:	<a href="#">Offshore</a>	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.studyLadder.com.au">https://www.studyLadder.com.au</a>				
Purpose of use:	<i>StudyLadder provides students access to differentiated learning activities across all subject areas</i>				
Terms of use:	<a href="https://www.studyLadder.com.au/about/terms">https://www.studyLadder.com.au/about/terms</a>				
Privacy policy:	<a href="https://www.studyLadder.com.au/about/privacy">https://www.studyLadder.com.au/about/privacy</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. 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*

### 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: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



# Beerwah State School

2788 Old Gympie Road, Beerwah QLD 4519 | P 07 5436 5555 | E [admin@beerwahss.eq.edu.au](mailto:admin@beerwahss.eq.edu.au)

Dear Parent/Caregiver

## Introduction to the State School Consent Form (attached) for Beerwah State 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: [www.beerwahss.eq.edu.au](http://www.beerwahss.eq.edu.au)
- Facebook: [www.facebook.com/BeerwahSS/](http://www.facebook.com/BeerwahSS/)
- YouTube: [www.youtube.com/beerwahstateschool](http://www.youtube.com/beerwahstateschool)
- Instagram: *not applicable*
- Twitter: *not applicable*
- Other: [Sunshine Coast Daily Newspaper](#)
- 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 Beerwah State School Administration via email [admin@beerwahss.eq.edu.au](mailto:admin@beerwahss.eq.edu.au).

Beerwah State School Administration 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: *Beerwah State 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.

## 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:

The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school in the **Prep Portfolio** (digital copy of Student Prep Year Photos) and in the **Farewell Album** (digital copy of Farewell Movie of Year 6 students to commemorate finishing Primary School). Each student in the Prep year and in Year 6 may be provided a copy of the Prep Portfolio and the Farewell Album respectively for their personal use.

**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. I agree to use the **Prep Portfolio** and the **Farewell Album** for my personal use only and agree not copy, publish, edit, adapt, distribute, make available online or electronically transmit the Prep Portfolio or the Farewell Album without obtaining prior written permission from the school.

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 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: .....

**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.

# LEARNING TECHNOLOGY USE AGREEMENT

I, \_\_\_\_\_, of Year \_\_\_\_\_, understand that the use of learning technology resources at Beerwah State School is a privilege, which involves the acceptance of certain responsibilities. I understand and agree to the following:

1. Learning technology includes computers, devices, printers, scanners, digital cameras, internet and email facilities and other associated electronic and mechanical hardware and software.
2. I will not use learning technology resources to access, copy or distribute any material which is controversial, inappropriate or offensive. I will immediately report accidental access to such material.
3. I will not download or install any software without the permission of my teacher or the learning technology support teacher.
4. I will not access the control panel, or make any changes to settings, passwords or configurations, without prior approval.
5. I will not directly access the computer file system, or move or delete any files, without prior approval.
6. I will use learning technology resources appropriately and legally.
7. I will be considerate of other users. I will respect their privacy and not seek access to files or messages intended for, or belonging to, others.
8. I will check outside USBs/discs for viruses before use and I will not attempt to send, transfer or create computer viruses, or be involved with other forms of electronic or physical vandalism.
9. I will immediately report any errors, faults or problems with learning technology equipment.
10. I will not reveal my personal address or phone number, or those of other students or staff, in any electronic communications.
11. I will only use the internet to search for information under the direction of a teacher.
12. I accept that breaching this agreement will result in my losing access to learning technology resources temporarily, or permanently, depending on the seriousness of the offence. For more serious matters, further disciplinary action may be taken.

Signed (student) \_\_\_\_\_ Date \_\_\_\_\_

Signed (parent/guardian) \_\_\_\_\_ Date \_\_\_\_\_



# Beerwah State School

## Information to Parents and Consent Form – Religious Instruction and Other Instruction

Dear Parent/Carer

We are currently updating our religious instruction (RI) records and ask that you please complete the form below and return it to the school.

The *Education (General Provisions) Act 2006* requires schools to provide RI for up to one hour each week if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. These materials are not part of the formal school curriculum and are not endorsed by the Department of Education and Training.

Participation in RI is not compulsory.

Any student (except Prep students) may participate in RI if a parent has given consent and indicated a religion, on the *Application for Student Enrolment Form* or in other written advice to the principal.

Any child not participating in RI, or whose nominated religion is not represented within the RI program/s at the school, will receive other instruction by a qualified member of school staff in a separate location during the time RI is held. Other instruction will relate to subject areas that have already been covered in class.

At any time, parents may provide written instruction to the principal to change their preference for their child to participate in or be withdrawn from RI.

The faith group/s that provide/s religious instructors to deliver the program at our school is/are listed below:

Arrangements for programs	Participating faith group/s	Name of RI program	Delivery details
Cooperative program	<ul style="list-style-type: none"><li>• Australian Christian Churches<ul style="list-style-type: none"><li>- Church on the Rise, Beerwah</li></ul></li><li>• QLD Baptists<ul style="list-style-type: none"><li>- Glasshouse Country Baptist Church, Beerwah</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Godspace</li><li>• Connect – CEP</li><li>• Big Questions</li><li>• Bible Society</li></ul>	<ul style="list-style-type: none"><li>• In class</li><li>• Tuesday (each week)</li></ul>

The aims and objectives of each program are available online, please request a digital copy if you are wanting to access these programs.

Further details about our school's RI program/s and other instruction are available on the school's website. You may also wish to access the Department's RI policy statement available at <http://education.qld.gov.au/schools/school-operations/ri-policy-statement.html> for further information.

The school will advise parents of child/ren participating in these programs if a faith group requires funds to cover the expense of materials used in RI. You will also be notified of any changes to RI or other instruction.

If you would like further information about RI or other instruction at our school, or require assistance with completing the form below, please contact us on 5436 5555 or email [admin@beerwahss.eq.edu.au](mailto:admin@beerwahss.eq.edu.au)

Your sincerely

Janet Austen (Principal)



# Beerwah State School

## Information to Parents and Consent Form – Religious Instruction and Other Instruction

Please complete, sign and return this form to the school office or email it to [admin@beerwahss.eq.edu.au](mailto:admin@beerwahss.eq.edu.au)

Student Name: \_\_\_\_\_ Year Level: \_\_\_\_\_

### RELIGION – RELIGIOUS INSTRUCTION

From Year 1, your child may participate in religious instruction if it is available.

If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction.

Parents/carers may change these arrangements at any time by notifying the principal in writing.

Do you want your child to participate in religious instruction?

Yes

No

If 'Yes', please nominate the religion:

Non Denominal

Parent/carer signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Privacy Notice**

The Department of Education and Training (DET) is collecting the personal information requested in this form in order to:

- obtain lawful consent for your child to participate in religious instruction or other instruction;
- update school records where necessary.

The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Qld).

The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorised or required by law, or you have given DET permission for the information to be disclosed.



# Consent Form

## Student Participation in Chaplaincy Program at Beerwah State School

This school community provides a chaplaincy program endorsed by the school's Parents and Citizens' Association and available on a voluntary basis to all students. Information about the school's chaplaincy program is on the school's website. The chaplain is involved in a range of activities at this school which are free of religious or spiritual content.

**Parent consent, or in some cases, the student's consent is required for participation in specific activities with religious or spiritual content. If the principal decides that the student has the appropriate level of maturity and understanding to give informed consent, the student must sign this form themselves. Otherwise, the parent must sign the form on the student's behalf. Please complete the form below:**

Parent Name:	
Student Name:	
Student Name:	
Student Name:	

The following voluntary activities with religious or spiritual content require written consent:	
<b>If you <u>DO</u> wish to give consent for this student to participate in the above activities, please tick boxes (a) &amp; (b)</b>	
<input type="checkbox"/>	(a) I give consent for this student to participate in activities with religious or spiritual content
<input type="checkbox"/>	(b) I understand that, where I agree that the student can participate in the chaplaincy program, this information will be passed on to the school chaplain
<b>OR, if you <u>DO NOT</u> wish to give consent for the student to participate in the above activities please tick box (c):</b>	
<input type="checkbox"/>	(c) <u>I do not</u> give consent for the student to participate in activities with religious or spiritual content

**The school newsletter and website will advise of any additional activities with religious or spiritual content in the school, prior to commencement.**

Parent Signature:	Date:
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### **Privacy Notice**

*The Department of Education and Training is collecting student's personal information in order to determine student participation in the school's Chaplaincy Program. This information will only be accessed by the school principal and, if the student is participating in the program, the school chaplain. Student's personal information will be recorded, used and disclosed in accordance with s.426 of the Education (General Provisions) Act 2006 (Qld) and will not be given to any other person or agency unless you have given the department permission or the disclosure is otherwise required or permitted by law.*

Office Use: Retain original in student's file and provide a copy of notice to the parent.
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# QParents

Secure online parent portal



Beerwah State School provides our parent community with the opportunity to register for QParents.

The QParents web and mobile application provides a more convenient, easier way for parents and legal guardians of Queensland state school students to interact with their child's school. Parents will have secure, online access to their child's student information, anytime, anywhere, through a smartphone, tablet or computer.

QParents allows parents to connect instantly with their child's school to access and manage their child's student information, including:

- Attendance and absence details, as well as the ability to notify the school of an absence
- Academic report cards
- Viewing unpaid invoice details, payment history, and making payments online
- Viewing and updating personal student details, including medical conditions and address
- Enrolment details
- Upcoming events list showing school events and excursions.
- More features will become available in the future.

QParents will assist parents in sharing and responding to information in an efficient and effective way.

If you would like to register for QParents email [admin@beerwahss.eq.edu.au](mailto:admin@beerwahss.eq.edu.au) or call into the school office to complete the Data Collection Form to receive your invitation to register for QParents.

QParents won't replace the traditional ways you communicate with our school, but it will provide another way to communicate with us.

More information about QParents can be found at <https://qparents.qld.edu.au/#/about>



## Beerwah State School

### Preparing for QParents

To make the QParents registration process as smooth as possible, please help us out by filling out the details below and returning the form to us at your earliest convenience.

Decide which parent is the preferred QParents Account Owner (QPAO) and write their name, email address and mobile phone number below. **Note: the QPAO must be a parent or legal guardian.** Please print these details clearly.

Student's name: .....

Student's form class: .....

Name of preferred QPAO: .....

QPAO's email address: .....

QPAO's mobile phone number: .....

### **Why are we asking for this information?**

If you are invited to be a QPAO and we have your email address, the invitation (which contains your unique invitation code) will be sent to you by email. This will make it easier to start the registration process by simply clicking on a link in the email. If we do not have your email address, we will send a letter with the invitation code and instructions for registration.

Yours sincerely

*Janet Austen* (Principal)



# Beerwah State School

2788 Old Gympie Road, Beerwah QLD 4519 | P 07 5436 5555 | E admin@beerwahss.eq.edu.au

## Bike Shelter

### Push bike riders Kandoo access permit

Dear Parents/ Carers,

Your child has indicated that they ride, or intend riding, their push bike or other form of transport such as a scooter/skateboard to school.

The school has a secure bike shelter in which the bikes will be stored each day. Attached is an information sheet about the system and the obligations that students using the bike shelter will have to agree to.

Students are not to bring their bicycles into the grounds at the gate near the Tower Lane end of the bike path. Instead, they are to ride on the community bike path down to the edge of the central driveway, GET OFF THEIR BIKE (or other form of transport) and cross the driveway, enter through the little gate and go to the bike shelter.

Please read and discuss the attached information with your child. Both you and your child will then need to sign the agreement, cut it off and return to the school office. Your child will then be registered as a Bike Shelter Kandoo Permit holder and given the security number which they have been told not to share with anyone.

Thank you for your assistance.

Janet Austen  
Principal



Queensland  
Government



# Beerwah State School

2788 Old Gympie Road, Beerwah QLD 4519 | P 07 5436 5555 | E admin@beerwahss.eq.edu.au

## Bike Shelter

### Push bike riders Kandoo access permit

This Kandoo access permit is provided to students at Beerwah State School who have registered to leave their push-bike secured in the Beerwah Bike Shelter.

The shelter is accessed by a mechanical key pad. Although this will secure the shelter, it cannot be assumed that the shelter could not be entered by unauthorised persons. Therefore all bikes and other forms of transport MUST also be LOCKED onto the bike racks.

#### Student obligations

(Please Note: This document refers to push-bikes, but all rules apply to any other forms of transport used by the student to travel to and from school e.g. scooter / skateboard.)

To become a Bike Shelter Kandoo Permit holder, you MUST agree that:

- You will ride safely to and from school and wear a helmet.
- You will walk your bike into the school grounds.
- You will keep the entry code secret and not share the access code with anyone else.
- You will enter the shelter safely and secure your bike to the racks.
- You will NOT invite anyone else into the shelter who is not a permit holder.
- You will not touch anyone else's bike nor let anyone touch your bike.

I have read and understand my obligations and agree to follow them. I understand that if I do not fulfil my obligations, permission for me to bring my bike onto the school grounds and use the shelter, may be removed.

### Bike Shelter

Student Name: \_\_\_\_\_ Year: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Parent/Caregiver Name: \_\_\_\_\_

Signature of Parent/Caregiver: \_\_\_\_\_

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



Queensland  
Government



# Beerwah State School P&C Association

## Volunteer Expression of Interest Form

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**Please mark the activities you would be interested in helping with:**

1	Mother's/Father's Day Stalls	- Set up, sales, wrapping	
2	Sports Day	- BBQ, sales on oval, preparation of teacher's & lunches at tuckshop	
3	Teacher's Breakfast	- Set up, food preparation & BBQ	
4	Volunteers morning/afternoon teas	- Food preparation & set up	
5	Raffle	- Selling tickets at shopping centre	
6	Tuckshop	- Roster basis	
7	Book Fair	- Set up, sales, door persons, walkers (Period of a week, before, after school & lunchtime)	
8	Concert/Art Week/ Big Night Out	- 1 per year	
9	General help where required	- All of the above/ other fundraising activities that arise during the year	
10	Busy Bee		
	Gardening	Cleaning	Painting Building

***At present our meetings are held at 6:00pm on the 2nd Monday of every month***

- ❖ **THE LIBRARY NEEDS SUPPORT A READER VOLUNTEERS TO HELP WITH BEGINNER READERS, TRAINING SESSIONS WILL BE AVAILABLE FOR THOSE WHO ARE INTERESTED. FOR MORE INFORMATION PLEASE SEE BRONWYN AT THE LIBRARY.**
- ❖ **TEACHERS ARE ALSO ALWAYS LOOKING FOR PARENTS TO HELP IN CLASSROOMS FOR VARIOUS ACTIVITIES.**

**SPEAK TO YOUR CHILD'S TEACHER FOR MORE DETAILS**



## **BEERWAH STATE SCHOOL**

Address: 2788 Old Gympie Rd,  
Beerwah QLD 4519

Administration: 07 5436 5555

Email: [admin@beerwahss.eq.edu.au](mailto:admin@beerwahss.eq.edu.au)

Website: [www.beerwahss.eq.edu.au](http://www.beerwahss.eq.edu.au)

Outside School Care & Vacation Care: 0448 083 043