

# ENROLMENT AGREEMENT

As a student of Balmoral State High School I will:

R	<b>RESPONSIBILITY</b> <ul style="list-style-type: none"><li>⇒ Act in a safe and responsible manner.</li><li>⇒ Follow school expectations for behaviour.</li><li>⇒ Attend school and my classes on time Everyday.</li><li>⇒ Respect the school environment.</li></ul>
E	<b>EXCELLENCE</b> <ul style="list-style-type: none"><li>⇒ Wear my uniform correctly and with pride.</li><li>⇒ Use polite and appropriate language.</li><li>⇒ Work hard and always try my best.</li><li>⇒ Show pride in my work and my school.</li></ul>
A	<b>ACCEPTANCE</b> <ul style="list-style-type: none"><li>⇒ Accept and respect individual differences.</li><li>⇒ Be tolerant of others.</li><li>⇒ Accept school expectations.</li></ul>
L	<b>LEARNING</b> <ul style="list-style-type: none"><li>⇒ Participate actively and appropriately in class.</li><li>⇒ Be aware of my actions and possible consequences.</li><li>⇒ Meet my homework and assessment requirements.</li><li>⇒ Ask for help if I need it.</li></ul>

I accept the policies the school has in place to keep me safe and learning:

- Responsible Behaviour Plan.
- Uniform Code.
- Student Use of Internet.
- Chaplaincy Agreement.
- Use of Electronic Devices.
- Consent to use copyright material, image and recording.

Responsibility of parents to:

- attend open evenings for parents.
- let the school know if there are any problems that may affect my child's ability to learn.
- inform school of reason for any absence.
- treat school staff with respect and tolerance.
- support the authority and discipline of the school enabling my child to achieve.
- maturity, self-discipline and self-control.
- abide by school's policy regarding access to school grounds before, during and after school hours.

### Responsibility of school to:

- develop each individual student's talent as fully as possible.
- inform parents and carers regularly about how their children are progressing.
- 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.
- take reasonable steps to ensure the safety, happiness and self-confidence of all students.
- be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community.
- clearly articulate the school's expectations regarding the responsible behaviour plan for students and the school's dress code policy.
- ensure that the parent is aware of the school's record-keeping policy including the creation of a transfer note should the student enrol at another 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 consult parents on any major issues affecting students.
- treat students and parents with respect and tolerance.

Student Name:	Signature:
Parent Name:	Signature:
School Representative:	Signature:

# COMPUTER & INTERNET AGREEMENT

The smooth operation of the school network relies upon the proper conduct of users. In general, users are required to be efficient, legal and ethical in their usage of computers and the Internet. Failure to comply with the guidelines will result in access to privileges being withdrawn.

Students and their parents or guardians will be required to sign a copy of this Computer and Internet Access Contract before students can access the facilities as part of their school study. The signatures at the end of the document indicate that all parties understand the conditions of usage of computers and the Internet through Balmoral State High School.

## **I understand that:**

- Computers and other information technology resources at Balmoral State High School are intended only for use in learning;
- Every student is given an account on the school's computer network and this is private to the user;
- When using information systems such as the internet, it is possible for the school to screen or filter out all material which is controversial, inappropriate 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 and quietly inform my teacher.

## **I hereby agree that while using the school's computer facilities I will NOT:**

- Damage or modify any computer equipment or software;
- Send anonymous or falsely addressed email or broadcast messages;
- Use another student's account, allow other students to use my account, or give another student my password;
- Install any program or executable file onto a computer without specific permission from the Head of Department.

## **I agree that I WILL:**

- Use appropriate language on-screen. This will not be abusive, vulgar, sexist, racist or threatening;
- Delete obsolete files as soon as possible so that hard disk space is released;
- Observe all copyright laws and acknowledge sources of material used in assignments;
- Respect the rights and privacy of other users;
- Report any damaged computers to the teacher in charge.

## **I realise that if I do not abide by the above rules:**

- My access to the computer facilities will be withdrawn;
- Subsequent offenses will be dealt with more severely;
- I may be subject to further disciplinary action depending upon the nature of the offence.

The school reserves the right to check any student's computer accounts and files at anytime.

Student Name:	Signature:
Parent Name:	Signature:
School Representative:	Signature:

# PARTICIPATION IN THE CHAPLAINCY PROGRAM

This school community provides a chaplaincy program endorsed by the school's Parents and Citizen's Association and available on a voluntary basis to all students. The chaplain is involved in a range of activities at this school which are free of religious or spiritual content including breakfast clubs, mentoring programs, outdoor education programs.

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

Please complete the form below:

Parent Name/s	
Student Name (in full)	
Student Name (in full)	
Student Name (in full)	

The following voluntary student activities with religious or spiritual content require written consent:

SUPA club, one-to-one meeting with Chaplain for religious and spiritual support, Prayer meetings, Groups visiting school for performances e.g. Christian Band.

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If you **DO** wish to give consent for this student to participate in the above activities, please clearly check the box below:

- 1) I give consent for this student to participate in activities with religious or spiritual content.
- 2) I understand that, where I agree that the student can participate in the chaplaincy program, this information will be passed on to the school chaplain.

☐ I DO wish to give consent

Or, if you **DO NOT** wish to give consent for the student to participate in the above activities please clearly check the box below:

- 1) I **DO NOT** give consent for the student to participate in activities with religious or spiritual content.

☐ I DO NOT wish to give consent

Student Name:	Signature:
Parent Name:	Signature:
School Representative:	Signature:

# ONLINE SERVICES CONSENT

## Introduction to the Online Services Consent Form for Balmoral State High School

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

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

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

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

### About the online services

After evaluation, the principal has deemed specific third party online services appropriate for school use. These online services are listed on the consent form.

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

### *Student information*

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

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

### *Student works*

Works might include materials such as student projects, assignments, portfolios, images, video or

audio. Where student works will be created within, stored or published to the online service (in some cases, published information or works will be viewable by the public), this will be indicated in 'additional consent requirements' in Section 5 of the Online Services Consent Form.

### *Parent information*

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

## **Purpose of the consent**

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

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

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

## **Voluntary consent provision**

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

## **Consent may be limited or withdrawn**

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

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

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

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

## **Duration of consent**

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

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

## **Who to contact**

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact Kellie Baumgart, HOD Junior Secondary, [kbaum22@eq.edu.au](mailto:kbaum22@eq.edu.au) or 07 38238588.

# 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:
  - o administer and plan for the provision of appropriate education, training and support services to students,
  - o 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:	Education Perfect	Data hosting:	Onshore		
Url:	<a href="https://educationperfect.com/">https://educationperfect.com/</a>				
Purpose of use:	Education Perfect allows teachers to create 'learning journeys' for classes and individual students. Teachers can choose from a range of curriculum aligned resources and review analytics to understand student progress.				
Terms of use:	<a href="http://www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_-_standard_terms_and_conditions_2018-07-26.pdf">http://www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_-_standard_terms_and_conditions_2018-07-26.pdf</a>				
Privacy policy:	<a href="https://www.educationperfect.com/legal/">https://www.educationperfect.com/legal/</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: <b>First Name, Surname, Year Level, Student ID Number, Class name</b> <input type="checkbox"/> The following parent personal information is disclosed: <b>N/A</b> <input type="checkbox"/> Student information is able to be viewed by the public: <b>N/A</b> <input type="checkbox"/> Parent information is able to be viewed by the public: <b>N/A</b> <input type="checkbox"/> Other: <b>N/A</b>				
				<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent

Service name:	Mathspace	Data hosting:	Offshore		
Url:	<a href="http://www.mathspace.com">www.mathspace.com</a>				
Purpose of use:	Digital Mathematics Core-resource.				
Terms of use:	<a href="https://mathspace.co/terms-of-use">https://mathspace.co/terms-of-use</a>				
Privacy policy:	<a href="https://mathspace.co/au/privacy-policy">https://mathspace.co/au/privacy-policy</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input type="checkbox"/> Student works are stored and published: <b>N/A</b> <input checked="" type="checkbox"/> The following additional student personal information is disclosed: <b>First name, Surname, Class name, Country or state/province</b> <input type="checkbox"/> The following parent personal information is disclosed: <b>N/A</b> <input type="checkbox"/> Student information is able to be viewed by the public: <b>N/A</b> <input type="checkbox"/> Parent information is able to be viewed by the public: <b>N/A</b> <input type="checkbox"/> Other: <b>N/A</b>				
				<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent

Service name:	Daymap	Data hosting:	Onshore		
Url:	<a href="http://daymap.net">http://daymap.net</a>				
Purpose of use:	Daymap is a learning management system that offers teacher, student and parent portals; student management and attendance; school organisation and communication; curriculum and course management; and assessment and reporting functionality.				
Terms of use:	<a href="https://daymapguides.blob.core.windows.net/externalshared/Acceptable%20of%20Use%20Policy.pdf?sp=r&amp;st=2019-11-22T04:05:10Z&amp;se=2024-12-29T12:05:10Z&amp;spr=https&amp;sv=2019-02-02&amp;sr=b&amp;sig=3ndPM21ZaaUnULO8vrQd9kX8l0qjav7FEzMDDeCgzKaU%3D">https://daymapguides.blob.core.windows.net/externalshared/Acceptable%20of%20Use%20Policy.pdf?sp=r&amp;st=2019-11-22T04:05:10Z&amp;se=2024-12-29T12:05:10Z&amp;spr=https&amp;sv=2019-02-02&amp;sr=b&amp;sig=3ndPM21ZaaUnULO8vrQd9kX8l0qjav7FEzMDDeCgzKaU%3D</a>				
Privacy policy:	<a href="https://www.daymap.net/privacy-policy">https://www.daymap.net/privacy-policy</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<div><div><input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published.</div><div><input checked="" type="checkbox"/> Student works are stored and published.</div><div><input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, surname, class name, username, gender, address, telephone number, attendance, medical details, behavioural observations/notes, records of behaviour, learning disorders, support arrangements, consent, records of interview and or/contact, reason for absence.</div><div><input checked="" type="checkbox"/> The following parent personal information is disclosed: First name, surname, address, telephone number, email address</div><div><input type="checkbox"/> Student information is able to be viewed by the public: N/A</div><div><input type="checkbox"/> Parent information is able to be viewed by the public: N/A</div><div><input type="checkbox"/> Other: N/A</div></div> <div><div><input type="checkbox"/></div><div>I give consent</div></div> <div><div><input type="checkbox"/></div><div>I do not give consent</div></div>				

Service name:	MangaHigh Blue Duck Education LTD	Data hosting:	Offshore		
Url:	<a href="https://www.mangahigh.com/en-au/">https://www.mangahigh.com/en-au/</a>				
Purpose of use:	This service is a game-based learning resource designed to help educators teach maths and coding.				
Terms of use:	<a href="https://www.mangahigh.com/en-au/termsandconditions#privacypolicy">https://www.mangahigh.com/en-au/termsandconditions#privacypolicy</a>				
Privacy policy:	<a href="https://app.mangahigh.com/en-ay/terms">https://app.mangahigh.com/en-ay/terms</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<div><input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published.</div> <div><input checked="" type="checkbox"/> Student works are stored and published.</div> <div><input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, surname, age, year level, class, school name, country, username, responses to online learning.</div> <div><input type="checkbox"/> The following parent personal information is disclosed: N/A</div> <div><input type="checkbox"/> Student information is able to be viewed by the public: N/A</div> <div><input type="checkbox"/> Parent information is able to be viewed by the public: N/A</div> <div><input type="checkbox"/> Other: N/A</div>			<div><input type="checkbox"/> I give consent</div>	<div><input type="checkbox"/> I do not give consent</div>

Service name:	Khan Academy	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://khanacademy.org">https://khanacademy.org</a>				
Purpose of use:	The purpose of this website is to provide free online materials and resources to support personalised online education for learners of all ages.				
Terms of use:	<a href="https://www.khanacademy.org/about/tos">https://www.khanacademy.org/about/tos</a>				
Privacy policy:	<a href="https://www.khanacademy.org/about/privacy-policy">https://www.khanacademy.org/about/privacy-policy</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, surname, age, year level, class, school name, country, username, responses to online learning. <input type="checkbox"/> The following parent personal information is disclosed: N/A <input type="checkbox"/> Student information is able to be viewed by the public: N/A <input type="checkbox"/> Parent information is able to be viewed by the public: N/A <input type="checkbox"/> Other: N/A				

Service name:	Scratch	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://scratch.mit.edu/">https://scratch.mit.edu/</a>				
Purpose of use:	Scratch is a visual programming tool and online learning community that allows users to program and share incentive media, such as stories, games and animations.				
Terms of use:	<a href="https://scratch.mit.edu/terms_of_use">https://scratch.mit.edu/terms_of_use</a>				
Privacy policy:	<a href="https://scratch.mit.edu/privacy_policy">https://scratch.mit.edu/privacy_policy</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: Email address, month and year of birth, Gender, Country <input type="checkbox"/> The following parent personal information is disclosed: N/A <input type="checkbox"/> Student information is able to be viewed by the public: N/A <input type="checkbox"/> Parent information is able to be viewed by the public: N/A <input type="checkbox"/> Other: N/A				

Service name:	Code.org-App Lab	Data hosting:	Offshore		
Url:	<a href="https://code.org/educate/applab">https://code.org/educate/applab</a>				
Purpose of use:	Computer science coursework for Prep to Year 12 students. App lab allows students to learn app development via visual and text based programming, through tutorials and exercises. It allows access to previously created projects shared to code.org's network, which will be used as examples in the classroom to develop students understanding of app creation.				
Terms of use:	<a href="https://code.org/tos">https://code.org/tos</a>				
Privacy policy:	<a href="https://code.org/privacy">https://code.org/privacy</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Age, Email address, Cultural/citizenship details, racial or ethnic origin, Gender, Responses, Academic results, Country, Username. <input type="checkbox"/> The following parent personal information is disclosed: N/A <input type="checkbox"/> Student information is able to be viewed by the public: N/A <input type="checkbox"/> Parent information is able to be viewed by the public: N/A <input type="checkbox"/> Other: N/A			<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent

Service name:	My Future	Data hosting:	Onshore		
Url:	<a href="https://myfuture.edu.au">https://myfuture.edu.au</a>				
Purpose of use:	My Future allows students to engage with a career exploration tool that assists in identifying strengths, interests and job opportunities. Students complete a number of activities that conclude with a career profile.				
Terms of use:	<a href="https://myfutureedu.au/footer/terms-of-use#/">https://myfutureedu.au/footer/terms-of-use#/</a>				
Privacy policy:	<a href="https://myfuture.edu.au/footer/privacy-policy#/">https://myfuture.edu.au/footer/privacy-policy#/</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are Choose an item: N/A <input checked="" type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, surname, Age, Email address, Cultural/citizenship details, racial or ethnic origin, Gender, Responses, Country, Username. <input type="checkbox"/> The following parent personal information is disclosed: N/A <input type="checkbox"/> Student information is able to be viewed by the public: N/A <input type="checkbox"/> Parent information is able to be viewed by the public: N/A <input type="checkbox"/> Other: N/A			<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent

## 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:  
required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent and/or:  
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: \_\_\_\_/\_\_\_\_/\_\_\_\_

# MEDIA CONSENT FORM

**Introduction to the State School Consent Form (attached) for Balmoral State High 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://balmoralshs.eq.edu.au>
- Facebook: <https://www.facebook.com/BalmoralSHS/>
- YouTube: <https://www.youtube.com/channel/UCUknttzQkPYhbjPEy8XLyQ/>
- Instagram: <https://www.instagram.com/balmoralshs/>
- Twitter: **N/A**
- 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 school office, [info@balmoralshs.eq.edu.au](mailto:info@balmoralshs.eq.edu.au) or call 07 3823 8588.**

The school office 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/carers 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/carers 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.



# INTERVIEW REPORT FOR PROSPECTIVE YEAR 7 STUDENTS ONLY



This report is to be completed by the student and handed in with the enrolment paperwork.

**Name of Student:**

**Current School:**

Why have you chosen Balmoral State High School as your secondary school?

Do you have any siblings at Balmoral State High School or past relatives / special relationships?

What subjects do you like?

What subjects don't you like as much?

What is your greatest achievement or success at primary school, including leadership positions?

What are your interests and hobbies outside of school?

What are you most looking forward to at high school?

**Do you have any particular learning needs?**

☐ Gifted and Talented ☐ Enrichment ☐ Learning Support ☐ Special Education

**GUIDANCE** ☐ Counselling ☐ Assessment ☐ Other

**Are you interested in:**

☐ BOEING Excellence Program ☐ Football Program ☐ Music Academy

☐ Instrumental Music (please state which instrument)

**Office use only**

Interviewer:

Date:

# Balmoral State High School

## Student Resource Scheme

### Annual Parent Information Letter



Dear Parents/Guardians,

This letter contains important information about the **2022 Student Resource Scheme (SRS)** including how the scheme operates and the annual participation fee.

The Queensland Government supports students' education by providing funding for:

- Instruction, e.g. teachers
- Facilities, e.g. buildings, amenities, furniture
- Administration, e.g. staffing and resources to administer the operations of the school.

Funding does not extend to individual student resources such as textbooks, computer or musical equipment for personal use, and many items used/consumed by the student in the classroom. Supply of these items is the responsibility of parents.

To provide parents with a cost-effective alternative to purchasing textbooks and/or resources elsewhere, (Balmoral State High School) operates an SRS for 2022.

The scheme ensures that students have the resources required for them to engage with the curriculum for their education, and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the school's bulk purchasing practices and hiring arrangements. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the resources and operation of the scheme.

The scheme's operation, resource inclusions and participation fees were approved by the school's P&C Association at the meeting held in October 2021.

### SRS Participation

The objective of the scheme is to provide a convenient and cost-effective way for students to access the educational resources necessary to enhance their learning experience at school. The Department encourages parents to participate in the scheme. Participation in the SRS is optional, and no obligation is placed on a parent to participate. Participation is for the duration of your child's enrolment at the school.

*Student is new to the school.....*

Parents are required to complete and return the SRS Participation Agreement Form when joining the scheme for the first time. If no participation form is received by **the end of February 2022**, the school will take the view that the parent has chosen to opt out of the SRS. The parent is then required to provide the educational resources listed in the SRS for their child by the start of the school year. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

*Continuing student of the school....*

A parent's participation or non-participation in the scheme will continue as per their previously completed Participation Agreement Form. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

If a parent has opted out of the scheme the parent is required to provide the educational resources listed in the SRS for their child by the start of the school year.

### Resource Inclusions

All resources included in the SRS are detailed in the attached [SRS Resource list](#). This list is also available on the school's website. This is a comprehensive list of all resources included in the scheme and their associated costs.

Parents must inform the school if items on the list of resources are not received by their child when resources are distributed.

## Type of Resources provided

Generally, the three types of resources that could be included are:

- **Owned** – these items are retained by the student and used as required (e.g. stationery, exercise books, student diary).
- **Used** – these items are used/consumed in class by the student (e.g. industry technology/cooking/art supplies).
  - work/items produced from these resources will remain the property of the student.
- **Hired** – these items are hired to the student for their personal use for a specific period of time (e.g. textbooks, musical instruments (Separate SRS contract as additional cost for user)).
  - Hired items must be returned to the school in good condition at the end of the hire period or if the student leaves the school.
  - A repair or replacement cost may be charged to the parent for any hired items that are damaged or not returned.

## Costing Methodology

The schools SRS fee is calculated based on:

1. A flat fee for all students in the school, OR
2. A flat fee for a cohort group of students (e.g. a year level), OR
3. A fee determined by the subjects selected by the individual student.

Please refer to the [SRS Resource list](#) for the associated costings.

## The Textbook and Resource Allowance

The Department of Education provides a Textbook and Resource Allowance (TRA) to assist parents with the cost of textbooks and other education resources for eligible Years 7 to 12 students. For those students who are eligible to receive the TRA, the TRA will be applied to reduce the cost of participation in the SRS. Information on the TRA can be found on the department's website (<https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>).

Year level	TRA Rate
Years 7 to 10	<b>\$130</b>
Years 11 to 12	<b>\$281</b>

## The SRS Participation Fee

The SRS fee payable for the year is available in the attached information and published on the school's website.

This also includes the TRA component which has been deducted to reduce the SRS fee payable.

\* If the cost of the SRS is equal to the TRA rate, no SRS Fee is payable.

## Financial Hardship

Parents experiencing financial hardship who are currently participating or wish to participate in the SRS should contact the school to discuss available options in confidence.

## Payment Arrangement

Several payment options including a single payment for the full year's fee or term instalments are available. An instalment plan can also be negotiated with the school.

Any unpaid invoices, will be managed according to the department's Debt Management Procedure and may result in the student being excluded from the scheme and/or from participating in non-curricular activities until payment is made (<http://ppr.det.qld.gov.au/corp/finance/accounts/Procedure%20Attachments/debt-management/debt-management.pdf>).

## Payment Method

SRS payments can be made by QParent/BPOINT, EFTPOS (Credit/Debit Card), Cheque, Cash, Centrepay.

- Payment may be made through the QParents portal using a credit card. Payment will be directed from the QParents portal to BPOINT where relevant outstanding invoice information may be selected.
- When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. If unsure of the CRN, please contact the school.
- Centrepay Deductions are available to pay the SRS fees. Use Centrepay to make regular deductions from your Centrelink payment. Centrepay is a voluntary and easy payment option available to Centrelink customers. Go to [humanservices.gov.au/centrepay](https://humanservices.gov.au/centrepay) for more information on how to set up your Centrepay deductions.

## Contact Us

For all queries regarding the SRS and its inclusions, please contact and arrange an appointment with **Business Manager – Cathy Doueal on 3823 8588**

***Please complete the SRS Fee Payment Arrangement Form and return to the school administration office by the end of February 2022.***

Balmoral State High School

## SRS Fee Payment Arrangement Form



## Section 1: Student Details

Student Name	
Student ID	
Year Level	

## Section 2: SRS Category

SRS Category	SRS Fee Payable	Option Selected
All year level Curriculum Resources (7,8,9,10,11,12)	\$350.00	<input type="checkbox"/>
Additional Programs -----		
Instrumental Music Program	\$40	<input type="checkbox"/>
Instrumental Music Instrument Hire	\$60	<input type="checkbox"/>
Choir Member	\$20	<input type="checkbox"/>
Rock Band Member	\$20	<input type="checkbox"/>
Band Member	\$40	<input type="checkbox"/>
Music Academy	\$200	<input type="checkbox"/>
Football Excellence Program	\$200	<input type="checkbox"/>
Football Excellence Program - Uniform	\$90	<input type="checkbox"/>
Netball Academy	\$200	<input type="checkbox"/>
Netball Academy – Uniform	\$90	<input type="checkbox"/>





### Section 3: Payment Arrangement

Please select the preferred payment options:

Payment options	Instalments	Amounts	Option Selected
1. A single payment for the full year's fee SRS	Instalment 1:	\$350	<input type="checkbox"/>
2. Music/Football/Netball Academy Full Payment		As per academy	<input type="checkbox"/>
3. Music/Football/Netball Academies	Instalment 1: 25/2/22	As negotiated	<input type="checkbox"/>
4. Music/Football/Netball Academies	Instalment 2: 1/4/22	As negotiated	<input type="checkbox"/>
5. Term instalments (paid over the first 3 terms) SRS	Instalment 1: Instalment 2: Instalment 3:	\$125 \$125 \$100	<input type="checkbox"/>
6. An instalment plan as negotiated with the school	As negotiated with Business Manager	\$ as agreed	<input type="checkbox"/>

### Section 4: Return of the Participation Form

Parents are reminded to complete and return the SRS Participation Agreement Form when joining the scheme for the first time or opting in/out during the student's enrolment.

Have you completed and returned the SRS Participation Agreement Form? Yes ☐ No ☐

*Please note if you choose to opt out of the SRS, you are still required to complete and return the Participation Agreement Form.*

### Section 5: Parent Signature

Parent Name	
Parent Signature	
Date	

