



# Benowa State School

## Enrolment Agreement – Benowa 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 Benowa 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)

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**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.



## Benowa State School

- 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 .
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- Responsible Behaviour Plan for Students
  - Student Dress Code
  - Homework Policy
  - School Charges and voluntary contributions
  - School network usage and access statement requirement of Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems
  - Absences
  - School Excursions
  - Parent Notice for Religious Instruction in School Hours
  - Managing Consent to Use Student/Volunteer Copyright Materials and/or to Record, Use or Disclose Student Personal Information
  - Appropriate Use of Mobile Telephones and other Electronic Equipment by Students

I acknowledge:

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

Student Signature:

Parent/Carer Signature:

On behalf of Benowa State School

.....

.....

.....

## **AGREEMENT OF PARENT/CAREGIVER**

### **EDUCATIONAL ACTIVITIES**

In certain cases the school may be required to take your child off site where a permission note hasn't been supplied for instance

- in the event of an evacuation to the High School or St Kevin's
- use of the High Schools oval for sport
- to the High School for a specialised lesson

Parent/Caregiver's Signature: \_\_\_\_\_

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

### **MEDIA PERMISSION**

**I give/do not give** permission for my child of class to be photographed for the annual class photograph. (This photograph is available for purchase by members of the school community.)

**I give/do not give** permission for my child's full name to be published on the annual class photograph. (This photograph is available for purchase by members of the school community.)

Parent/Caregiver's Signature: \_\_\_\_\_

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

### **HOMESTAY**

Would you like to host a student from overseas?

Your children can:

1. learn about another country's culture,
2. make friends
3. learn a language

Our school is creating a register of potential Homestay families to increase our international profile by hosting overseas study tour groups through Education Queensland International.

Would you be interested in registering?    Yes    No

# Third Party Website Consent Form

## Privacy Notice

The Department of Education and Training is collecting your personal information on this form in order to obtain consent for disclosure of a student's personal information to facilitate registration and use of third party web based software identified on the form. The information will be used and disclosed by authorised school employees for the purposes outlined on the form.

Student personal information collected on this 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.

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Dear Parents/Caregivers

The use of web based educational resources has risen steadily over the last decade. Teachers are increasingly using these resources across Queensland to improve student-learning outcomes.

Our school and teachers make decisions about the best technology to meet the needs of our students. While the Department provides most of the resourcing we use at school, sometimes a need exists that is not included. On these occasions, it is beneficial for students to utilise services provided by third party web based providers.

Our school wishes to utilise the third party web based service providers listed below to aid students learning. For your child to use these services, their teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. Registration **may** include disclosing the following information about your student:

- Student Name (First Name ONLY)
- Year group
- Class Teacher and
- Student Education Queensland email address

In the case of the services outlined below they are private companies that are hosted *onshore in Australia and/or outside of Australia*. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws.

**We need your permission for the registration and use of these sites by your child. Please complete the consent form on the reverse of this page and return it to the school office.**

*Note: 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.*

Before you complete this consent form it is important that you understand the reasons that these websites collect this information, what will be done with it, who may have access to it and where the data is stored. This information can be found in the web address below referring to each website's terms and conditions and/or privacy policy.

Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student's information, please feel free to contact the Principal. Please note that, given the significance that these services provide, the school will contact you to discuss your reasons should you not consent or fail to provide a response.

Attached is a list of the third party web based service providers we recommend.

Kind regards



Michael Josey  
Principal

## Third Party User Consent Form 2021

***Please complete and return to your child's class teacher. Children require their own individual permission form.***

**Student's name:** \_\_\_\_\_

**Year level:** \_\_\_\_\_

Please **circle your choice** (or cross out which does not apply) to your child's information being provided to each of the third party providers for the provision of an educational service.

### Third Party IT Providers 2021

<b>Class Dojo</b> <a href="http://www.classdojo.com/">www.classdojo.com/</a>	Do consent / Do not consent	<b>Phonics</b> <a href="http://www.phonics.com/">http://www.phonics.com/</a>	Do consent / Do not consent
<b>See Saw</b> <a href="http://web.seesaw.me/">http://web.seesaw.me/</a>	Do consent / Do not consent	<b>Showbie</b> <a href="https://www.showbie.com/">https://www.showbie.com/</a>	Do consent / Do not consent
<b>Pat R &amp; Pat M</b> <a href="https://pat-trc.acer.edu.au/">https://pat-trc.acer.edu.au/</a>	Do consent / Do not consent	<b>Clickview</b> <a href="http://online.clickview.com.au/SignIn?returnUrl=http://online.clickview.com.au/">http://online.clickview.com.au/SignIn?returnUrl=http://online.clickview.com.au/</a>	Do consent / Do not consent
<b>Mathletics</b> <a href="http://au.mathletics.com/">http://au.mathletics.com/</a>	Do consent / Do not consent	<b>Weebly</b> <a href="https://www.weebly.com/au">https://www.weebly.com/au</a>	Do consent / Do not consent
<b>StudyLadder</b> <a href="https://www.studyladder.com.au/login/account">https://www.studyladder.com.au/login/account</a>	Do consent / Do not consent	<b>Ebook Digital Library</b>	Do consent / Do not consent
<b>Reading Eggs (Website icon)</b> <a href="http://readingeggs.com.au">http://readingeggs.com.au</a>	Do consent / Do not consent	<b>Read Theory</b> <a href="https://readtheory.org/auth/login">https://readtheory.org/auth/login</a>	Do consent / Do not consent
<b>Spelling City</b> <a href="https://www.spellingcity.com/Log-yourself-in.html">https://www.spellingcity.com/Log-yourself-in.html</a>	Do consent / Do not consent	<b>Xtramath</b> <a href="#">XtraMath</a>	Do consent / Do not consent
<b>Hopscotch</b> <a href="https://www.gethopscotch.com">https://www.gethopscotch.com</a>	Do consent / Do not consent	<b>Language Perfect</b>	Do consent / Do not consent

		<a href="https://www.educationperfect.com/login">https://www.educationperfect.com/login</a>	
<b>Book Creator</b> <a href="https://bookcreator.com/">https://bookcreator.com/</a>	Do consent / Do not consent	Tinkercad <a href="https://www.tinkercad.com/">https://www.tinkercad.com/</a>	Do consent / Do not consent
<b>Typing.com</b> <a href="https://www.typing.com/">https://www.typing.com/</a>	Do consent / Do not consent	<b>Quizlet.com</b> <a href="https://quizlet.com/en-gb">https://quizlet.com/en-gb</a>	Do consent / Do not consent
<b>Scratch</b> <a href="https://scratch.mit.edu/">https://scratch.mit.edu/</a>	Do consent / Do not consent	<b>Code.org</b> <a href="https://code.org/">https://code.org/</a>	Do consent / Do not consent

## THIRD PARTY CONSENT FORM 2021

I have read the terms of use and privacy policy of each of the websites listed. I understand that my child's personal information – as described in this information letter - will be provided to these third party software providers for the purpose of my child's registration and use of the software programs and that this information may be stored outside of Australia.

<b>Child's name:</b>	
<b>Year Level 2021:</b>	
<b>Parent name:</b>	
<b>Parent signature:</b>	
<b>Date:</b>	

# Internet/Intranet Access Agreement

## For Parent 2021

Benowa State School provides access to the Internet/Intranet for educational use and communication within the wider school community. Students accessing the Internet without a specific educational purpose should do so using computer resources from outside the school.

### **Responsibilities:**

Students who use the Internet/Intranet as an exchange of information for education and research will:

- Behave responsibly and at all times respect the rights of others; they will not send messages that are offensive, threatening or that constitute harassment;
- Copy only materials that may be legally copied and with teacher approval;
- Not access materials that may be offensive or inappropriate;
- Use the e-mail system with integrity and respect the privacy of others by not revealing telephone numbers or addresses;
- Report all instances of inappropriate access;
- Not post anonymous messages;
- Not attempt to modify any equipment or software; and
- Not play computer games or simulations.

I understand that the Internet/Intranet can provide students with valuable learning experiences. I also understand that, as it gives access to information from around the world, the school cannot control all materials on the Internet. While the school will take every precaution I understand that illegal, dangerous or offensive material may appear on a site that is outside the control of the school.

I accept that, while teachers will exercise their duty of care, protection against exposure to harmful information also depends upon responsible use by students.

I have explained the responsibilities to \_\_\_\_\_.

He/she understands this responsibility, and I hereby give my permission for him/her to access the Internet/Intranet under the school rules. I understand that students breaking these rules will be subjected to appropriate action by the school. This may include loss of Internet/Intranet access for some time.

Parent/Guardian's Name \_\_\_\_\_ Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

### **For Student 2021**

- ✓ I understand that the Internet/Intranet can connect me to much useful information stored on computers around the world.
- ✓ While I have access to the Internet/Intranet, I will use it only for educational purposes.
- ✓ I will behave responsibly and at all times respect the rights of others; I will not send messages that are offensive, threatening or would be regarded as harassment.
- ✓ I will not copy any materials illegally or without teacher approval.
- ✓ I will not look for, or bring to school via USB or any electronic devices, anything that is illegal, dangerous or offensive.
- ✓ If I accidentally come across something that is illegal, dangerous or offensive, I will;
  - ◆ Clear any offensive pictures or information from my screen; and
  - ◆ Immediately, quietly, inform my teacher.
- ✓ I will not reveal home addresses or phone numbers – mine or anyone else's.
- ✓ I will not use the Internet/Intranet to annoy or offend anyone else.
- ✓ I will not attempt to modify any equipment or software.
- ✓ I will not play computer games or simulations.
- ✓ I will report all instances of inappropriate access to a teacher.

### **APPLICATION:**

I have read the Internet/Intranet Acceptable Use Policy and agree to accept the responsibilities associated with appropriate use of the Internet/Intranet.

I understand that if I break these rules, appropriate action will be taken. This may include loss of my Internet/Intranet access for some time.

Student's Name \_\_\_\_\_ Student's Signature \_\_\_\_\_



# Benowa State School

*Empowering Lifelong Learners*

*Est 1885*

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## **Introduction to the State School Consent Form (attached) for Benowa 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.benowass.eq.edu.au](http://www.benowass.eq.edu.au)
- Facebook: <https://www.facebook.com/BenowaStateSchool/>
  - YouTube:
  - Instagram:
- Twitter: <https://twitter.com/benowass>
  - Other:
  - 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 .

Enrolment Officer should be contacted if you have any questions regarding consent.

# State School Consent Form

## 1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

(a) Full name of individual: .....

(b) Date of birth: .....

(c) Name of school: .....

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

Full Name  First Name  No Name  Other Name .....

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

## 2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

(a) **Personal information** that may identify the person in section 1:

- ▶ Name (as indicated in section 1) ▶ Image/photograph ▶ School name
- ▶ Recording (voices and/or video) ▶ Year level

(b) **Materials** created by the person in section 1:

- ▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image
- ▶ Software ▶ Music score ▶ Dramatic work

## 3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

## 4 TIMEFRAME FOR CONSENT

**School representative to complete.**

(a) Timeframe of consent: duration of enrolment.

(b) Further identified activities not listed in the form and letter for the above timeframe:

## 5 LIMITATION OF CONSENT

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

## 6 CONSENT AND AGREEMENT

### ► CONSENTER – I am (tick the applicable box):

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

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

By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student .....

Print name of consenter.....

Signature or mark of consenter.....

Date .....

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

Date .....

### **SPECIAL CIRCUMSTANCES**

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

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

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

Print name of witness .....

Signature of witness .....

Date .....

#### ► **Statement by the person taking consent – when it is read**

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

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

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

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

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

Signature of person taking the consent .....

Date .....

### **Privacy Notice**

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