



ALLORA P-10 STATE SCHOOL

An Education Queensland school for boys and girls from Prep to Year Ten

APPLICATION FOR STUDENT ENROLMENT

- Submission of this application is **not** a guarantee of admission to the school.
- A **Birth Certificate** will be required before enrolment is approved.

Student's Name	
Year level	
Proposed Enrolment Date	
Has this student ever attended the Allora State P-10 School before?	Yes No

School use only

ENROLMENT FORM CHECKLIST					
Preferred and Legal Name		Application to enrol signed		Enrolment Agreement signed	
Address		Siblings linked (if applicable)		Student Interstate Transfer	
Parent Details		Court Orders (if applicable)		Fees invoiced (<i>post bulk</i>)	
Past School (origin correct)		Student File (red folder)		Future Prep Students	
Indigenous Status		PERMISSION FORMS			
Religion (has been checked)		State School Consent		Third Party Websites	
Emergency Contacts		ICT Agreement Form		Mobile Phone/Device	
Medical Details		Religion (Connect Program)		Swimming Program	
Health Plan (if applicable)		Town Excursions		P&C Raffles	
Travel Details		SRS Participation Agreement			

BIOLOGICAL PARENT NOT RESIDING WITHIN THE FAMILY HOUSEHOLD (if applicable)						
Family Name						
Given Names (<i>in full</i>)						
Title						
Sex		Male <input type="checkbox"/> Female <input type="checkbox"/>				
Relationship to the student (mother / father)						
Occupation		Work Location				
<i>This question is optional. What is the occupation group of the parent/caregiver?</i>		<input type="checkbox"/> (refer to attached sheet for the list of Parent Occupation Groups)				
Please select the appropriate Parental Occupation Group from the provided list. If the person is not currently in <i>paid</i> work but has held a job in the last 2 months or has retired in the last 12 months, please use the person's last occupation. If the person has not been in <i>paid</i> work in the last 12 months, enter '8' in the box above.						
Work Phone					Work Mobile	
Home Phone					Home Mobile	
Email						
Cultural Background		Country of Birth				
Is this parent an emergency contact		Yes <input type="checkbox"/> No <input type="checkbox"/>				
Is this parent to receive school mail (If yes, please provide address)		Yes <input type="checkbox"/> No <input type="checkbox"/>				
Mailing Address						
This question is optional What is the highest year of primary or secondary school the parents/caregivers have completed? (for persons who have never attended school, mark ('Year 9 or equivalent or below')				This question is optional What is the highest qualification the parents/caregivers have completed?		
Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent Year 9 or equivalent below				Bachelor degree or above Advanced Diploma/Diploma Certificate I to IV (including trade certificate No non-school qualification		
PREVIOUS CONNECTIONS (<i>in relation to this student with Allora State School</i>)						
Parent Name						
Relationship						
House (Gwynne / Deacon)						
HOUSEHOLD DETAILS (<i>please provide details of all other children in the family: From eldest to youngest</i>)						
Given Names	Surname	Date of Birth	Gender	Attends Allora SS	Year Level	Allora SS House
			M/F	Yes/No		Gwynne / Deacon
			M/F	Yes/No		Gwynne / Deacon
			M/F	Yes/No		Gwynne / Deacon
			M/F	Yes/No		Gwynne / Deacon
STUDENT PERSONAL INFORMATION						
Has your child been known under any other surname?		No <input type="checkbox"/> Yes <input type="checkbox"/> (please list)				
Does your child have a learning difficulty or disability eg appraised or ascertained?		Details				
Has your child ever repeated a year at school? If so, what year						
Distance from school		kms				
PERMISSIONS						
Does the student have permission to participate in the Allora State School Swimming Programme?				Yes <input type="checkbox"/> No <input type="checkbox"/>		
Does the student have permission to participate in excursions within walking distance of the school (eg Town Hall, Pool)				Yes <input type="checkbox"/> No <input type="checkbox"/>		
Does the Parents & Citizens Association have permission to send raffle tickets for fundraising to your family?				Yes <input type="checkbox"/> No <input type="checkbox"/>		



ALLORA P-10 STATE SCHOOL

Enrolment Agreement – Allora P-10 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 Allora P-10 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/expectations as outlined in the Student Code of Conduct, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear school's uniform (if applicable)
- respect the school property.

Responsibility of parents/carers to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
- advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick)
- attend open meetings for parents/carers
- 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
- treat all 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 child is in out-of-home care
- keep school informed of any changes to your contact details or your child's details, such as home address, email address and phone number
- ensure the school is aware of any changes to your child's medical details.

Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups of students
- 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 for students
- 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 high standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Code of Conduct and the Student 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 possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- notify parents/carers of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents/carers to respond prior to the end of the school day)



ALLORA P-10 STATE SCHOOL

- deal with complaints in an open, fair and transparent manner in accordance with [departmental policy](#)
- treat students and parents/carers with respect.
 - Student Code of Conduct (refer to school website <https://allorass.eq.edu.au/>)
 - Student Dress Code
 - Parent and Community Code of Conduct
 - Homework Policy
 - School charges and voluntary contributions
 - [Advice for state schools on acceptable use of ICT facilities and devices](#)
 - Absences
 - School excursions
 - Complaints management
 - [Religious instruction policy statement](#)
 - [Chaplaincy and student welfare worker services – policy statement](#)
 - Department insurance arrangements and accident cover for students
 - [Obtaining and managing student and individual consent](#)
 - School instructions for school access

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 Allora P-10 State School

.....

.....

.....



June 2021

Introduction to the State School Consent Form (attached) for Allora P-10 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: <https://allorass.eq.edu.au/>
- Facebook: www.facebook.com/allorass
- YouTube: **N/A**
- Instagram: **N/A**
- Twitter: **Allora P-10SS @AlloraP10**
- LinkedIn: **N/A**
- Other: **N/A**
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

Duration

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

Who to contact

To return a consent, express a limited consent or withdraw consent please contact **the Principal, on 4666 7222 or admin@allorass.eq.edu.au** .

The Principal should be contacted if you have any questions regarding consent.

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

(a) Full name of individual:

(b) Date of birth:

(c) Name of school:

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

Full Name First Name No Name Other Name

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

** For school photos Full Name will be used unless a limitation is given in Section 5 below.

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

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

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

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

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

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

4 TIMEFRAME FOR CONSENT

School representative to complete.

(a) Timeframe of consent: duration of enrolment.

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

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.



ALLORA P-10 STATE SCHOOL

Prep to Year Ten



Established 1867

21 Warwick Street Allora Q Australia 4362
P O Box 6 Allora Q 4362

Administrative Centre (07) 4666 7222
Facsimile (07) 4666 7299
ABN 34 253 365 904

18/05/2021

Introduction to the Online Services Consent Form for Allora P-10 State School

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education network.

Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games, online collaboration and communication tools, web-based publishing and design tools, learning management systems, and file storage and collaboration services.

This letter is to inform you about the third party online services used in our school and how your child's information, including personal information and works, may be recorded, used, disclosed, and published to the services (if you provide your consent for this to occur).

The Online Services Consent Form is a record of the consent provided.

About the online services

After evaluation, the principal has deemed specific third party online services appropriate for school use. In addition some of these online services and platforms support the effective delivery of the Australian Curriculum through engaging teaching and learning approaches. These online services are listed on the consent form.

Third party online service providers are external to the school, and the services may be hosted onshore in Australia or offshore outside of Australia. Data that is entered into offshore services may not be subject to Australian privacy laws. When considering whether to provide your consent, we encourage you to read the information provided about each online service, including the *terms of use* and *privacy policy*, which outline how information and works will be used and under what circumstances they may be shared.

Student information

The consent collected by the form covers both student personal information (e.g. name, date of birth) and school-based information (e.g., student username, email, year level) as outlined on the form.

Where permitted by the service provider, de-identified information will be used and/or efforts will be made to limit the amount of personal information disclosed and stored within online services (e.g., when registering accounts, only mandatory information will be disclosed).

Student works

Works might include materials such as student projects, assignments, portfolios, images, video or audio. Where student works will be created within, stored or published to the online service (in some cases, published information or works will be viewable by the public), this will be indicated in 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Parent information

Where your personal information (e.g. parent email, name, contact details) will be disclosed to the online service, this will be indicated in the 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Purpose of the consent

Third party online services are used for various purposes. The purpose of use for each service is outlined in Section 5 of the Online Services Consent Form. For example, teachers may use online services with students to support curriculum delivery, complete learning activities and assessment, facilitate class collaboration, and create and publish class work (e.g. projects, assignments, portfolios).

The Online Services Consent Form records your consent for your child to register accounts, use, and, where specified, publish their work to these services. The form also collects your consent for school staff to collect, store, and transmit information to online services in order to manage school operations and communicate with parents and students.

It should be noted that, in some instances, the school may be required or authorised by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent.

Voluntary consent provision

It is not compulsory to provide consent. If your consent is not given, this will not adversely affect any learning opportunities provided by the school to your child.

Consent may be limited or withdrawn

You can withdraw your consent at any time by notifying the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

You may also limit your consent by providing consent for some, but not all, online services listed on the form.

Requests to limit consent in relation to how the 'Information covered by this consent form' and the 'Approved purpose' (Section 2 and 3 of the form) are applied to a specific service, will be treated as "do not consent", as the school cannot guarantee correct implementation of individual requests.

Due to the nature of the internet, it may not be possible for all copies of information (including images and student works that have already been disclosed or published) to be deleted or restricted from use if you request it. The school may remove content that is under its direct control, however, information and works that have already been disclosed and published cannot be deleted, and the school is under no obligation to communicate changes to your child's consent circumstances to online service providers.

Duration of consent

The consent applies for the period of time specified on the form. You may review and update your consent at any time by notifying the school in writing (by email or letter).

There may be circumstances where the school issues a new consent form to seek additional consent e.g. in the event that new online services are identified for use.

Who to contact

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact **Shawn Kanowski, Principal, 07 4666 7222 or principal@allorass.eq.edu.au**.



Online Services Consent Form

Privacy Notice

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

This form is to be completed by:

- Parent/carer*;
- Student over 18 years; or
- Student with independent status.

(*Note: Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent.)

1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

a) Full name of student _____

2. INFORMATION COVERED BY THIS CONSENT FORM

a) The consent collected by the form covers the following student personal information (identifying attributes):

- Student name (first name and/or last name)
- Sex/Gender
- Date of Birth, age, year of birth

AND the following school-based information (generally, non-identifying attributes*):

- Student school username
- Student school email
- Student ID number
- School
- Year Group
- Class
- Teacher
- Country

*In cases where registration and/or use requires a combination of school-based information (non-identifying) and personal information, or a combination of school-based information, the school-based information may become identifiable.

b) If an online service records, uses, discloses and/or publishes student works, parent information or additional student information (such as photographs of students), not listed above (Section 2a.), the school will specify it as part of the *additional consent requirements* on the form. Examples may include:

- Student assessment
- Student projects, assignment, portfolios
- Student image, video, and/or audio recording
- Sensitive information (e.g., medical, wellbeing)
- Name and/or contact details (e.g. email, mobile phone number) of student's parent

3. APPROVED PURPOSE

This form records your consent for the recording, use, disclosure and publication of the information listed in item 2 above, and any information or student works listed under the 'additional consent requirements', and to transfer this information and works within Australia and outside of Australia (in the case of offshore services) to the online service providers for the following purposes:

- For your child to register an account for the online services



- For your child to use the online services in accordance with each service's *terms of use* and *privacy policy* (including service provider use of the information in accordance with their *terms of use* and *privacy policy*)
- For the school to:
 - administer and plan for the provision of appropriate education, training and support services to students,
 - assist the school and departmental staff to manage school operations and communicate with parents and students.

4. TIMEFRAME FOR CONSENT

The consent granted by this form is for the duration of the student's current phase of learning (i.e. Years P-3, 4-6, 7-9 and 10-12). Consent is obtained upon enrolment and renewed when students move into a new phase of learning (e.g. minimum every four years).

5. CONSENT FOR ONLINE SERVICES

For each online service listed below, please indicate your choice to **give consent** or **not give consent** for the information outlined in Section 2 to be disclosed to the online service in accordance with the purpose outlined in Section 3, and for the timeframe specified in Section 4.

Service name:	Acer Online Assessment and Reporting	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://oars.acer.edu.au				
Purpose of use:	ACER Online Assessment and Reporting Platform (OARS) provides a suite of educational assessment and reporting tools for schools. NOTE – This assessment is based on the following <i>School Assessments</i> only: ACER General Ability Tests (AGAT), Abstract Reasoning Test (ART), Assessment of Languages Competence (ALC), Attitudes and Values Questionnaire (AVQ), Compass, PAT (Maths, Reading, Vocabulary, Grammar and Punctuation, Spelling, Science, Inquiry and Problem Solving), Social-Emotional Wellbeing Survey (SEW) and School Life Questionnaire (SLQ).				
Terms of use:	https://oars.acer.edu.au/terms-conditions				
Privacy policy:	https://www.acer.org/privacy				
Service name:	Socrative	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://socrative.com/				
Purpose of use:	Classroom assessment application that allows teachers to conduct engaging assessment of student learning in real-time through assessments, quizzes and polls. Educators can grade, monitor and evaluate learning in real time and provide feedback to students.				
Terms of use:	https://socrative.com/terms-of-use/				
Privacy policy:	https://socrative.com/privacy/ and https://help.socrative.com/en/articles/2612562-data-processing-addendum				
Service name:	Tinocard (Autodesk)	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.tinkercad.com/				



Purpose of use:	Tinkercad is a free 3D design, electronics, and coding application.				
Terms of use:	https://www.autodesk.com/company/legal-notices-trademarks/terms-of-service-autodesk360-web-services/terms-of-service-for-tinkercad				
Privacy policy:	https://prismic-io.s3.amazonaws.com/tkv3/b8d327a5-6b2a-481e-92aa-2d5b75a9d139_2020.03.18+-+Tinkercad+DPA+%28non-US%29.pdf				
Service name:	ClassDojo	Data hosting:	Offshore		
Url:	https://www.classdojo.com/en-gb				
Purpose of use:	ClassDojo connects teachers with students to build online classroom communities which can be shared with parents. Teachers can use this application for classroom tools, reward systems, student digital portfolios and to share classroom updates and student work.			<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Terms of use:	https://www.classdojo.com/en-gb/terms/				
Privacy policy:	https://www.classdojo.com/en-gb/privacy/				
Service name:	Typing Tournament Online	Data hosting:	Offshore		
Url:	https://www.typingtournament.com				
Purpose of use:	This service offers activities designed to teach ten finger touch typing skills.			<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Terms of use:	https://www.typingtournament.com/terms-of-use				
Privacy policy:	https://www.typingtournament.com/privacy-policy				
Service name:	Mathseeds	Data hosting:	Offshore		
Url:	https://mathseeds.com.au				
Purpose of use:	Mathseeds is an online numeracy education program for early childhood.			<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Terms of use:	https://readingeggs.com.au/terms				
Privacy policy:	https://readingeggs.com.au/privacy				
Service name:	Typing.com	Data hosting:	Offshore		
Url:	https://www.typing.com				
Purpose of use:	Online typing tutor, digital literacy and coding platform with curriculum resources available for teachers and students. Educational activities aim to develop keyboarding and digital technology skills and teach online safety and coding fundamentals.			<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Terms of use:	https://www.typing.com/termservice				



Privacy policy:	https://www.typing.com/privacypolicy				
Service name:	Code.org	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://code.org/ https://hourofcode.com/ https://www.k12cs.org/				
Purpose of use:	Computer science coursework for Prep to Year 12 students. Languages include visual programming, JavaScript, CSS, HTML and others. Modules within Code.org include: Computer Science Discoveries, Computer Science Principles, App Lab, Game Lab, Web Lab, Internet Simulator, Hour of Code tutorials, CS in Algebra, Sprite Lab, Artist and Dance Party.				
Terms of use:	https://code.org/tos				
Privacy policy:	https://code.org/privacy				
Service name:	Literacy Planet	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.literacyplanet.com/au/				
Purpose of use:	Online literacy application with assessment, diagnostic and reporting capabilities which allows teachers to assign curriculum-aligned interactive games and activities based on students' needs.				
Terms of use:	https://www.literacyplanet.com/au/about/privacy-policy/schools-terms/				
Privacy policy:	https://www.literacyplanet.com/au/about/privacy-policy/				
Service name:	Reading Eggs	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://readingeggs.com.au				
Purpose of use:	Reading Eggs is an early childhood online literacy and numeracy education program.				
Terms of use:	https://readingeggs.com.au/terms				
Privacy policy:	https://readingeggs.com.au/privacy/				
Service name:	Seesaw	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	http://seesaw.me				
Purpose of use:	A digital portfolio that enables students to create, reflect on, and share their learning process in conjunction with teachers and family members. Teachers can share photos, videos, links and files in private messages to family members or announcements to the whole class.				
Terms of use:	https://web.seesaw.me/terms-of-service				
Privacy policy:	https://web.seesaw.me/privacy				



6. CONSENT AND AGREEMENT

Person giving consent – I am (tick the applicable box):

- parent/carer of the person identified in Section 1
- the person identified in Section 1 (if student is over 18 years or has independent status)

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent for the information outlined in Section 2 and any additional consent requirements outlined in Section 5 to be disclosed to the online services in accordance with the purpose outlined in Section 3 and for the timeframe specified in Section 4.

Print name of student: _____

Print name of consentor: _____

Signature or mark of consentor: _____

Date: _____/_____/_____

Signature or mark of student*: _____

Date: _____/_____/_____

**Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent*

SPECIAL CIRCUMSTANCES

The section below must be completed, if the form is:

- A) required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent **and/or:**
 - B) when the person giving consent is an independent student under the age of 18.
- ➔ **WITNESS - for consent from an independent student or where the explanatory letter and the form were read**

I have witnessed the signature or mark of an independent student, or the accurate reading of the explanatory letter and the Online Services Consent Form was completed in accordance with the instruction of the person giving consent. The person giving consent has had the opportunity to ask questions. I confirm that the person giving consent have given consent freely and I submit the person understood the implications.

Print name of _____

witness:

Signature of _____

witness:

Date: _____/_____/_____

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

I have accurately read aloud the explanatory letter and the Online Services Consent Form to the person giving consent, and to the best of my ability made sure that the person understands that the following will be done:

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

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

A copy of the explanatory letter has been provided to the person giving consent.

Print name and role of person taking the consent: _____

Signature of person taking the consent: _____

Date: _____/_____/_____





Information Communication and Technology (ICT) procedure & Internet Use Agreement

Purpose statement

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

Authorisation and controls

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

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

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

Responsibilities for using the school's ICT facilities and devices

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



Responsibilities for using a personal mobile device on the department's network

- Prior to using any personally-owned mobile device, students must seek approval from the school principal to ensure it reflects the department's security requirements.
- Students are responsible for the security, integrity, insurance and maintenance of their personal mobile devices and their private network accounts.
- Where possible, appropriate anti-virus software has been installed and is being managed.
- Students must follow any advice provided on best security requirements e.g. password protection (see [iSecurity](#) (DoE employees only) website for details).
- Students and parents are to employ caution with the use of personal mobile devices particularly as these devices can store significant numbers of files some of which may be unacceptable at school e.g. games and 'exe' files. An 'exe' file ends with the extension '.exe' otherwise known as an executable file. These files can install undesirable, inappropriate or malicious software or programs.
- Any inappropriate material or unlicensed software must be removed from personal mobile devices before bringing the devices to school and such material is not to be shared with other students.
- Unacceptable use will lead to the mobile device being [confiscated](#) by school employees, with its collection/return to occur at the end of the school day where the mobile device is not required for further investigation.

Acceptable/appropriate use/behaviour by a student

It is acceptable for students while at school to:

- use mobile devices for:
 - assigned class work and assignments set by teachers
 - developing appropriate literacy, communication and information skills
 - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
 - conducting general research for school activities and projects
 - communicating or collaborating with other students, teachers, their parents or experts in relation to school work
 - accessing online references such as dictionaries, encyclopaedias, etc.
 - researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using a mobile device
- switch off and place out of sight the mobile device during classes, when these devices are not being used in a teacher-directed activity to enhance learning
- use their personal mobile device for private use before or after school, or during recess and lunch breaks, in accordance with [Student Code of Conduct](#)
- seek teacher's approval where they wish to use a mobile device under special circumstances.

Unacceptable/inappropriate use/behaviour by a student

It is unacceptable for students while at school to:

- use a mobile device in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions regarding the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- share their own or others' personal information and/or images which could result in risk to themselves or another person's safety
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-phone cameras inappropriately, such as in change rooms or toilets

- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use the mobile phone (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use mobile devices at exams or during class assessment unless expressly permitted by school employees.

Student Agreement

I understand that the school's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to the school's ICT services, facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.

Specifically, in relation to internet usage, should any offensive information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.

If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/guardians.

When using email or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of any other person
- use the school's ICT service, facilities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT services, facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the school's [Student Code of Conduct](#), which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this procedure/policy/statement/guideline and the [Student Code of Conduct](#).

I agree to abide by the above rules/the procedure/policy/statement/guideline.

_____ (Student's name)

_____ (Student's signature) _____ (Date)

Parent or Guardian Agreement

I understand that the school provides my child with access to the school's information and communication technology (ICT) services, facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information from around the world; that the school cannot control what is available online; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT services, facilities and devices. Furthermore, I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students.

I understand that the school is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or mobile device.

I understand that the school may remotely access the departmentally-owned student computer or mobile device for management purposes.

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

I believe _____ (**name of student**) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT services, facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the [Student Code of Conduct](#). This may include loss of access and usage of the school's ICT services, facilities and devices for some time.

I have read and understood this procedure/policy/statement/guideline and the [Student Code of Conduct](#).

I agree to abide by the above rules / the procedure/policy/statement/guideline.

_____ (Parent/Guardian's name)

_____ (Parent/Guardian's signature) _____ (Date)

The Department of Education through its [Information privacy and right to information](#) procedure is collecting your personal information in accordance with the [Education \(General Provisions\) Act 2006 \(Qld\)](#) in order to ensure:

- appropriate usage of the school network
- appropriate usage of personal mobile devices within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its [Information privacy and right to information](#) procedure. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.

ALLORA P-10 STATE SCHOOL



Student Mobile Phone / Internet Enabled Device Policy

Rationale

Definition: Whilst this policy primarily refers to mobile phones, it also incorporates all Internet Enabled Devices such as tablets and laptop computers that may independently access the Internet or be tethered to a mobile phone. Henceforth, when I refer to a mobile phone within the policy, understand that I am also referring to all Internet Enabled Devices.

The increased ownership of mobile phones requires that school administrators, teachers, students and parents take steps to ensure that mobile phones are used responsibly. Whilst it is acknowledged that providing a child with a mobile phone gives parents reassurance that their child can contact them in emergency or risk situations involving personal security and safety, this does not apply during the school day when students can access the school phones and personnel. At the same time it is acknowledged that students are more mobile than previously, as they may be involved in programmes that take them away from the school campus.

The following policy has been developed so students understand appropriate use of mobile phones while at our school. It is a privilege and not a right to have a mobile phone at school, where you must consider how your actions impact others. With this in mind, the following policy MUST be upheld if a student is to have a mobile phone at school.

Responsibility

1. It is the responsibility of students who bring mobile phones on to the school premises to adhere to the guidelines outlined in this document.
2. The decision to provide a mobile phone to their children should be made by the parents / guardians and they should be aware if their child takes a mobile phone on to school premises.
3. Any student who brings a mobile phone on to school premises will be required to register their mobile phone with school administration as well as sign and return the attached Mobile Phone Agreement.

Security

1. Students in years 7-10 are responsible for the security of their mobile phones. Students in Prep – 6 are to hand in their mobile phones to their class teacher.
2. At all times, care and consideration must be given to other people.
3. Mobile phones should only be used when they do not cause annoyance to others.
4. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
5. Mobile phones are to be clearly marked with the student's name.
6. Mobile phones should be kept in a secure / safe place at all times; students are advised to keep them well concealed and not 'advertise' they have them.
7. It is strongly advised that students use passwords / pin numbers to ensure that unauthorised phone calls cannot be made on their mobile phones. Students are encouraged to keep their passwords / pin numbers confidential.
8. Mobile phones which are found on school premises and whose owner cannot be identified, should be handed into administration.

Acceptable Use

1. All mobile phones MUST BE REGISTERED with administration. This is achieved by handing your attached Mobile Phone Agreement to administration and registering your mobile phone.
2. Times for mobile phone use are as follows:
 - i. Before or after school
 - ii. During recess breaks
3. Mobile phones are to be switched off while students are in class, unless permission is specifically given by the classroom teacher.
4. During permitted times while on school premises or participating in school-related activities, students are to use soundless features.
5. Students should be aware that mobile phones ringing during lesson time are likely to be confiscated for the remainder of the day and permission to have the device at school, may be revoked. Parents and students are reminded that in the case of an emergency, our administration remains the appropriate point of contact.

Unacceptable Use

1. The use of a mobile phone during class time is inappropriate, unless permission is specifically given by the classroom teacher.
2. It is a criminal offence to use mobile phones to menace, harass or offend another person. Students who use their mobile phones to:
 - engage in personal attacks,
 - harass another person,
 - post private information about another person using SMS messages or social media,
 - take or send unauthorised photos or objectionable images,
 - make unauthorised recordings,
 - bully other students,
 - use vulgar, derogatory or obscene language,will have their phone confiscated for a period decided by the Principal. Students should note that in extreme cases, the school might consider it appropriate to involve the police.
3. Any student caught using a mobile phone to cheat in exams or assessments, will face disciplinary action as sanctioned by the school, which is likely to include the loss of all marks for the examination or assessment item.

Consequences

Any student found not to be following this policy, could have any of the following consequences applied and recorded on One School:

- loss of mobile phone for 1 day
- loss of mobile phone for 1 week and parents / guardians contacted
- mobile phone returned to parents and student loses the privilege of bringing the device to school.

NB: The Principal has the right to remove a mobile phone permanently and send it home should a student be unable to follow this policy. This policy allows students to take responsibility for their actions, whilst also having access to useful technology.



SHAUN KANOWSKI
Principal
27 January 2021

ALLORA P-10 STATE SCHOOL



Student Mobile Phone / Internet Enabled Device Policy Agreement

STUDENT:

I have read and accept to follow the school's policy for bringing my mobile phone to school.

My mobile phone number is:

.....
(Signature and date - Student)

PARENT / GUARDIAN:

I have read and accept the school's mobile phone policy. I permit my child to bring their mobile phone to school and understand that this is conditional.

.....
(Signature and date - Parent / Guardian)

POLICY UPDATES:

This policy and associated procedures may be updated or revised from time to time. The school will notify you if the policy or procedure is changed.
Policy reviewed: January 2021