Enrolment Agreement – Benowa State Primary 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 Primary 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.
Benowa State Primary School

- 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: ........................................ Photo: ........................................
Parent/Carer Signature: .................................
On behalf of Benowa State Primary School.................................

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.

TRIM 10/107964 Page 2 of 2
STUDENT PERMISSION FORMS

AGREEMENT OF PARENT/CAREGIVER

EXCURSIONS/EDUCATIONAL ACTIVITIES/SPORT PERMISSION

I give/do not give permission for my child to participate in all teacher supervised class and school excursions, educational activities and/or sport provided by Benowa Primary School.

I understand that:

- I will receive written notification of all excursions and activities, including dates, costs, destinations, uniform and equipment required. If I do not indicate otherwise in writing then my child has my consent to attend;
- If I wish my child to attend excursions or activities with a cost, I will forward my payment by the due date to the registrar, in the envelope provided, if I do not wish my child to attend, I will indicate this in writing to the class teacher;
- receipt of money at school for the excursion/activity/sport will be taken as my parental consent for him/her to fully participate;
- my child’s participation in any organised activity conducted by the school is conditional upon his/her appropriate behaviour, and
- it is my responsibility to advise the school of any medical condition concerning my child.

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: ________________

eNEWSLETTER

I give/do not give permission for Benowa State Primary School to send me newsletters via email address:

Email address: ____________________________________________

Parent/Caregiver signature: ___________________________ Date: ________________

SMS MESSAGING

I give/do not give permission for Benowa State Primary School to send me school information via text messaging:

Mobile No: ___________________________

Parent/Caregiver signature: ___________________________ Date: ________________

RELIGIOUS INSTRUCTION

From Year One, Religious Education is offered at Benowa State School. Please indicate below whether you would like your child to participate in the lessons offered to all students. These ½ hour lessons occur every Friday morning and focus on the beliefs and values of the respective religions listed below. Those children not attending these classes will participate in supervised work provided by their class teacher.

Please specify your preference for your child below.

☐ Cooperative Christian Education
☐ Church of Jesus Christ Latter-Day Saint
☐ Buddhism
☐ Bahai
☐ Jewish
☐ I do not wish my child to attend RE classes.

*Co-operative and Catholic Classes require the purchase of $6 RE books.

Parent/Caregiver signature: ___________________________ Date: ________________
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 the 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 20

✓ 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 __________________________
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?):

Duration of enrolment

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.benowass.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/Benowa-State-School

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: [INSERT WEB ADDRESS]

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: [INSERT WEB ADDRESS]

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.

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

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<tr>
<th>Name of Individual</th>
<th>Address of Individual</th>
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<th>Name of School (at which the Individual is enrolled, employed or volunteers)</th>
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<tr>
<th>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)</th>
<th>Date</th>
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<tr>
<th>Signature of the parent or guardian (required if the Individual is under 18 years)</th>
<th>Date</th>
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5. CONSENT GIVEN

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<tr>
<th>Name of signing parent or guardian</th>
<th>Address of signing parent or guardian</th>
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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 and Training (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 materials.

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existing uses of that material.

If you do wish to revoke or modify this consent in relation to any further new 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 9 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 use 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,
  in whole or in part, and to permit other persons to do so.
• 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 that 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 misled as 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.
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.