



# Buderim Mountain State School

## 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. Completion and submission of this application form to the school does not confirm enrolment. The school will notify you of the outcome of your application as soon as practicable.

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. These questions and your 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 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 (DoE) is collecting the information on this form for the purposes outlined in the *Education (General Provisions) Act 2006* (Qld) (EGPA 2006), and in particular for:

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

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DoE 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, gender 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.

### PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name		Preferred given names	
Gender*	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth*	____ / ____ / ____
Copy of birth certificate available to show school staff*	<input type="checkbox"/> Yes <input type="checkbox"/> 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. The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted. 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*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Prospective mature age students must provide photographic identification which proves their identity: <ul style="list-style-type: none"><li>• current driver's licence; or</li><li>• adult proof of age card; or</li><li>• current passport.</li></ul>	

APPLICATION DETAILS				
Has the prospective student ever attended a Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> 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.		
Does the prospective student have a sibling attending this school or any other Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of sibling, year level, date of birth, and school	Name:	
			Year Level	
			Date of birth	____ / ____ / ____
			School	

INDIGENOUS STATUS	
Is the prospective student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander

FAMILY DETAILS		
Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1 <sup>st</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
2 <sup>nd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
3 <sup>rd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
Email		
Occupation		
What is the occupation group of the parent/carer?	<input type="checkbox"/> (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 '8')	<input type="checkbox"/> (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 '8')
Employer name		
Country of birth		
Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____
Needs interpreter?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer a permanent resident of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**FAMILY DETAILS (continued)**

Parents/carers	Parent/carer 1		Parent/carer 2	
Address line 1				
Address line 2				
Suburb/town				
State		Postcode		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		Postcode
Parent/carer school education	What is the <i>highest</i> year of schooling parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')		What is the <i>highest</i> year of schooling parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')	
Year 9 or equivalent or below	<input type="checkbox"/>		<input type="checkbox"/>	
Year 10 or equivalent	<input type="checkbox"/>		<input type="checkbox"/>	
Year 11 or equivalent	<input type="checkbox"/>		<input type="checkbox"/>	
Year 12 or equivalent	<input type="checkbox"/>		<input type="checkbox"/>	
Parent/carer non-school education	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?		What is the level of the <i>highest</i> qualification parent/carer 2 has completed?	
Certificate I to IV (including trade certificate)	<input type="checkbox"/>		<input type="checkbox"/>	
Advanced Diploma/Diploma	<input type="checkbox"/>		<input type="checkbox"/>	
Bachelor degree or above	<input type="checkbox"/>		<input type="checkbox"/>	
No non-school qualification	<input type="checkbox"/>		<input type="checkbox"/>	

**COUNTRY OF BIRTH\***

In which country was the prospective student born?	<input type="checkbox"/> Australia
	<input type="checkbox"/> Other (please specify country) _____
	Date of arrival in Australia ____ / ____ / ____
Is the prospective student an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> No, English only
	<input type="checkbox"/> Yes, other – please specify _____

**EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)\***

<input type="checkbox"/> Permanent resident	Complete passport and visa details section below	
<input type="checkbox"/> Student visa holder	Date of arrival in Australia ____ / ____ / ____	Date enrolment approved to: ____ / ____ / ____
	EQI receipt number: _____	
<input type="checkbox"/> 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	
<input type="checkbox"/> Other, please specify _____		

**EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS\*** (continued)

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

NOTE: A permanent resident will have a visa grant notification with an indefinite stay period indicated.

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.

Passport number		Passport expiry date	____/____/____
Visa number		Visa expiry date (if applicable)	____/____/____
Visa sub class			

**PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY**

Where does the prospective student come from?	<input type="checkbox"/> Queensland <input type="checkbox"/> interstate <input type="checkbox"/> overseas
Previous education/activity	<input type="checkbox"/> Kindergarten <input type="checkbox"/> School <input type="checkbox"/> VET <input type="checkbox"/> Home education <input type="checkbox"/> Full-time employment <input type="checkbox"/> Part-time employment <input type="checkbox"/> Other
Please provide name and address of education provider/activity provider/employer	

**RELIGIOUS INSTRUCTION\***

<p>From Year 1, the prospective student may participate in religious instruction if it is available.</p> <p>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.</p> <p>Parents/carers may change these arrangements at any time by notifying the principal in writing.</p>	Do you want the prospective student to participate in religious instruction?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If 'Yes', please nominate the religion:

**PROSPECTIVE STUDENT ADDRESS DETAILS\***

Principal place of residence address			
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	
Email			

**EMERGENCY CONTACT DETAILS** (Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted. At least one emergency contact must be provided)\*

	Emergency contact	Emergency contact
Name		
Relationship (e.g. aunt)		
1 <sup>st</sup> phone contact number*	Work/home/mobile	Work/home/mobile
2 <sup>nd</sup> phone contact number*	Work/home/mobile	Work/home/mobile
3 <sup>rd</sup> phone contact number*	Work/home/mobile	Work/home/mobile

**PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)\*****Privacy Statement**

The Department of Education (DoE) 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. DoE 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 DoE 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 routine medication during school hours, the *Parent consent to administer medication at school* form must be completed before school staff can administer medication. All medication must be provided in the original container with a pharmacy label providing clear instructions for administration. For emergency medication the school will also require a doctor's letter containing detailed instructions and or a signed Action Plan / Emergency Health Plan. Parent consent and health plans must be reviewed annually. All original documentation will be retained at the office and copies of Action or Emergency Health Plans kept with the student.

No known medical conditions	<input type="checkbox"/>		
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.	<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify		
Name of prospective student's medical practitioner (optional)	Contact number of medical practitioner		
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)		
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), and to provide Medicare card details if required? (answer only if medical practitioner and Medicare card details have been provided above)	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**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.

Is the prospective student identified as residing in out-of-home care?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what are the dates of the court order? Please provide a copy of the court order and/or the Authority to Care.	Commencement date	___ / ___ / ___
	End date	___ / ___ / ___
Contact details of the Child Safety Officer (if known)	Name	
	Phone number	

**COURT ORDERS\*** (continued)**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

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**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.

	Parent/carer 1	Parent/carer 2	Prospective student (if student is mature age or independent)
Signature			
Date	____ / ____ / ____	____ / ____ / ____	____ / ____ / ____

**Office use only**

Enrolment decision	Has the prospective student been accepted for enrolment? <input type="checkbox"/> Yes <input type="checkbox"/> No (applicant advised in writing) If no, indicate reason: <input type="checkbox"/> Does not meet School EMP or Enrolment Eligibility Plan requirements <input type="checkbox"/> Prospective student is mature age and school is not a mature age state school <input type="checkbox"/> Does not meet Prep age eligibility requirement <input type="checkbox"/> Prospective student is subject to suspension from a state school at the time of enrolment application <input type="checkbox"/> Does not meet requirements for enrolment in a state special school <input type="checkbox"/> Does not have an approved flexible arrangement with the school <input type="checkbox"/> School does not offer year level prospective student is seeking to be enrolled in <input type="checkbox"/> Prospective student has no remaining semester allocation of state education						
Date enrolment processed	____ / ____ / ____	Year level		Roll Class		EQ ID	
Independent student	<input type="checkbox"/> Yes <input type="checkbox"/> No			Birth certificate/passport sighted, number recorded and DOB confirmed		<input type="checkbox"/> Yes <input type="checkbox"/> No Number:	
Is the prospective student over 18 years of age at the time of enrolment?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, is the prospective student exempt from the mature age student process?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
If no, has the prospective mature age student consented to a criminal history check?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
School house/team					EAL/D support		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> To be determined
FTE		Associated unit		Visa and associated documents sighted		<input type="checkbox"/> Yes <input type="checkbox"/> No	
EQI category				SV – student visa TV – temporary visa DS – dependent – parent on student visa		EX – exchange student DE – distance education	

## 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/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services 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/hide classer, 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

## State schools standardised medical condition category list

Acquired brain injury
Allergies/Sensitivities
Anaphylaxis
Airway/lung/breathing - Oxygen required (continuously/periodically)
Airway/lung/breathing - Suctioning
Airway/lung/breathing - Tracheostomy
Airway/lung/breathing - Other
Artificial feeding - Gastrostomy device (tube or button)
Artificial feeding - Nasogastric tube
Artificial feeding - Jejunostomy tube
Artificial feeding - Other
Asthma
Asthma – student self-administers medication
Attention-deficit /Hyperactivity disorder (ADHD)
Autism Spectrum Disorder (ASD)
Bladder and bowel - Urinary wetting, incontinence
Bladder and bowel - Faecal soiling, constipation, incontinence
Bladder and bowel - Catheterisation (continuous, clean intermittent)
Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair
Bladder and bowel - Other
Blood disorders - Haemophilia
Blood disorders - Thalassaemia
Blood disorders - Other
Cancer/oncology
Coeliac disease
Cystic Fibrosis
Diabetes - type one
Diabetes - type two
Ear/hearing disorders - Otitis Media (middle ear infection)
Ear/hearing disorders - Hearing loss
Ear/hearing disorders - Other
Epilepsy - Seizure
Eye/vision disorders
Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid
Heart/cardiac conditions - Heart valve disorders
Heart/cardiac conditions - Heart genetic malformations
Heart/cardiac conditions - other
Mental Health - Depression
Mental Health - Anxiety
Mental Health - Oppositional defiant disorder
Mental Health - Other
Muscle/bone/musculoskeletal disorders - spasticity (Baclofen Pump)
Muscle/bone/musculoskeletal disorders - Other
Skin Disorders - eczema
Skin Disorders - psoriasis
Swallowing/dysphagia - requiring modified foods
Swallowing/dysphagia - requiring artificial feeding
Transfer & positioning difficulties
Travel/motion sickness
Other



## 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 8).

### Entitlement to enrolment

Under the *Education (General Provisions) Act 2006 (Qld)* a state school must enrol a prospective student if they are entitled to enrolment. While not exhaustive, the following matters may affect a prospective student's entitlement to enrol in a state school:

- if the school has a School 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 prospective student is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the prospective student has been excluded, or is subject to suspension from a state school at the time of the application
- the school principal reasonably believes that the prospective student presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to the Director-General)
- the school is a state special school and the prospective student does not meet the criteria for enrolment in a special school
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the *Education (General Provisions) Act 2006 (Qld)*, 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 prospective student must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol)
- the school does not offer the year level that the prospective student should be enrolled in
- the prospective student has no remaining semester allocation of state education. Enrolment cannot proceed until additional semesters are applied for by the prospective student (or parent on their behalf) and granted.

### Prospective student

A prospective student is a person who has applied to enrol at a state school but who has not yet been accepted for enrolment.

### Parent's occupation and education

All parents across Australia, no matter which school their child attends, are 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.

### 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).

### Gender

Information about gender is supplied to the Federal Government to comply with State funding agreements. The gender category with which a person identifies may not match the sex they were assigned at birth. There is no requirement for a student's gender recorded on this form to align with the sex shown on their birth certificate or passport.

### Religious Instruction

Religious instruction is a program approved and provided by a religious denomination or religious society. Other instruction relates to part of a subject area that has been covered within the curriculum and may include, but is not limited to, personal research and/or assignments, revision of class work, and wider reading. Information about religious instruction available at the school, and about other instruction, is provided by the school at the time of enrolment and on the school's website.

## Privacy Statement

The Department of Education, through the school, is collecting your personal information in accordance with section 51 of the *Education (General Provisions) Act 2006* in order to administer the Student Resource Scheme in an efficient, ethical and secure manner. The information will only be accessed by school employees administering the scheme. Some of this information may be given to departmental employees for the purpose of debt recovery. Your information will not be given to any other person or agency unless you have given permission or the Department of Education is authorised or required by law to make the disclosure.

### Purpose of the Scheme

1. In accordance with the *Education (General Provisions) Act 2006*, the cost of providing instruction, administration and facilities for the education of students enrolled at State schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
2. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school. In recognition that these costs can be high, the school operates a Student Resource Scheme ("the scheme") that enables a parent to enter into an agreement with the school that, for a specified annual participation fee, provides for the temporary use by the student of prescribed textbooks and/or other resources, and/or the purchase of consumables and materials for the student.
3. A Student Resource Scheme is separate to and distinct from a request for a voluntary financial contribution.

### Benefits of the Scheme

4. The purpose of the scheme is to provide the parent with a cost effective alternative to purchasing textbooks and/or resources elsewhere, through reduced prices gained from the school's bulk purchasing practices.
5. The scheme also ensures that students have consistent personal resources for their education, and saves the parent time and money in sourcing the prescribed materials elsewhere.
6. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the operation of the scheme.

### Participation in the Scheme

7. Participation in the scheme is voluntary, and there is no obligation on a parent to participate in the scheme. A parent's decision to participate or not is based on consideration of the value afforded to them by the scheme.
8. The completed and signed Participation Agreement Form should be returned to the school by the advertised date to indicate participation or non-participation in the scheme.
9. If a parent chooses to participate in the scheme and completes the Participation Agreement Form, a fee will be due and payable by the parent for the items provided by the scheme to the student.
10. Payment of the participation fee is a requirement for continued participation in the scheme. An unpaid fee will be subject to the school's debt collection processes.
11. A parent who does not wish to participate in the student resource scheme shall inform the school by completing the Participation Agreement Form and returning it to the Administration Office. Arrangements will be made for the parents of students in Years 7 to 12 or of secondary education age to be paid the value of the Textbook and Resource Allowance for each of their eligible children.
12. A parent who chooses not to participate in the scheme is responsible for providing the student with all items that would otherwise be provided to the student by the scheme as detailed on the *Year Level Requirements List* and/or *Subject Requirements List*, to enable the student to engage with the curriculum.

### Parents and Citizens' Association Support of the Scheme

13. The operation of the Student Resource Scheme is discussed annually at a meeting of the Parents and Citizens' Association. Parents are extended an invitation to attend this meeting and provided with an opportunity to express their opinions. A vote is taken at this meeting on supporting the operation of the scheme.

### Textbook and Resource Allowance

14. The Queensland Government provides financial assistance to parents of students in Years 7 to 12 or of secondary education age, attending State and approved non-State schools, to offset the costs of textbooks and other resources. Assistance is provided in the form of a Textbook and Resource Allowance which is paid once a calendar year through the school. Parents have the option to receive the allowance directly from the school or as an offset of fees associated with participation in the school's Student Resource Scheme. This option is made available to each parent annually by the school. Current allowance rates are available from <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>

### Payment Arrangements

15. Payment of the participation fee may be made by EFTPOS (Debit Card; MasterCard; Visa; American Express where accepted by the school), cheque, or cash.
16. 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.
17. 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 your CRN, please contact the school.

18. Payment of the participation fee may be made in whole or by instalment as indicated on the Participation Agreement Form or for another amount as approved by the principal.
19. For payments made in person by cash, cheque or credit/debit card, a receipt will be provided to the payer. Where payments are received by other methods, a receipt will be provided on request. All receipts and documentation on the scheme should be retained by the parent for future reference and possible taxation purposes.

### Parent Experiencing Financial Difficulties

20. A parent wishing to participate in the Student Resource Scheme and experiencing financial hardship is encouraged to contact the principal to discuss how their financial obligations can be met throughout the school year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. Centrelink deduction is a payment option offered by the school. All discussions will be held in the strictest confidence.
21. The onus of proof of being so affected is on the parent, and might include a current Health Care Card or other evidence to establish financial hardship.
22. Any concessions given to the participation fee will be at the discretion of the principal.

### Terms and Conditions of Participation in the Scheme

23. Payment of the prescribed fee implies acceptance of the Student Resource Scheme including the Terms and Conditions irrespective of whether or not the signed form has been returned.
24. For the purposes of the scheme, where a student is living independent of his/her parents, reference in the terms and conditions to "parent" is a reference to the independent student.
25. Where a parent chooses to join the scheme and completes a Participation Agreement Form, an annual participation fee will be due and payable by the parent to the Student Resource Scheme.
26. In return for payment of the participation fee, the scheme will provide the participating student with textbooks and/or resources, consumables and materials as listed on the *Year Level Requirements List* and/or *Subject Requirements List* as being provided by the scheme, when due for the student's use.
27. Payment of the participation fee is to be made according to the payment arrangement option indicated by the parent on the Participation Agreement Form, or as otherwise approved by the Principal.
28. Non-payment of the participation fee by the designated payment date(s) will generate a reminder notice to the parent from the school at intervals of 30 days overdue and 60 days overdue. The Principal may thereafter undertake debt recovery action for the overdue participation fee.
29. Without limiting any other action the Principal may take in accordance with these terms and conditions, subject to 26 above, the Principal may withdraw a student's participation in the scheme due to non-payment of a participation fee, and/or may require the return of items provided by the scheme for the temporary use of the student, and/or may withhold the giving of any further items under the scheme until the debt is paid.
30. The Principal may refuse to admit a student to the scheme where participation fees are overdue from the previous year's scheme.
31. Where participation fees are overdue, the Principal has the discretion to exclude a student from an optional school activity.
32. The scheme provides the entire package for the specified participation fee, and is not available in parts unless specifically provided for by the school in the fee structure.
33. All textbooks and resources provided for temporary use by the scheme remain the property of the scheme and shall be returned at the end of the course or school year or when the student leaves the school, whichever is the earlier. Where an item is not returned, the parent will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.
34. Textbooks and other resources provided for temporary student use by the scheme shall be kept in good condition by the student. The school Administration Office shall be notified immediately of the loss or negligent damage to any issued item. Where an issued item is lost or negligently damaged, parents will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.
35. The parent is responsible for supplying the student with any additional student materials that are not provided by the Student Resource Scheme, as indicated on the *Year Level Requirements List* and/or *Subject Requirements List* or otherwise advised by the school.
36. If a student enters the scheme after the first week of school, a pro-rata participation fee will apply, calculated on a 40-week school year basis.
37. If a student, having paid a participation fee, leaves the school through the year, a pro-rata refund will be made to the parent, calculated on the participation fee paid, less the cost of consumed materials and the replacement cost of scheme items that are lost or negligently damaged or not returned, plus the pro-rata Textbook and Resource Allowance calculated on a 40-week school year basis.
38. As the scheme operates for the benefit of participating parents and is funded solely from participation fees, resources provided by the scheme will not be issued to students whose parents choose not to participate in the scheme.





## **Enrolment Agreement – Buderim Mountain State School**

**Name of Student** .....

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Buderim Mountain 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

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- 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
- 
- Student Code of Conduct
  - Student Dress Code
  - Homework Policy
  - School Charges (SRS) 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 **Buderim Mountain State School**:

.....

.....

.....



## **Student ICT Network and Internet Agreement**

The use of Buderim Mountain State School network, including logon details, intranet, emails and internet are provided to students for educational purposes only. **At all times students will act in line with the requirements of the Student Code of Conduct and the specific rules of their school.**

### ***What is acceptable/appropriate use/behaviour by a student?***

It is acceptable for students to use school computers and network infrastructure for:

- Educational purposes only;
- 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.
- Accessing age appropriate material for educational purposes (PG)
- Researching and learning through the Department's e-learning environment.

### ***What is unacceptable/inappropriate use/behaviour by a student?***

It is unacceptable for students to:

- Use the IT resources in an unlawful manner;
- Use pictures, music, games that have not been paid for;
- Download, distribute or publish offensive messages or pictures;
- Searching for material that is illegal, dangerous or offensive;
- Insult, harass or attack others or use obscene or abusive language;
- Deliberately waste printing and Internet resources;
- Damage computers, printers or the network equipment;
- Commit plagiarism or violate copyright laws;
- Use unsupervised internet chat;
- Use online email services (e.g. Hotmail), send chain letters or Spam e-mail (junk mail)
- Knowingly download viruses or any other programs capable of breaching the Department's networks security.
- Save games of any kind onto student user folder.
- Download or save music onto student user folder without permission from teacher.
- Reveal any personal information including logon, password, home address or phone numbers.

I understand and agree to use Buderim Mountain State School network responsibly and for use of educational purposes only.

I understand that if I do not use the network responsibly and for use of educational purposes only, my privileges will be revoked.

Student:..... Date: .....



## **Information and Communications Technology (ICT) User Agreement**

### **Guidelines for ICT use at Buderim Mountain State School**

Information and Communications Technology (ICT) facilities and devices provide innovative and engaging opportunities for teaching and learning. ICT are provided at Buderim Mountain State School for educational and research purposes. **This User Agreement sets out the expectations for acceptable use of ICT for all students.**

This agreement must be read in conjunction with the Department of Education, Training and Employment (DETE) policies relating to Acceptable use of ICT and Managing Electronic Identities (embed hyperlinks [http://ppr.det.qld.gov.au/corp/ict/management/Pages/Acceptable-Use-of-Departments-Information-Communication-and-Technology-\(ICT\)-Network-and-Systems.aspx](http://ppr.det.qld.gov.au/corp/ict/management/Pages/Acceptable-Use-of-Departments-Information-Communication-and-Technology-(ICT)-Network-and-Systems.aspx)

<http://ppr.det.qld.gov.au/corp/ict/management/Pages/Managing-Electronic-Identities-and-Identity-Management.aspx>), where terms used in this document have a definition under those policies those definitions apply to this agreement.

Every new student at Buderim Mountain State School is provided with a copy of this ICT User agreement for review, discussion and signing with their parent/caregiver at time of enrolment or if changes have been made or this documented is updated. **This user agreement will remain in effect for the duration of the student's enrolment at Buderim Mountain state School.** In the event that any amendments or additions are required to be made to this agreement, you will be advised in writing.

**Buderim Mountain State School is committed to promoting and maintaining a culture of online behaviour that provides a safe, respectful and disciplined environment for students and staff.** With the support of DETE, Buderim Mountain state School employs systems to assist in managing and monitoring student access to ICT and avoiding and reducing access to harmful online content and materials.

While every reasonable effort is made by the school to ensure students' use of ICT is safe and positive, developing positive online behaviours and protecting against negative influence is an ongoing and collaborative task that requires the active involvement of parents and caregivers. **It is encouraged and expected that parents and caregivers will discuss this user agreement with their child.**

Online behaviours can impact upon students' right to learn, teachers' ability to teach and the ability of the school to provide a safe, supportive learning environment. **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 Responsible Behaviour Management Plan.**



Buderim Mountain State School invites parents and caregivers to contact school staff to discuss any questions about cybersafety or this user agreement.

### **Principles of Acceptable Use of the ICT agreement at Buderim Mountain State School**

**For the purpose of this document 'I' refers to the student. For students entering prep, years 1,2,3. The parent / carer may sign on their behalf.**

1. I will use only my designated personal account to access the school ICT and network. I will protect my account information, including username and passwords, and will not share this information with any other person.
2. If I become aware that another student's account details are being shared, I will advise a teacher or responsible staff member as soon as possible.
3. 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 inside or outside of school hours. I understand that my online behaviour should comply with this user agreement at all times.
4. If I find any online content that is offensive, abusive or that I know is against the school's Responsible Behaviour Management Plan, I will report this to a teacher as soon as possible. I will not save copy or distribute any offensive or inappropriate material content to any other person.
5. Online behaviours require the same attention to etiquette, courtesy and accountability as any other behaviour. I understand that online behaviours and content are capable of being shared online and reposted to a large audience.
6. **The use of ICT is a privilege and misuse may result in my access being restricted, suspended or subject to increased monitoring and supervision.**
7. **Despite departmental systems to manage access to information on the Internet, illegal, dangerous or offensive content may be accessed or accidentally displayed.**
8. I understand that school staff, with the support of the Department, will always exercise their duty of care, but avoiding or reducing access to harmful content also requires that I am responsible in my use of the ICT network and obey acceptable use policies and teacher directions.
9. I understand that the school and the Department monitor access to and usage of the ICT network. For example, e-mail monitoring will occur to identify inappropriate use,



protect system security, maintain system performance, determine compliance with State and departmental policy and determine compliance with State and Federal legislation and regulation.

10. **Online behaviour can form the basis for criminal offences. The school may need to report serious instances of inappropriate online behaviour or content to police.**
11. Behaviour that is in violation of this acceptable use agreement may form the basis for the school to take disciplinary action against me.
12. **Buderim Mountain State School restricts the use of personal ICT devices on school grounds. Personal ICT devices are used at their owners' risk. No liability will be accepted by the school or Department 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 Department's negligence.**
13. In the event that the use of a personal ICT device is required for educational purposes, it is the responsibility of the student, with their parent/caregiver, to negotiate with the school for special permission to use the private ICT device during school hours and/or on the school network.

**By signing this document, I acknowledge that I accept the principles and guidelines contained within this Agreement and understand my responsibilities in using ICT while enrolled at Buderim Mountain State School.**

**Student Signature:** ..... **Date:** .....

**Parent/Caregiver Signature:** ..... **Date:** .....

**School Representative:** ..... **Date:** .....





### **Third Party Website Consent Privacy Notice**

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

*Student personal information collected on this may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact the school in the first instance.*

Dear Parent/Guardian,

The use of web based educational resources has risen steadily over the last decade and are increasingly being used by teachers to improve student learning outcomes. Our school makes decisions about the best technology to use to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party web based providers.

Buderim Mountain State School wishes to utilise the third party web based service provider/s listed below to enhance students' learning. For your student to use the service, the teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. In the case of the services outlined below, they are private companies that are hosted onshore in Australia. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws. Registration may include disclosing the following information about your student:

- Student Name
- Student ID
- Age
- Year group
- Class Teacher
- Student's Education Queensland email

We need your permission for the registration and use of these sites by your student.

*Note: It is not compulsory for you to provide this consent – If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.*

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

Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student's information, please feel free to contact the school on 5477 2700.



**Below are the third party web based service provider/s:**

**Name of Provider:** Class Dojo

**Type of Service:** The purpose of this website is to help teachers improve student behaviour and engagement while keeping parents and caregivers in the loop.

**Website:** <http://www.classdojo.com>

**Privacy Policy:** <https://www.classdojo.com/en-gb/terms>

**Terms of use:** <https://www.classdojo.com/en-gb/privacy>

**File Storage:** Cloud based servers in the United States of America (USA).

**Name of Provider:** Literacy Planet

**Type of Service:** The purpose of this website is to allow students to learn and play interactive games to improve in English literacy. Students can participate in quests, play games and compete in competitions.

Teachers can assign work, monitor students' progress and grade students.

**Website:** <http://www.literacyplanet.com>

**Privacy policy:** [http://www.literacyplanet.com/privacy\\_policy](http://www.literacyplanet.com/privacy_policy)

**Terms of use:** [http://www.literacyplanet.com/terms\\_of\\_use](http://www.literacyplanet.com/terms_of_use)

**File Storage:** Cloud based servers in Australia

**Name of Provider:** Seesaw

**Type of Service:** The purpose of this website is to capture student work in a digital 'portfolio'.

**Website:** <http://web.seesaw.me>

**Privacy policy:** <https://app.seesaw.me/about/privacy>

**Terms of use:** <https://app.seesaw.me/about/terms>

**File Storage:** Cloud based servers in the United States of America (USA).

**Name of Provider:** Quizlet

**Type of Service:** The purpose of this website is to provide users a platform that enables the creation of data sets for the purpose of student study and quizzes.

**Website:** <https://quizlet.com>

**Privacy policy:** <https://quizlet.com/privacy>

**Terms of use:** <https://quizlet.com/privacy>

**File Storage:** Cloud based servers in the United States of America (USA).

**Name of Provider:** Epic!

**Type of Service:** The purpose of this website is to provide an online library with the ability to track students' progress.

**Website:** <https://www.getepic.com>

**Privacy policy:** <https://www.getepic.com/privacy>

**Terms of use:** <https://www.getepic.com/tos>

**File Storage:** Cloud based servers in the United States of America (USA).

**Name of Provider:** 3P Learning

**Type of Service:** The purpose of this website is to promote and provide access to a product *designed to develop a student's mathematic ability*. These products are designed to engage students with interactive learning systems. These products allow students to compete internationally using a point based system.

**Associated website products are:**

1. <http://www.intoscience.com> (Info Science)
2. <http://www.mathletics.com.au> (Mathletics)
3. <http://readingeggs.com.au> (Reading Eggs)

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**Privacy policy:** [www.3plearning.com/privacy-policy](http://www.3plearning.com/privacy-policy)

**Terms of use:** [www.3plearning.com/terms-conditions](http://www.3plearning.com/terms-conditions)

**File Storage:** Cloud based servers in America

**Name of Provider:** ACER Online Assessment and Reporting (OAR)

**Type of Service:** The purpose of this website is to provide an online alternative to paper tests and surveys. Tests are also available to purchase.

**Website:** <https://oars.acer.edu.au/>

**Privacy policy:** <https://www.acer.edu.au/privacy>

**Terms of use:** <https://oars.acer.edu.au/client-terms>

**File Storage:** Cloud based servers in Australia

**Name of Provider:** Sunshine Classics

**Type of Service:** The purpose of this website is to provide an online literacy and numeracy program designed for children aged between 4 to 10 years old.

**Website:** <http://sunshineclassics.com.au/>

**Privacy policy:** <http://sunshineclassics.com.au/privacyPolicy.php>

**Terms of use:** <http://sunshineclassics.com.au/terms.php>

**File Storage:** Cloud based servers in the United States of America (USA).

**Name of Provider:** Code.org

**Type of Service:** The purpose of this website is to learn drag and drop programming through tutorials and exercises.

**Website:** <https://code.org/> and <https://code.org/educate/applab>

**Privacy policy:** <https://code.org/privacy>

**Terms of use:** <https://code.org/tos>

**File Storage:** Cloud based servers in the United States of America (USA).

**Name of Provider:** Tynker

**Type of Service:** The purpose of this website is to promote and provide access to the interactive game creating coding product called Tynker.

**Website:** <https://www.tynker.com/>

**Privacy policy:** <https://www.tynker.com/privacy>

**Terms of use:** <https://www.tynker.com/terms>

**File Storage:** Cloud based servers in the United States of America (USA).

**Name of Provider:** Explain Everything and Explain Everything Discover

**Type of Service:** The purpose of this website is to promote and provide access to the website product Explain Everything Discover. This product allows:

1. Users to create upload and share short educational training movies similar to YouTube functionality.

2. Users can view and comment on educational movie content from other users.

\*Note - This review is for the website Explain Everything and relates to the Explain Everything Interactive Whiteboard app (white app).

**Website:** <http://explaineverything.com>

**Privacy policy:** <http://discover.explaineverything.com/discover/policy>

**Terms of use:** <http://discover.explaineverything.com/discover/terms>

**File Storage:** Cloud based servers in the United States of America (USA).

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**Name of Provider:** HopScotch

**Type of Service:** The purpose of this website is to store games written from iPad app "HopScotch".

**Website:** <https://www.gethopscotch.com/>

**Privacy policy:** <https://www.gethopscotch.com/privacy-policy>

**Terms of use:** <https://www.gethopscotch.com/terms>

**File Storage:** Cloud based servers in the United States of America (USA).

**Name of Provider:** Socrative

**Type of Service:** The purpose of this website is to provide an online platform to create and deliver quizzes and quick questions.

**Website:** <http://www.socrative.com/apps.php>

**Privacy policy:** <https://b.socrative.com/login/teacher/#register-teacher>

**Terms of use:** <https://b.socrative.com/login/teacher/#register-teacher>

**File Storage:** Cloud based servers in the United States of America (USA).

**Name of Provider:** Sphero Online and Sphero Play

**Type of Service:** The purpose of this website is to provide a hub to create, contribute and learn with programming skills for Sphero robots.

**Website:** <http://edu.sphero.com/>

**Privacy policy:** <http://www.sphero.com/privacy>

**Terms of use:** <http://www.sphero.com/terms>

**File Storage:** Cloud based servers in the United States of America (USA).

**Name of Provider:** Showbie

**Type of Service:** The purpose of this website is to create and submit assignments, notes and photo's via the iPad applications for marking online.

**Website:** <https://www.showbie.com/>

**Privacy policy:** <https://www.showbie.com/privacy/>

**Terms of use:** <https://www.showbie.com/terms/>

**File Storage:** Cloud based servers in the United States of America (USA).

**Name of Provider:** Scratch

**Type of Service:** The purpose of this website is to allow users to program their own interactives stories, games and animations - and share their creations with others in the online community.

**Website:** <https://scratch.mit.edu/>

**Privacy policy:** [https://scratch.mit.edu/privacy\\_policy/](https://scratch.mit.edu/privacy_policy/)

**Terms of use:** [https://scratch.mit.edu/terms\\_of\\_use/](https://scratch.mit.edu/terms_of_use/)

**File Storage:** Cloud based servers in the United States of America (USA).

**Name of Provider:** Kodable

**Type of Service:** The purpose of this website is to allow users to program their own interactives stories, games and animations - and share their creations with others in the online community.

**Website:** <https://www.kodable.com/>

**Privacy policy:** <https://www.kodable.com/privacy>

**File Storage:** Cloud based servers in the United States of America (USA).

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**Name of Provider:** Voki

**Type of Service:** The purpose of this website is to allow users to create talking characters. Users can create Vokis via voice file upload, input of text, microphone or record by phone. Users are also able to customise their characters. The creation of Vokis are free. By a subscription basis, Voki Classroom, Voki Presenter and Voki Teach can also be used to manage students.

**Website:** <http://voki.com>

**Privacy policy:** <http://www.voki.com/privacy>

**Terms of use:** <http://www.voki.com/tos>

**File Storage:** Cloud based servers in the United States of America (USA).

**Name of Provider:** Swift

**Type of Service:** The purpose of this website is to promote and provide access to the Swift Playground Apple store product. This product enables users to learning programing concepts via visual presentation.

**Website:** <http://www.apple.com/swift/playgrounds/>

**Privacy policy:** <http://www.apple.com/privacy/privacy-policy/>

**Terms of use:** <http://www.apple.com/legal/internet-services/terms/site.html>

**File Storage:** Cloud based servers in the United States of America (USA).

**Name of Provider:** Vocabulary Spelling City

**Type of Service:** The purpose of this website is to promote and provide access to a product *designed to develop a student's spelling ability*. These products are designed to engage students with interactive learning systems.

**Website:** <https://www.spellingcity.com/>

**Privacy policy:** <https://www.spellingcity.com/terms-of-service.html>

**Terms of use:** <https://www.spellingcity.com/terms-of-service.html>

**File Storage:** Cloud based servers in the United States of America (USA).

**Name of Provider:** Study Ladder

**Type of Service:** The purpose of this website is to promote and provide access to a product *designed to develop a student's Mathematics, English and Science ability*. Study Ladder provides a comprehensive program of online educational activities for Prep to 6 students, mapped to the Australian Curriculum.

**Website:** <https://www.studyladder.com.au/>

**Privacy policy:** <https://www.studyladder.com.au/about/privacy>

**Terms of use:** <https://www.studyladder.com.au/about/terms>

**File Storage:** Cloud based servers in the United States of America (USA).

**Name of Provider:** Tinkercad

**Type of Service:** The purpose of this website is for 3D design, electronics, and coding. It's used by teachers, to imagine, design, and make anything!

**Website:** <https://www.tinkercad.com/>

**Privacy policy:** <https://www.autodesk.com/company/legal-notices-trademarks/privacy-statement/childrens-privacy-statement>

**Terms of use:** <https://www.autodesk.com/company/legal-notices-trademarks/terms-of-service-autodesk360-web-services/terms-of-service-for-tinkercad>

**File Storage:** Cloud based servers in the United States of America (USA).

## Buderim Mountain State School

8-42 Main Street, Buderim Qld 4556

Ph (07) 5477 2777

info@buderimmountainss.eq.edu.au



**Name of Provider:** Read Theory

**Type of Service:** The purpose of this website is to promote and provide access to a product *designed to develop a student's reading ability*. These products are designed to engage students with interactive learning systems.

**Website:** <https://readtheory.org/>

**Privacy policy:** <https://readtheory.org/welcome/privacyPolicy>

**Terms of use:** <https://readtheory.org/welcome/termsAndConditions>

**File Storage:** Cloud based servers in the United States of America (USA).

**Name of Provider:** Kahoot

**Type of Service:** The purpose of this website is to provide a fun and interactive way for students to answer questions.

**Website:** <https://kahoot.com/>

**Privacy policy:** <https://kahoot.com/privacy-policy/>

**Terms of use:** <https://kahoot.com/terms-and-conditions/>

**File Storage:** Cloud based servers in the United States of America (USA).

**Name of Provider:** Skoolbo

**Type of Service:** The purpose of this website is to provide a fun and interactive way for students to answer questions set by the classroom teacher.

**Website:** <https://www.skoolbo.com.au/>

**Privacy policy:** <https://www.skoolbo.com.au/privacy>

**Terms of use:** <https://www.skoolbo.com.au/terms>

**File Storage:** Cloud based servers in the United States of America (USA).

**Name of Provider:** Typing

**Type of Service:** The purpose of this website is to provide students with an opportunity to learn typing skills.

**Website:** <https://www.typing.com/>

**Privacy policy:** <https://www.typing.com/privacypolicy>

**Terms of use:** <https://www.typing.com/termsofservice>

**File Storage:** Cloud based servers in the United States of America (USA).

**Name of Provider:** Digital Storytelling

**Type of Service:** The purpose of this website is to provide a fun and interactive way for students to create digital stories.

**Website:** <https://www.storyboardthat.com/>

**Privacy policy:** <https://www.storyboardthat.com/about/privacy>

**Terms of use:** <https://www.storyboardthat.com/about/terms-of-use>

**File Storage:** Cloud based servers in the United States of America (USA).

**Name of Provider:** Canva

**Type of Service:** The purpose of this website is to provide an interactive way for students to create posters, brochures and flyers

**Website:** <https://www.canva.com>

**Privacy policy:** <https://www.canva.com/policies/privacy-policy/>

**Terms of use:** <https://www.canva.com/policies/terms-of-use/>

**File Storage:** Cloud based servers in the United States of America (USA).



### Third Party Website Consent

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

Please **tick your choice for each of the following websites/apps** for your child's information being provided to each of the third party providers for the provision of an educational service.

Software Name	Consent	Do Not Consent
Example	✓	
Class Dojo		
Literacy Planet		
Seesaw		
Quizlet		
Epic!		
3P Learning		
Acer Online		
Sunshine Classics		
Code.org		
Tynker		
Explain Everything		
Hopscotch		
Socrative		
Sphero Online		
Showbie		
Scratch		
Kodable		
Voki		
Swift		
Spelling City		
Study Ladder		
Tinkercad		
Read Theory		
Kahoot		
Skoolbo		
Typing		
Digital Storytelling		
Canva		

As a parent or guardian of \_\_\_\_\_ (name) I have read the terms of use and privacy policy of each of the websites listed. I understand that my student's personal information will be provided to these third party software providers for the purpose of my student's registration and use of the software programs and that this information may be stored outside of Australia.

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

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

\_\_\_\_\_  
 Date



## **State School Consent Form**

***effective 2024***

### **Introduction to the State School Consent Form (attached) for Buderim Mountain State School**

This letter is to inform you about how we will use your child's personal information and student materials. It outlines:

- what information we record
- how we will use student materials created during your child's enrolment.

Examples of personal information which may be used and disclosed (subject to consent) include part of a person's name, image/photograph, voice/video recording or year level.

Your child's student materials:

- are created by your child whether as an individual or part of a team
- may identify each person who contributed to the creation
- may represent Indigenous knowledge or culture.

### **Purpose of the consent**

It is the school's usual practice to take photographs or record images of students and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the school and more broadly celebrating Queensland education.

To achieve this, the school may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

It should be noted that in some instances the school may be required by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent (e.g. assessment of student materials does not require further consent).





## Voluntary

There will not be any negative repercussions for not completing the State School Consent Form or for giving limited consent. All students will continue to receive their education regardless of whether consent is given or not.

## Consent may be limited or withdrawn

Consent may be limited or withdrawn at any time by you.

If you wish to limit or withdraw consent please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the school's satisfaction.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of student materials) once published by consent, to be deleted or restricted from use.

The school may take down content that is under its direct control, however, published information and materials cannot be deleted and the school is under no obligation to communicate changes to consent with other entities/ third parties.

## Media sources used

Following is a list of online and social media websites and traditional media sources where the school may publish your child/ren's name, an image/photograph, voice/video recording either as an individual or as part of their class or year level. Please indicate which sources you do not give consent for, by placing a X in the relevant box/es.

- School website: <https://buderimmountainss.eq.edu.au/>
- Facebook: **@buderimmountainpandc**
- Facebook: **@buderimoshc**
- YouTube: **Buderim Mountain State School –**  
<https://www.youtube.com/channel/UCGmWnpdzfhRPoGkjcxDLQPw>
- Instagram: **@bmsspandc**
- Twitter: **Not currently in use**
- LinkedIn: **Not currently in use**
- School foyer display
- Prep – The year that was – a USB illustrating activities that children have participated in throughout the year
- 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: (07) 5477 2777. A Deputy Principal** should be contacted if you have any questions regarding consent.

## State School Consent Form

### 1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

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

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

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

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

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

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

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

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

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

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

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

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

### 3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

### 4 TIMEFRAME FOR CONSENT

**School representative to complete.**

(a) Timeframe of consent: duration of enrolment.

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

### 5 LIMITATION OF CONSENT

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

## 6 CONSENT AND AGREEMENT

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

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

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

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

Print name of student .....

Print name of consenter.....

Signature or mark of consenter.....

Date .....

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

Date .....

### **SPECIAL CIRCUMSTANCES**

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

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

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

Print name of witness .....

Signature of witness .....

Date .....

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

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

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

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

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

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

Signature of person taking the consent .....

Date .....

### **Privacy Notice**

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

