ENROLMENT AGREEMENT & PERMISSIONS

Requirements for Enrolment Interview

- Copy of Birth Certificate (if 1st enrolment in a QLD State School only)
- Proof of residency x 2 (rental/rates and utilities)
- 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
# ENROLMENT CHECKLIST - For Students & Parents/Carers

No enrolment interview can progress until all required documentation is completed and provided to the school.

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<th>Interview Date:</th>
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<th>Interview By:</th>
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## New Enrolment

### Acceptable Proof of Residency
Evidence of residential address of parent / carer must be provided eg. Current phone or electricity bill, current long-term tenancy agreement, contract of sale, etc.

### Enrolment Application
All sections must be completed and signed including enrolment, enrolment agreement and permission sections at the back of the enrolment form (media, chaplaincy).

### Statutory Declarations (as required)

### Enrolment Agreement
Signed

### Media/Copyright Consent Form
Signed

### Chaplaincy Consent Form
Signed (not ECDP)

### Learning Technology Use Agreement
Signed

### Birth Certificate (if 1st enrolment in a QLD State School)
Office to sight original

### Immunisation Record (if 1st enrolment in a QLD State School)
Office to sight original

### Passport and Visa (students & parent/carers if born overseas)
Office to sight original and photocopy relevant sections

### Acceptable Proof of Identity of Parent/Carer
e.g. Drivers Licence, Passport, Medicare Card

### Student Transfer Note
To be completed if student is enrolling from (A) QLD Non-State School or (B) Interstate Transfer

### Relevant Legal Guardianship Documentation
e.g. Custody, Foster etc. Only court orders are acceptable

## Re-Enrolment

OTHER FORMS AS REQUIRED

<table>
<thead>
<tr>
<th>Parent/Carer Checklist</th>
<th>Form given to parent/carer</th>
<th>OFFICE USE ONLY &amp; Date</th>
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<th>Student Contribution Form</th>
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<th>Uniform Order Form</th>
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<th>Booklist</th>
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<th>Instrumental Music Program application</th>
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<tr>
<th>Media/Copyright Consent Form (Prep Digital CD)</th>
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<th>Medication Authority Form</th>
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Available from the office, if student requires medication during school hours. Please refer to Enrolment Information Handbook.
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.

If your family resides outside of the enrolment management boundary, an out of catchment application can be submitted. A decision on exemption from the Enrolment Management Plan is made by the principal and depends on places available in the year level and reasons for the application.

Parents/Carers are required to return completed enrolment paperwork and the necessary supporting documentation to the school office 48 hours 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 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

Janet Austen
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 Responsible Behaviour Plan for Students, 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 Responsible Behaviour Plan for Students 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 |
---|---|---|
Responsible Behaviour Plan for Students | | |
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 Voluntary Student Participation in Program of Chaplaincy Services | | |
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. | | |

#### SUNBLOCK, INSECT REPELLENT & STINGOSE

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<tr>
<th>SUNBLOCK</th>
<th>INSECT REPELLENT</th>
<th>STINGOSE</th>
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<tr>
<td>YES</td>
<td>NO</td>
<td>YES</td>
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</table>

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 ____________________  Parent/Carer ____________________  on behalf of ____________________

Date: ____________________  Date: ____________________  Date: ____________________
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 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
1. PARTICULARS – PARENT / CARER TO COMPLETE

Name to be used in association with the individual’s personal information, image, recording or copyright material: (to be completed by parents/carer)

☐ Full name  ☐ First name only  ☐ No name  ☐ Other: [Print]

2. PARTICULARS – SCHOOLS TO COMPLETE

Description of what is to be created, used, retained or reproduced:
(Image or recording includes photographs, videos, film or sound recordings of the individual)
☒ Individual’s image  ☒ Individual’s recording  ☒ Individual’s copyright material

Description of copyright material, image, recording or other personal information:
☒ sound recording  ☒ artistic work  ☒ written work  ☒ film  ☒ name  ☒ photograph / image
other: [Print]

Where will this information be used (e.g. on the website, newsletter or brochure etc.).
☒ newsletter (uploaded to the web)  ☒ printed promotional material  ☒ advertising  ☒ website
☒ displays  ☒ competitions  ☒ year books / annuals  ☒ local media
other: [Print]

What is the timeframe for the individual’s consent (e.g. is it for duration of enrolment? What date or dates?):
[Print]

Which of the websites below will the individual’s personal information or individual work be published on (i.e. permanently published to the public):

☐ School websites: www.beerwahss.eq.edu.au
The school websites are publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its websites.

☐ School Facebook page: https://www.facebook.com/pages/Beerwah-State-School/657404784319385
The school Facebook page is publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its Facebook page.

☐ School YouTube Channel: www.youtube.com/beerwahstateschool
The school YouTube channel is publicly accessible by all internet users. The school may share videos related to the school's programs, activities and initiatives with users through its YouTube channel. The school does not permit users to download its videos uploaded to its YouTube channel. However third party applications may be used to overcome the school’s settings.

☐ School Twitter Profile: https://twitter.com/BeerwahSS
The school Twitter profile is publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its Twitter profile.

☐ Other:
Provide a short description, and the website address, of the other website(s): [Print]

3. LIMITATIONS ON CONSENT – PARENT/CARER TO COMPLETE

The Individual or Signatory wishes to limit the consent in the following way:

IT IS NOT COMPULSORY FOR YOU TO PROVIDE THIS CONSENT
If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.
4. DETAILS

Name of Individual

Address of Individual

Name of School (at which the Individual is enrolled, employed or volunteers)

Signature of the Individual (if over 18 years of age, or if under 18 years of age and capable of understanding and giving this consent)

Date / / 

Signature of the parent or guardian (required if the Individual is under 18 years)

Date / /

Name of signing parent or guardian

Address of signing parent or guardian

5. CONSENT GIVEN

On behalf of the individual identified in Section 4 of this Consent Form (the Individual), the person or persons signing this Consent Form (the Signatory) grant consent to the Department of Education, Training and Employment (the Department), to a State School and to any other Department or Agency of the State of Queensland (the State) to use, record and disclose the Individual's:

- name, image, recording and any other identifying information specified in the Particulars section of this Consent Form (personal information); and
- copyright material, including their written, artistic or musical works or video or sound recordings specified in the Particulars section of this Consent Form (individual work).

*Note: If the Individual is under 18 years of age, the Signatory must be a parent or guardian of the Individual. The Individual must also sign if he or she is under 18 and able to give and understand the consent. If the Individual is 18 or older, the Signatory and the Individual will be the same person.

6. PURPOSE

This consent only applies to any use, recording or disclosure of the Individual's personal information or Individual work, in connection with the Department or the State, for the following purposes:

- any activities engaged in during the ordinary course of the provision of education and training (including assessment) or other purposes associated with the operation and management of the Department or the Individual's school;
- public relations, promotion, advertising, media and commercial activities. This only includes via the internet and Social Media Websites if the relevant website is identified as a permitted website for the purposes of this consent in the Particulars section of this Consent Form;
- where the material is uploaded to a Social Media website or other website:
  - any purpose, commercial or otherwise, required by the operators of the website as a condition of uploading the personal information or Individual work; and
  - transfer of the personal information outside of Australia in the course of the operation of the website.
- use by the media in relation to the Individual's participation in school activities or community events, including, for example, dramatic or musical performances, sporting activities and award ceremonies, and
- any other activities identified in the Particulars section of this Consent Form.

7. DURATION

If the Department, the State or another person permitted by them is using the Individual's personal information or Individual work, or has entered into contractual obligations in relation to the Department's material that incorporates the Individual's personal information or Individual work, the consent will continue in relation to that material until the use is complete or until the contractual obligations come to an end. It is not possible for the Signatory or the Individual to withdraw the Individual's personal information or Individual work or revoke this consent in relation to such existing uses of that material.
If you do wish to revoke or modify this consent in relation to any further uses of the individual's personal information or Individual work, the individual or the Signatory should send a notice in writing to the person nominated in Section 6 of this Consent Form. After that notice is received, the Department and the State will still be able to continue the existing uses, but will not be able to make any further new uses of the individual's personal information or Individual work.

The Signatory acknowledges that where material is uploaded to a Social Media website or other website:
- the use and contractual obligations may be perpetual and irrevocable; and
- it may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State will not be responsible for doing so.

8. DEFINITIONS

- ‘Use’ includes:
  - to create, make copies of, reproduce, modify, adapt or retain in any form, including by camera, video, digital recorder, webcam, mobile phone or any other device; and
  - to distribute, publish or communicate in any form, including in newsletters and other print media, television and the internet and Social Media websites.
- The Department or the State will not pay the Signatory or the Individual for giving this consent or for the use of the Individual’s personal information or Individual work.
- This Consent Form revokes and replaces all previous consent forms in relation to the use of the Individual’s personal information or Individual work.
- This Consent Form is a legally binding and enforceable agreement between the Signatory and the Department or the State.
- Nothing in this Consent Form limits the rights of the Department or the State reserve in relation to the use of the Individual’s personal information, Individual work or other intellectual property under any other law.
- The 'Department' and the 'State' include the officers and employees of the Department and the State engaged in performing services for the Department and the State.
- 'Social Media Website' includes any website operated by a third party which facilitates the uploading and sharing of user generated content, including social and professional networking websites, web forums, blogs and wikis.
- This consent extends to the Department and the State:
  - disclosing the Individual's personal information and Individual work to the Department's and the State's agents, contractors and volunteers for the purpose of performing services for the Department and the State; and
  - permitting those persons to use, record and disclose such material to the same extent as the Department and the State are entitled to deal with the Individual's personal information and Individual work.

9. NOTE

The Department will use its best endeavours to ensure the person signing this Consent Form is authorised to do so, but takes no responsibility for circumstances in which it is misused or to the identity or authority or ability of a person to provide consent.

If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact the Principal of the school at which the Individual is enrolled or works or send a request in writing to the District Office.

10. INFORMATION

What is this consent for?

This Consent Form authorises the Department and the State to use the Individual's personal information and copyright material, together with information about the Individual's participation in Departmental and State initiatives, for any use by the Department and the State associated with the purposes identified in Section 6 of this Consent Form. The consent covers the entire or partial use of the Individual's personal information and copyright material in conjunction with other words and images.

For example, the Individual's personal information and copyright material may appear in school newsletters, magazines, websites (including Social Media Websites) and other school, departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to the Individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

Websites

Individuals and Signatories should be aware that publication of an Individual's personal information and Individual work on Social Media Websites is similar to publication in newsletters, magazines, brochures, etc; however publication on Social Media Websites is publication of that material to the world at large.

Individuals and Signatories should be aware that the publication of an Individual's personal information and Individual work, by the Department or the State, on a Social Media Website typically constitutes a permanent and publicly available record of that material. This means that anyone may be able to copy and use an Individual's personal information and Individual work that has been published on a Social Media Website for any purpose and without the consent or knowledge of the Department, the State or the Individual. Individuals or Signatories should not grant their consent to the Department or the State to use an Individual's personal information or Individual work in connection with a Social Media Website if the Individual or Signatory does not agree to the material being permanently available to the public.

If an Individual's personal information or Individual work is published on a Social Media Website, that material will be governed by the privacy policy and terms of use of the relevant Social Media Website. The Department or State cannot reasonably control how an Individual's personal information or Individual work is used by third parties once the material has been published on a Social Media Website.

Uncontrolled Copy. Refer to the Department of Education, Training and Employment Policy and Procedure Register at http://ppr.det.qld.gov.au to ensure you have the most current version of this document.

Page 3 of 4
What is copyright material?

An individual's copyright material may include written work (e.g., stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, recordings, computer programs, websites, sculptures, fashion, metal- or wood-works made by them or to which they contributed. In the case of students, it includes, but is not limited to, work that they create in the course of their studies during the time they are enrolled at a State school. These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

The Department understands that students and volunteers generally own the intellectual property rights in the material they create and that this Consent Form is not meant to transfer the Individual's ownership of the intellectual property in their copyright material.

This Consent Form does not provide for copyright consent in relation to copyright works an Individual creates in the course of employment (whether or not the material is created in normal work hours or using departmental facilities or equipment). Where copyright material is created by a State employee while performing their duties under the terms of their employment, the copyright is owned by the State as the employer (section 35 Copyright Act 1968). There are limited exceptions to this including, for example, where the copyright material is created by an employee pursuant to a prior agreement with the employer.

Generally, the deciding factor is whether the employee is performing their official duties. In addition, section 176 of the Copyright Act 1968 applies where the work was created by or under the direction or control of the State. However, moral rights may still apply to copyright material created by an employee. The Queensland Public Sector Intellectual Property Principles provide further information on intellectual property. If as an employee you have any further queries about the ownership of the intellectual property in respect of the works you create you should contact the Legal and Administrative Law Branch.

What is personal information?

Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the Individual's name, image or video or sound recording. It also includes the Individual's educational information such as the Individual's assessment and results, and health information and court orders provided to the Department, where such information may enable the individual to be identified.

What happens to the Consent Form once it is completed and signed?

The Consent Form is retained by the Department and it will be placed on the Individual's file and/or the project file. The Individual or Signatory may request a copy of the signed form by contacting the Principal of the school.

What if I give my consent and later change my mind?

This consent will be in effect from the date the Consent Form is signed. The Department and the State will then start using the Individual's personal information and Individual work to create material incorporating the Individual's personal information and Individual work and entering into contractual obligations in relation to that material.

If you wish to later modify or revoke this consent, the Individual or the Signatory should send a notice in writing to the person nominated in Section 2 of this Consent Form. After that notice is received, the Department and the State will not make any new additional use of the Individual work, but any existing uses will continue.

Where the Department or another person uploads material to a Social Media Website or other website, it may need to accept contractual obligations that are perpetual and irrevocable. It may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State cannot take responsibility for doing so.

Privacy

The consent to the recording, use and disclosure of the Individual's personal information and Individual work is required in accordance with the Copyright Act 1968 (Cth), the Education (General Provisions) Act 2006 and the Information Privacy Act 2009. Personal information will be stored securely. The Department will only disclose the Individual's personal information in accordance with your consent, except 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, or if you have a concern or complaint about the way the Individual's personal information has been collected, used, stored or disclosed, please contact the school.
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, 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 ______________

I hereby give permission for my child _________________________________ to use the internet and have a school email address.

Signed (parent/guardian) _________________________ Date ______________
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:

<table>
<thead>
<tr>
<th>If you DO wish to give consent for this student to participate in the above activities, please tick boxes (a) and (b):</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) I give consent for this student to participate in activities with religious or spiritual content</td>
</tr>
<tr>
<td>(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</td>
</tr>
<tr>
<td>OR, if you DO NOT wish to give consent for the student to participate in the above activities please tick box (c):</td>
</tr>
<tr>
<td>(c) I do not give consent for the student to participate in activities with religious or spiritual content</td>
</tr>
</tbody>
</table>

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:  

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

<table>
<thead>
<tr>
<th></th>
<th>Event</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mother’s/Father’s Day Stalls</td>
<td>Set up, sales, wrapping</td>
</tr>
<tr>
<td>2</td>
<td>Sports Day</td>
<td>BBQ, sales on oval, preparation of teacher’s &amp; lunches at tuckshop</td>
</tr>
<tr>
<td>3</td>
<td>Teacher’s Breakfast</td>
<td>Set up, food preparation &amp; BBQ</td>
</tr>
<tr>
<td>4</td>
<td>Volunteers morning/afternoon teas</td>
<td>Food preparation &amp; set up</td>
</tr>
<tr>
<td>5</td>
<td>Raffle</td>
<td>Selling tickets at shopping centre</td>
</tr>
<tr>
<td>6</td>
<td>Tuckshop</td>
<td>Would be on a roster basis</td>
</tr>
<tr>
<td>7</td>
<td>Book Fair</td>
<td>Set up, sales, door persons, walkers (Period of a week, before, after school &amp; lunchtime)</td>
</tr>
<tr>
<td>8</td>
<td>Concert/Art Week/ Big Night Out</td>
<td>1 per year. 2016 is Art Week</td>
</tr>
<tr>
<td>9</td>
<td>General help where required</td>
<td>All of the above/ other fundraising activities that arise during the year</td>
</tr>
<tr>
<td>10</td>
<td>Busy Bee</td>
<td>Gardening, Cleaning, Painting, Building</td>
</tr>
</tbody>
</table>

At present our meetings are held at 6:30pm on the 3rd Tuesday 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: 5436 5555

Fax: 54365000

Email: beerwah_info@eq.edu.au

Website: www.beerwahss.eq.edu.au

Outside School Care & Vacation Care: 0448083043