KENMORE SOUTH STATE SCHOOL
ENROLMENT

First Name: ____________________________ Last Name: ____________________________

EQID: ____________________________ Enrolment Year: ____________________________

☐ Application for Student Enrolment
☐ Enrolment Agreement
☐ State School Consent
☐ ICT Agreement
☐ PHOTOCOPIES of two (2) types of documents showing residential address (RECENT Rates, Utilities Bill, Rental Agreement)
☐ ORIGINAL Birth Certificate/Passport, Visa (if child born overseas)

Extra if applicable
☐ Request to Administer Medication at School (if applicable)
☐ Immunisation Record (for Prep enrolments)

Office Use:
Date & time of appointment: ____________________________ Year: __________

Admin Personnel: ____________________________
Welcome

We understand that the process of enrolling in a school is important. As a result, we have put all forms in one booklet for you.

Our list of ‘Frequently Asked Questions’ attempts to help you with commonly asked questions.

Next in the pack is the actual Enrolment Form. This is the standard Education Queensland form. It provides us with the necessary contact and personal details.

The following three forms will need to be signed

- Enrolment Agreement – State School
- State School Consent Form
- Acceptable Use of ICT Facilities and Devices

We look forward to meeting you and do not hesitate to call if we can help you with this process.

Raylee Davies
Principal

Additional Information included:

- Responsible Behaviour Plan
- Homework Policy
- Support Staff
- Munch Monitor
Application for student enrolment form

INSTRUCTIONS

Please refer to the Application to enrol in a Queensland State School information sheet at the end of this form when completing this application. Failure or refusal to complete those sections of the form marked with an (*) or to provide required documentation may result in a refusal to process your application. Sections of the form not marked (*) are optional. However, failure to complete these sections may result in the school not being eligible for important Federal and State Government funding reliant on such information. Parents of all students in Australia have been asked to provide information on their family background as part of a national initiative towards providing an education system that is fair to all students, regardless of their background. The required information includes the Indigenous status and language background of the student, and the education, occupation and language background of the parents.

If you have any questions about the enrolment form or process, or require assistance completing this form, including translation services, please contact the school in the first instance.

PRIVACY STATEMENT

The Department of Education and Training (DET) is collecting the information on this form for the purposes outlined in the Education (General Provisions) Act 2006 (EGPA 2006), and in particular for:

i. assessing whether your application for enrolment should be approved
ii. meeting reporting obligations required by law or under Federal – State Government funding arrangements
iii. administering and planning for providing appropriate education, training and support services to students
iv. assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
v. communicating with students and parents.

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DET will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the Education (Queensland Curriculum and Assessment Authority) Act 2014 (Qld). Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the Social Security (Administration) Act 1999 (Cth). De-identified information concerning parents’ school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, sex and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

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 the school in the first instance.

If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact the school in the first instance.

ENTITLEMENT TO ENROLMENT

Under the EGPA 2006, an applicant for enrolment at a state school must be enrolled if they are entitled to enrolment. While not exhaustive, the following matters may affect an applicant’s entitlement to enrolment at a state school:

- failure to adequately complete this enrolment form
- if the school has an Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a prospective mature age student (the applicant can only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All prospective mature age students must have a remaining allocation of state education.)
- the applicant is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the applicant has been excluded or cancelled from enrolment or is subject to suspension from a state school at the time of the application
- the school is a state special school and the applicant does not meet the criteria for enrolment in a special school
- the school principal reasonably believes that the applicant presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to Director-General)
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the EGPA 2006, and the arrangement has not yet been approved
- the prospective student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the applicant must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol)

<table>
<thead>
<tr>
<th>Office/area</th>
<th>Date enrolled</th>
<th>Year level</th>
<th>Roll Class</th>
<th>EQ ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent student</td>
<td>Yes</td>
<td>No</td>
<td>Birth certificate, passport sighted, number recorded and DOB confirmed</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Is the prospective student over 18 years of age at the time of enrolment?

If yes, is the prospective student exempt from the mature age student process? If no, has the prospective mature age student consented to a criminal history check?

- Yes | No
- Yes | No
- Yes | No

School house/ team

- Yes | No
- To be determined

FTE

- No

EQI category

- SV – student visa
- TV – temporary visa
- DS – dependent – parent on student visa
- EX – exchange student
- DE – distance education
### PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

<table>
<thead>
<tr>
<th>Legal family name*</th>
<th>Preferred names</th>
</tr>
</thead>
<tbody>
<tr>
<td>(as per birth certificate)</td>
<td></td>
</tr>
<tr>
<td>Legal given names*</td>
<td>Preferred given names</td>
</tr>
<tr>
<td>(as per birth certificate)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sex*</th>
<th>Date of birth*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td></td>
</tr>
</tbody>
</table>

Copy of birth certificate available to show school staff*

- Yes
- No

Enrolment may not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g., prospective student born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate. For international students approved for enrolment by EQI, a passport or visa will be acceptable.

For prospective mature age students, proof of identity supplied and copied*

- Yes
- No

Prospective mature age students must provide photographic identification which proves their identity:
- current driver's licence;
- adult proof of age card;
- current passport.

### APPLICATION DETAILS

Has the prospective student ever attended a Queensland state school?

- Yes
- No

If yes, provide name of school and approximate date of enrolment.

What year level is the prospective student seeking to enrol in?

Please provide the appropriate year level.

Proposed start date

Please provide the proposed starting date for the prospective student at this school.

<table>
<thead>
<tr>
<th>Does the prospective student have a sibling attending this school or any other Queensland state school?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

If yes, provide name of sibling, year level, date of birth, and school

- Name:
- Year Level:
- Date of birth:
- School:

### PROSPECTIVE STUDENT ADDRESS DETAILS*

Principal place of residence address

<table>
<thead>
<tr>
<th>Address line 1</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address line 2</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Suburb/town</th>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
</table>

Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')

<table>
<thead>
<tr>
<th>Address line 1</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address line 2</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Suburb/town</th>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email</th>
</tr>
</thead>
</table>

### FAMILY DETAILS

<table>
<thead>
<tr>
<th>Parents/carer 1</th>
<th>Parent/carer 2</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Family name*</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Given names*</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Mr</th>
<th>Mrs</th>
<th>Ms</th>
<th>Miss</th>
<th>Dr</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Sex</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Relationship to prospective student*</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Is the parent/carer an emergency contact?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

Uncontrolled copy. Refer to the Department of Education and Training Policy and Procedure Register at [http://prr.det.qld.gov.au](http://prr.det.qld.gov.au) to ensure you have the most current version of this document.

13/04/2017
<table>
<thead>
<tr>
<th>Parents/carers</th>
<th>Parent/carer 1</th>
<th>Parent/carer 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Phone contact number*</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Phone contact number*</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Phone contact number*</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
</tbody>
</table>

**Occupation**

| What is the occupation group of the parent/carer? | (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter 'S') | (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter 'S') |

**Country of birth**

**Country of residence**

**Does parent/carer 1 or parent/carer 2 speak a language other than English at home?**

<table>
<thead>
<tr>
<th>No, English only</th>
<th>Yes, other – please specify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needs interpreter?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Is the parent/carer an Australian citizen?**

| Yes | No |

**Is the parent/carer a permanent resident of Australia?**

| Yes | No |

**Address line 1**

**Address line 2**

**Suburb/town**

**State**

**Postcode**

**Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')**

**Address line 1**

**Address line 2**

**Suburb/town**

**State**

**Postcode**

**Parent/carer school education**

<table>
<thead>
<tr>
<th>What is the highest year of primary or secondary school parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')</th>
<th>What is the highest year of primary or secondary school parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 9 or equivalent or below</td>
<td>Year 9 or equivalent or below</td>
</tr>
<tr>
<td>Year 10 or equivalent</td>
<td>Year 10 or equivalent</td>
</tr>
<tr>
<td>Year 11 or equivalent</td>
<td>Year 11 or equivalent</td>
</tr>
<tr>
<td>Year 12 or equivalent</td>
<td>Year 12 or equivalent</td>
</tr>
</tbody>
</table>

**Parent/carer non-school education**

<table>
<thead>
<tr>
<th>What is the level of the highest qualification parent/carer 1 has completed?</th>
<th>What is the level of the highest qualification parent/carer 2 has completed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate I to IV (including trade certificate)</td>
<td>Certificate I to IV (including trade certificate)</td>
</tr>
<tr>
<td>Advanced Diploma/Diploma</td>
<td>Advanced Diploma/Diploma</td>
</tr>
<tr>
<td>Bachelor degree or above</td>
<td>Bachelor degree or above</td>
</tr>
<tr>
<td>No non-school qualification</td>
<td>No non-school qualification</td>
</tr>
</tbody>
</table>
## Prospective Student Origin Details

<table>
<thead>
<tr>
<th>Origin</th>
<th>Queensland/interstate/overseas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Origin type</td>
<td>Childcare centre or kindergarten/Prep/primary/secondary/VET/other</td>
</tr>
<tr>
<td>Previous school/other location</td>
<td></td>
</tr>
<tr>
<td>Previously employed</td>
<td>Yes</td>
</tr>
</tbody>
</table>

## Indigenous Status

Is the prospective student of Aboriginal or Torres Strait Islander origin?
- Yes
- No
- Aboriginal
- Torres Strait Islander
- Both Aboriginal and Torres Strait Islander

## Religion - Religious Instruction*

From Year 1, the prospective student may participate in religious instruction if it is available.
If you tick ‘No’ or if the nominated religion is not represented within the school’s religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction.
Parents/carers may change these arrangements at any time by notifying the principal in writing.

Do you want the prospective student to participate in religious instruction?
- Yes
- No

If 'Yes', please nominate the religion:

## Country of Birth*

In which country was the prospective student born?
- Australia
- Other (please specify country)

Date of arrival in Australia __________/__________/__________

Is the prospective student an Australian citizen?
- Yes
- No (if no, evidence of the prospective student’s immigration status to be completed)

## Prospective Student Language Details

Does the prospective student speak a language other than English at home?
- No, English only
- Yes, other – please specify

## Evidence of Prospective Student’s Immigration Status (to be completed if this person is NOT an Australian citizen)*

- Permanent resident
  - Complete passport and visa details section below
  - Date of arrival in Australia __________/__________/__________
  - Date enrolment approved to: __________/__________/__________
  - EQI receipt number:

- Student visa holder
  - Complete passport and visa details section below
  - Date of arrival in Australia __________/__________/__________
  - Date enrolment approved to: __________/__________/__________

- Temporary visa holder
  - Complete passport and visa details section below
  - Temporary visa holders must obtain an ‘Approval to enrol in a state school’ from EQI

Passport and visa details (to be completed for a prospective student who is NOT an Australian citizen).

**NOTE:** A permanent resident will have a passport with a permanent residency visa inside worded ‘Holder(s) permitted to remain in Australia indefinitely’. For prospective students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or ‘Document to travel to Australia’ with ‘stay indefinite’ recorded must be sighted by the school.

<table>
<thead>
<tr>
<th>Passport number</th>
<th>Passport expiry date</th>
<th><strong><strong><strong><strong><strong>/</strong></strong></strong></strong></strong>/__________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa number</td>
<td>Visa expiry date (if applicable)</td>
<td><strong><strong><strong><strong><strong>/</strong></strong></strong></strong></strong>/__________</td>
</tr>
</tbody>
</table>
## Emergency Contact Details

(Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted)*

<table>
<thead>
<tr>
<th></th>
<th>Emergency contact</th>
<th>Emergency contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relationship (e.g. aunt)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st phone contact number*</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td>2nd phone contact number*</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td>3rd phone contact number*</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
</tbody>
</table>

## Prospective Student Medical Information (Including allergies)*

**Privacy Statement**

The Department of Education and Training (DET) is collecting this medical information in order to address the medical needs of students during school hours as well as during school excursions, school camps, sports and other school activities. DET will not use this information to make a decision about a prospective student's eligibility for enrolment. The information will only be used by authorised employees of the department and DET will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2006.

It is essential that the school is advised before the prospective student’s first day of attendance if the prospective student has any medical conditions. The school administration staff must also be informed of any new medical conditions or a change to medical conditions as soon as they are known.

Should the prospective student need to take medication during school hours, an Individual Health Plan, including Emergency Health Plan if relevant, or Authority to Administer Medication Form will need to be completed each year and retained at the office.

| No known medical conditions | ☐ |
| Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of Medical Condition categories provided) | |
| Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of Medical Condition categories provided) | |
| Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of Medical Condition categories provided) | |
| Does the prospective student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)? This is for the purpose of informing planning for school activities such as sport and school excursions. | ☐ No ☐ Yes, please specify |
| Name of prospective student's medical practitioner (optional) | Contact number of medical practitioner |
| I authorise school staff to contact the prospective student's medical practitioner for the purposes of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the prospective student may be on an excursion or sporting event)? (answer only if medical practitioner details have been provided above) | ☐ Yes ☐ No |
| Medicare card number (optional) | Position Number |
| Cardholder name (if not in name of prospective student) | |
| Private health insurance company name (if covered) (optional) | Private health insurance membership number (leave blank if company name is not provided) |
**COURT ORDERS**

**Out-of-Home Care Arrangements**

Under the Child Protection Act 1999, when a Child Protection Order is approved by the Children’s Court, the child is placed in out-of-home care (OOHC). Out-of-home care includes short or long term placement with an approved kinship or foster carer; in a supported independent living arrangement; in a safe house; and in residential care.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the prospective student identified as residing in out-of-home care?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, what are the dates of the court order? Please provide a copy of the court order and/or the Authority to Care. Commenet date</td>
<td>/</td>
<td></td>
</tr>
<tr>
<td>End date</td>
<td>/</td>
<td></td>
</tr>
<tr>
<td>Contact details of the Child Safety Officer (if known)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone number</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Family Court Orders**

Are there any current orders made pursuant to the Family Law Act 1975 concerning the welfare, safety or parenting arrangements of the prospective student? □ Yes □ No

If yes, what are the dates of the court order? Please provide a copy of the court order.

| Commencement date | / |
| End date          | / |

**Other Court Orders**

Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student? □ Yes □ No

If yes, what are the dates of the court order? Please provide a copy of the court order.

| Commencement date | / |
| End date          | / |

**TRAVEL DETAILS**

Mode of transport to school

- [ ] Walk
- [ ] Car
- [ ] Bus
- [ ] Bicycle
- [ ] Train
- [ ] Other

**APPLICATION TO ENROL**

I hereby apply to enrol my child or myself at ____________________________________________

I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular, to the best of my knowledge.

<table>
<thead>
<tr>
<th>Parent/carer 1</th>
<th>Parent/carer 2</th>
<th>Prospective student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>/ /</td>
<td>/ /</td>
</tr>
<tr>
<td>Date</td>
<td>/ /</td>
<td>/ /</td>
</tr>
</tbody>
</table>
Parental occupation groups for use with parent/carer details

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.
Public service manager [section head or above], regional director, health/education/police/fire services administrator
Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]
Defence Forces commissioned officer
Professionals generally have degrees or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others
Health, education, law, social welfare, engineering, science, computing professional
Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

Group 2: Other business managers, arts/media/sportspeople and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]
Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]
Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]
Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsperson, coach, trainer, sports official]
Associate professionals generally have diploma/technical qualifications and support managers and professionals
Health, education, law, social welfare, engineering, science, computing technician/associate professional
Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]
Defence Forces senior Non-Commissioned Officer.

Group 3: Tradespeople, clerks and skilled office, sales and service staff

Tradespeople generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople are included in this group
Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registering clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer service clerk, admissions clerk]
Skilled office, sales and service staff:
Office [secretary, personal assistant, desktop publishing operator, switchboard operator]
Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
Service [aged/disabled/refugee/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators
Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]
Office assistants, sales assistants and other assistants:
Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]
Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
Assistant/aide [trades' assistant, school/teacher aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]
Labourers and related workers
Defence Forces ranks below senior NCO not included above
Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/wool classifier, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].

Group 8: Have not been in paid work in the last 12 months
<table>
<thead>
<tr>
<th>Medical Condition Category List</th>
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<tr>
<td>Acquired brain injury</td>
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<tr>
<td>Allergies/Sensitivities</td>
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<td>Anaphylaxis</td>
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<tr>
<td>Airway/lung/breathing - Oxygen required (continuously/periodically)</td>
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<td>Airway/lung/breathing - Suctioning</td>
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<td>Airway/lung/breathing - Tracheostomy</td>
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<td>Airway/lung/breathing - Other</td>
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<tr>
<td>Artificial feeding - Gastrostomy device (tube or button)</td>
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<td>Artificial feeding - Nasogastric tube</td>
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<td>Artificial feeding - Jejunostomy tube</td>
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<td>Artificial feeding - Other</td>
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<tr>
<td>Asthma</td>
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<tr>
<td>Asthma – student self-administers medication</td>
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<tr>
<td>Attention-deficit Hyperactivity disorder (ADHD)</td>
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<td>Autism Spectrum Disorder (ASD)</td>
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<td>Bladder and bowel - Urinary wetting, incontinence</td>
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<td>Bladder and bowel - Faecal soiling, constipation, incontinence</td>
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<tr>
<td>Bladder and bowel - Catheterisation (continuous, clean intermittent)</td>
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<tr>
<td>Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair</td>
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<tr>
<td>Bladder and bowel - Other</td>
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<tr>
<td>Blood disorders - Haemophilia</td>
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<td>Blood disorders - Thalassaemia</td>
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<td>Blood disorders - Other</td>
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<td>Cancer/oncology</td>
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<td>Coeliac disease</td>
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<td>Cystic Fibrosis</td>
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<td>Diabetes - type one</td>
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<td>Diabetes - type two</td>
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<td>Ear/hearing disorders - Otitis Media (middle ear infection)</td>
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<td>Ear/hearing disorders - Hearing loss</td>
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<td>Ear/hearing disorders - Other</td>
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<td>Epilepsy - Seizure</td>
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<td>Eyevision disorders</td>
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<td>Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid</td>
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<td>Heart/cardiac conditions - Heart valve disorders</td>
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<td>Heart/cardiac conditions - Heart genetic malformations</td>
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<td>Heart/cardiac conditions - other</td>
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<td>Mental Health - Depression</td>
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<td>Mental Health - Anxiety</td>
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<td>Mental Health - Oppositional defiant disorder</td>
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<td>Mental Health - Other</td>
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<tr>
<td>Muscle/bone/musculoskeletal disorders - spasticity (Baclofen Pump)</td>
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<td>Muscle/bone/musculoskeletal disorders - Other</td>
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<tr>
<td>Skin Disorders - eczema</td>
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<td>Skin Disorders - psoriasis</td>
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<tr>
<td>Swallowing/dysphagia - requiring modified foods</td>
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<tr>
<td>Swallowing/dysphagia - requiring artificial feeding</td>
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<tr>
<td>Transfer &amp; positioning difficulties</td>
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<td>Travel/motion sickness</td>
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<tr>
<td>Other</td>
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Application to enrol in a Queensland State School

This sheet contains information on how to complete the Application for Student Enrolment Form (SEF-1 Version 7).

Entitlement to enrolment
Under the Education (General Provisions) Act 2006 (Qld) a state school must enrol an applicant if they are entitled to enrolment. While not exhaustive, a list of matters which may affect an applicant’s entitlement to enrolment are included on the front cover of the enrolment form.

Questions which must be answered*
The Application for Student Enrolment Form contains a number of questions marked with an (*) which must be answered. These include – Prospective student demographic details, Prospective student address details, Family details, Religion – Religious Instruction, Country of birth, Emergency contact details, Prospective student medical information, Court orders and the Application to enrol. These questions and consent are considered necessary to ensure the school can undertake its administrative and care responsibilities.

Sections of the form not marked (*) are optional. However, failure to complete these sections may result in the school not being eligible for important Federal and State Government funding.

Parent’s occupation and education
All parents across Australia, no matter which school their child attends, are being asked to provide information about family background (answering this question is optional). The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background.

Sighting of birth certificate
Schools are required to sight a prospective student’s birth certificate. An alternative to a birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. person born in a country without a birth registration system – passport or visa documents will suffice). Prospective mature age students that provide appropriate photographic proof of identity do not need to present a birth certificate.

Court Orders
Any court orders concerning the prospective student’s welfare, safety or parenting arrangements should be provided to the school, and the school should also be provided with any new or updated orders.

Name on enrolment form
A prospective student should be enrolled under their legal name as per their birth certificate. There is provision to also record a preferred family and/or given name. The preferred name will be used on internal school documents such as class rolls. The legal name will appear on semester reports unless there is a specific request to use the preferred name only. This request can come from parents/carers or the student (if the student is independent/mature age).

Evidence of Prospective Student’s Immigration Status
This section is required to be completed when a prospective student is not an Australian citizen and information is required to be recorded about their passport and visa.

Medical information and emergency contacts
A prospective student’s medical condition, symptoms, management and medication/s must be documented. Medical conditions may include (but are not limited to) seizures/epilepsy, fainting, diabetes, asthma, heart problems, anaphylaxis and allergies (such as food or insect slings). A parent must indicate if they are an emergency contact. Three additional emergency contacts are also required.

Religion – Religious Instruction
Applicants are asked if they would like the prospective student to participate in religious instruction. From Year 1, the prospective student may participate in religious instruction if it is available. If you tick ‘No’ or if the nominated religion is not represented within the school’s religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction.

Parents/carers may change these arrangements at any time by notifying the principal in writing.

Office use
This section is to be completed by the school and will assist in documenting specific details in relation to enrolment, including confirmation of the sighting of documentary evidence such as a prospective student’s birth certificate, passport or visa and prospective student’s mature age status.
Enrolment Agreement – 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 Kenmore South State School.

Responsibility of student to:
- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules as outlined in the school's Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear school's uniform
- respect the school property.

Responsibility of parents to:
- ensure your child attends school on every school day for the educational program in which they are enrolled
- attend open meetings for parents
- let the school know if there are any problems that may affect your child's ability to learn
- ensure your child completes homework regularly in keeping with the school's homework policy
- inform school of student absences and reasons for absences in a timely manner
- treat school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self discipline and self control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise Principal if your student is in the care of the State
- keep school informed of any changes to student's details, such as student's home address and phone number.

Responsibility of school staff to:
- design and implement engaging and flexible learning experiences for individuals and groups
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- clearly articulate the school's expectations regarding the Responsible Behaviour Plan for Students and the school's Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools
- treat students and parents with respect.
- Responsible Behaviour Plan for Students
- Student Dress Code
- Homework Policy
- School Charges and voluntary contributions
- School network usage and access statement requirement of Acceptable Use of the Department’s Information, Communication and Technology (ICT) Network and Systems
- Absences
- School Excursions
- Complaints management
- Parent Notice for Religious Instruction in School Hours
- Parent / Guardian Consent form for Voluntary Student Participation in Program of Chaplaincy Services
- Department insurance arrangements and accident cover for students
- Managing Consent to Use Student/Volunteer Copyright Materials and/or to Record, Use or Disclose Student Personal Information
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
- 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 Kenmore South State School:

.................................................. .................................................. ..........................................................
1. PARTICULARS – PARENT / CARER TO COMPLETE

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

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

2. PARTICULARS – SCHOOLS TO COMPLETE

Description of what is to be created, used, retained or reproduced:
(Image or recording includes photographs, videos, film or sound recordings of the Individual)

☒ Individual’s image  ☒ Individual’s recording  ☒ Individual’s copyright material

Description of copyright material, image, recording or other personal information:

☐ sound recording  ☒ artistic work  ☒ written work  ☐ film  ☒ name  ☒ photograph / image
other: [Print]

Where will this information be used (e.g. on the website, newsletter or brochure etc.)

☒ newsletter (uploaded to the web)  ☐ printed promotional material  ☒ advertising  ☒ website
☒ displays ☒ competitions  ☒ year books / annuals  ☒ local media
other: [Print]

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

Duration of enrolment, or unless consent is otherwise changed in writing from the parent(s)/guardian(s)

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

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

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

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

☐ School Twitter Profile: [INSERT WEB ADDRESS]
The school Twitter profile is publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its Twitter profile.

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

3. LIMITATIONS ON CONSENT – PARENT/CARER TO COMPLETE

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

4. DETAILS

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

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

to use, record or disclose copyright material, image, recording, name or personal information

<table>
<thead>
<tr>
<th>Name of Individual</th>
<th>Address of Individual</th>
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<table>
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<th>Name of School (at which the individual is enrolled, employed or volunteers)</th>
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<tr>
<th>Signature of the Individual (if over 18 years of age, or if under 18 years of age and capable of understanding and giving this consent)</th>
<th>Date</th>
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<tr>
<th>Signature of the parent or guardian (required if the Individual is under 18 years)</th>
<th>Date</th>
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<table>
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<tr>
<th>Name of signing parent or guardian</th>
<th>Address of signing parent or guardian</th>
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## 5. CONSENT GIVEN

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

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

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

## 6. PURPOSE

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

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

## 7. DURATION

If the Department, the State or another person permitted by them is using the Individual's personal information or Individual work, or has entered into contractual obligations in relation to the Department's material that incorporates the Individual's personal information or Individual work, the consent will continue in relation to that material until the use is complete or until the contractual obligations come to an end. It is not possible for the Signatory or the Individual to withdraw the Individual's personal information or Individual work or revoke this consent in relation to such existing uses of that material.

If you do wish to revoke or modify this consent in relation to any further new uses of the Individual's personal information or Individual work, the individual or the Signatory should send a notice in writing to the person nominated in Section 9 of this Consent Form. After that notice is
received, the Department and the State will still be able to continue the existing uses, but will not be able to make any further new use of the Individual’s personal information or Individual work.

The Signatory acknowledges that where material is uploaded to a Social Media website or other website:

- the use and contractual obligations may be perpetual and irrevocable; and
- it may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State will not be responsible for doing so.

8. DEFINITIONS

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

9. NOTE

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

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

10. INFORMATION

What is this consent for?

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

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

Websites

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

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

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

What is copyright material?

Uncontrolled Copy. Refer to the Department of Education, Training and Employment Policy and Procedure Register at http://opr.det.qld.gov.au to ensure you have the most current version of this document.
An Individual’s copyright material may include written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, recordings, computer programs, websites, sculptures, fashion, metal- or wood-works made by them or to which they contributed. In the case of students, it includes, but is not limited to, work that they create in the course of their studies during the time they are enrolled at a State school. These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

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

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

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

What is personal information?

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

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

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

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

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

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

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

Privacy

The consent to the recording, use and disclosure of the Individual’s personal information and Individual work is required in accordance with the Copyright Act 1968 (Cth), the Education (General Provisions) Act 2006 and the Information Privacy Act 2009. Personal information will be stored securely. The Department will only disclose the Individual’s personal information in accordance with your consent, except where authorised or required by law. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, or if you have a concern or complaint about the way the Individual’s personal information has been collected, used, stored or disclosed, please contact the school.
KENMORE SOUTH STATE SCHOOL

ICT AGREEMENT FORM

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 Code of School Behaviour.
• 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.
• The school will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to behave in line with 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 as not to 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 or staff member’s username or password to access the school network, including not trespassing in another person’s files, home 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 of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

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, 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, where these devices are not being used in a teacher directed activity to enhance learning
• 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 the mobile device in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use of obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even 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 for the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department’s networks security
- use in-phone cameras anywhere a normal camera would be considered inappropriate, 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:

I understand that the school’s information and communication technology (ICT) 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 stored on computers around the world.

While I have access to the school’s ICT 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 pictures or 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 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 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 facilities and devices, appropriate action may be taken as per the school’s Behaviour Management Policy, 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 Code of School Behaviour.

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

______________________________ (Student’s name)
______________________________ (Student’s signature) ________________ (Date)
Parent or guardian:

I understand that the school provides my child with access to the school's information and communication technology (ICT) 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 on computers from around the world; that the school cannot control what is on those computers; 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 students/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 facilities and devices. Furthermore I will advise the school if any inappropriate material is received by my student/child that may have come from the school or from other students.

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 facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any 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 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 Behaviour Management Policy. This may include loss of access and usage of the school's ICT facilities and devices for some time.

I have read and understood this procedure/policy/statement/guideline and the Code of School Behaviour.

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 and Training through its Information Management (IM) Procedure is collecting your personal information in accordance with the Education General Provisions Act 2006 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 Management (IM) 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.