



Year 10-12 Enrolment Pack

Student Name:				Year Level:	7 / 8 / 9
Which Parent/Carer does the student reside with? (please circle)	Parent 1	Parent 2	Both	50/50 Custody	
Parent/Carer 1:	 Name			 Phone Number	
Address:					
Parent/Carer 2:	 Name			 Phone Number	
Address:					
Are there any current LEGAL ORDERS? (please circle)			Yes No		
CONFIRM mobile #(s) to receive SMS notifications:					
Student's USI (Unique Student Identifier) : If student does not yet have a USI please go to www.usi.gov.au to create one.					
I verify that all details stated above are true and correct.				Date:	
Parent/Carer Signature:					

IMPORTANT: You are required to provide photocopies of ALL documents

Please provide the following documents:

- ☐ Child's Birth Certificate (original must be sighted)
- ☐ Last semester school reports
- ☐ All reports and documentation for **Student Support** (if you have ticked any item on the Student Support Form).

You may be requested to provide:

- ☐ Australian Citizenship Certificate (child's)
- ☐ Passport/Visa
- ☐ Legal Orders
- ☐ Medical Documentation (Asthma/Anaphylaxis/Epilepsy etc)

All enrolment applications MUST be completed fully and include all documentation

OFFICE USE ONLY

Interview Date & Time:			Interviewer:		
SPORTS HOUSE: (Please circle)	Biturro		Yarro		
Notes:					
CSHS Staff CONFRIMATION: I have outlined the school expectations to parent/carers and student in an interview, and they have agreed to abide by them. ☐ I have: Sighted Birth Certificate (DOB/Name is correct on Enrolment paperwork) ☐ Check additional documentation ☐ Medical Verification/Learning Support/Disability has been provided. Parent to be advised this MUST be brought to the office ASAP					
Name:			Position:		
Signed:			Date:		

Please ensure that each of the following forms are completed in your enrolment pack:

- ☐ Application for Student Enrolment
- ☐ Student Resource Scheme Participation Agreement Form
- ☐ Enrolment Agreement
- ☐ ICT and Network Usage Agreement
- ☐ State School Consent Form (Media Consent Form)
- ☐ Online Service Consent

Please request a copy of the following if applicable:

- ☐ BYOD Responsible Use Agreement (for student's bringing their own laptop to school)
- ☐ Laptop Hire Agreement (for student's wanting to hire a laptop from the school on an annual basis)
- ☐ Instrumental Music Program Form
- ☐ Application for P&C Membership

ADMIN USE ONLY	
Permissions	☐ All permissions entered in OneSchool ☐ Online Service and Media Consents entered in spreadsheet and filed in binder
50/50 Custody	☐ Add second parent to ID Attend (tick manually maintained) ☐ Make notes in emergency contacts (eg 50/50 custody, correspondence to go to both parents) ☐ Record contact with parent to verify 50/50 custody
Medical/Disability	☐ Check medical on OneSchool versus paperwork ☐ Any diagnosis/psychologist etc paperwork send through to HOSES
VISA	☐ Visa/Passport/Birth Cert & parent Visa paperwork
Legal Orders	☐ Legal Orders/DV/Family Court Orders ☐ Current and in date (Comment "Held on file at CSHS" do not enter details)



Parent/Carer to Complete Student Support Details

STUDENT SUPPORT DETAILS (complete as appropriate and provide details/reports with application)				
<i>Has the student been identified with any of the following?</i>	Diagnosed/Paperwork		Receiving Adjustments at previous school (evidence/plans)	
☐ Deaf/Hard of hearing	☐ Y	☐ N	☐ Y	☐ N
☐ Speech Language Impairment/Developmental Language Disorder	☐ Y	☐ N	☐ Y	☐ N
☐ Physical Impairment	☐ Y	☐ N	☐ Y	☐ N
☐ Autism	☐ Y	☐ N	☐ Y	☐ N
☐ Dyslexia	☐ Y	☐ N	☐ Y	☐ N
☐ Attention Deficit Hyperactivity Disorder/Attention Deficit Disorder	☐ Y	☐ N	☐ Y	☐ N
☐ Intellectual Disability	☐ Y	☐ N	☐ Y	☐ N
☐ Vision Impairment	☐ Y	☐ N	☐ Y	☐ N
☐ Other	☐ Y	☐ N	☐ Y	☐ N
<i>Does the student have any medical conditions (Asthma, Anaphylaxis/Diabetes/Epilepsy etc)? If yes, please provide copies of Action Plans (NOTE: additional forms may need to be completed)</i>			☐ Y	☐ N
<i>Details:</i>				
<i>Has the student ever received support from a Special Education Program?</i>			☐ Y	☐ N
<i>Details:</i>				
<i>Does the student have English as a second language?</i>			☐ Y	☐ N
<i>Details:</i>				
<i>Does the student/s parent(s)/carer(s) speak another language at home?</i>			☐ Y	☐ N
<i>Details:</i>				
<i>Has the student ever engaged with a school Guidance Officer?</i>			☐ Y	☐ N
<i>Details:</i>				
<i>Has the student ever attended an agency to address behavioural/emotional difficulties?</i>			☐ Y	☐ N
<i>Details:</i>				
<i>Is the student in the care of Department of Child Safety? If yes, please provide copies of orders etc</i>			☐ Y	☐ N
<i>Details:</i>				
<i>Are there any court orders or legal matters relating to the student? If yes, please provide copies of orders etc.</i>			☐ Y	☐ N
<i>Details:</i>				
<i>For students entering Year 7: Does your student want to continue with any specific students from their current school?</i>			☐ Y	☐ N
<i>Name of students to remain with:</i>				
<i>Name of students to not be with:</i>				



Clermont State High School

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*	☐ Male ☐ Female	Date of birth*	____/____/____
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. 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*	☐ Yes ☐ No	Prospective mature age students must provide photographic identification which proves their identity: • current driver's licence; or • adult proof of age card; or • 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.		
Does the prospective student have a sibling attending this school or any other Queensland state school?	☐ Yes ☐ 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?	☐ No ☐ Aboriginal ☐ Torres Strait Islander ☐ Both Aboriginal and Torres Strait Islander

FAMILY DETAILS		
Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr
Gender	☐ Male ☐ Female	☐ Male ☐ Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	☐ Yes ☐ No	☐ Yes ☐ No
1 st Phone contact number*	Work/home/mobile	Work/home/mobile
2 nd Phone contact number*	Work/home/mobile	Work/home/mobile
3 rd Phone contact number*	Work/home/mobile	Work/home/mobile
Email		
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 '8')	☐ (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)	☐ No, English only ☐ Yes, other – please specify _____ Needs interpreter? ☐ Yes ☐ No	☐ No, English only ☐ Yes, other – please specify _____ Needs interpreter? ☐ Yes ☐ No
Is the parent/carer an Australian citizen?	☐ Yes ☐ No	☐ Yes ☐ No
Is the parent/carer a permanent resident of Australia?	☐ Yes ☐ No	☐ Yes ☐ 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		☐		☐	
Year 10 or equivalent		☐		☐	
Year 11 or equivalent		☐		☐	
Year 12 or equivalent		☐		☐	
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)		☐		☐	
Advanced Diploma/Diploma		☐		☐	
Bachelor degree or above		☐		☐	
No non-school qualification		☐		☐	

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	
☐ Student visa holder	Date of arrival in Australia ____/____/____	Date enrolment approved to: ____/____/____
	EQI receipt number: _____	
☐ 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	
☐ 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?	☐ Queensland ☐ Interstate ☐ overseas
Previous education/activity	☐ Kindergarten ☐ School ☐ VET ☐ Home education ☐ Full-time employment ☐ Part-time employment ☐ Other
Please provide name and address of education provider/activity provider/employer	

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: _____
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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 st phone contact number*	Work/home/mobile	Work/home/mobile
2 nd phone contact number*	Work/home/mobile	Work/home/mobile
3 rd 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	☐		
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	
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)			☐ Yes ☐ 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?	☐ Yes ☐ 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		

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/enrolment-in-state-primary-secondary-and-special-schools-procedure> to ensure you have the most current version of this document

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? ☐ Yes ☐ No (applicant advised in writing)					
		If no, indicate reason: ☐ Does not meet School EMP or Enrolment Eligibility Plan requirements ☐ Prospective student is mature age and school is not a mature age state school ☐ Does not meet Prep age eligibility requirement ☐ Prospective student is subject to suspension from a state school at the time of enrolment application ☐ Does not meet requirements for enrolment in a state special school ☐ Does not have an approved flexible arrangement with the school ☐ School does not offer year level prospective student is seeking to be enrolled in ☐ Prospective student has no remaining semester allocation of state education					
Date enrolment processed	____/____/____	Year level		Roll Class		EQ ID	
Independent student	☐ Yes ☐ No	Birth certificate/passport sighted, number recorded and DOB confirmed				☐ Yes ☐ No Number:	
Is the prospective student over 18 years of age at the time of enrolment?		☐ Yes ☐ No					
If yes, is the prospective student exempt from the mature age student process?		☐ Yes ☐ No					
If no, has the prospective mature age student consented to a criminal history check?		☐ Yes ☐ No					
School house/ team		EAL/D support				☐ Yes ☐ No ☐ To be determined	
FTE		Associated unit		Visa and associated documents sighted			☐ Yes ☐ 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.

Student Resource Scheme - Participation Agreement Form

The Student Resource Scheme

The Student Resource Scheme (SRS) is a user-charging scheme operated by schools to provide parents with a mechanism to access individual student resources that are not funded by the government.

Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of the parent.

The objective of the scheme is to provide parents a convenient and cost-effective alternative to individual supply of resources for their students. Participation in the SRS is optional, and no obligation is placed on a parent to participate.

Terms and conditions for participating in the scheme are provided on the reverse side of the form. Information is also provided on the Textbook and Resource Allowance (TRA) where applicable.

This Participation Agreement Form applies for the duration of a student's enrolment at the school, however parents who are participating in the scheme can choose to opt out from the SRS in future years by completing a new Participation Agreement Form. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged.

Parents pay the annual participation fee in accordance with the selected payment arrangement. If a student joins the school mid-year, a pro-rata participation fee may apply.

Parents not participating in the scheme must provide their student with all items that would otherwise be provided by the scheme as detailed in the information provided by the school. Parents can choose to join the SRS in future years by completing a new Participation Agreement Form.

To assist schools in managing and administering the scheme, parents are requested to complete the Participation section of this form and return it to the school.

If parents have not completed and returned the form before the due date indicated by the school in the SRS Annual Parent Information documents, the school will take the view that the parent does not wish to participate.

Payment

On agreeing to participate in the SRS, a parent agrees to pay the participation fee as advised and invoiced by the school. For families experiencing financial hardship, please contact the school as soon as possible to discuss options available.

Participation

☐ **YES** I wish to participate in the Student Resource Scheme. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.

☐ **NO** I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme. I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

School Name	
Form Return Date	
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

Privacy Statement

The Department of Education collects the information you complete on the Participation Agreement Form in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with 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.



**Queensland
Government**

Terms and Conditions

Definition

1. Reference to a "parent" is in accordance with the definition in the *Education (General Provisions) Act 2006* and refers equally to an independent student.

Purpose of the SRS

2. In accordance with the *Act*, 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.
3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
4. The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation fee.

Participation in the SRS

5. Participation in the SRS is optional and parents are under no obligation to participate.
6. The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.
7. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
8. Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.
9. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
10. Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.
11. Where a parent signs up to participate in the SRS they are agreeing to pay the annual participation fee for the items provided by the SRS.
12. Payment of the participation fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.
13. Where a student starts at the school during the school year, the parent may be entitled to pay a pro-rata participation fee to participate based on a 40-week school year.
14. Where a participation fee has been paid and a student leaves the school during the year, the school must determine if the parent is eligible for a pro-rata refund. This will also take into account any pro-rata of the Textbook and Resource Allowance (TRA) (see Additional Information regarding TRA eligibility) and any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, the parent is liable to pay this balance of funds.

Non-Participation in the SRS

15. Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.
16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school's SRS and will not be expended on other items or used to raise funds for other purposes.
20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
21. The resources, as determined and advised by the school may be:
 - retained by the student and used at their discretion; or
 - used/consumed by the student in the classroom; or

- hired to the student for their personal use for a specified period of time.

22. All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.
23. Parents are responsible for ensuring that any hired SRS resources provided for their child's temporary use are kept in good condition.
24. The school administration office must be notified immediately of the loss or damage to any hired item.
25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

Payment Arrangements

28. Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.
29. Payment of the participation fee must be made as per the payment methods nominated by the school.
30. Any concessions relating to the participation fee will be at the discretion of the Principal.

Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.
32. Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department's Debt Management Procedure <http://ppr.qed.qld.gov.au/corp/finance/accounts/Pages/Debt-Management.aspx>.

Parents' Experiencing Financial Hardship

33. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
34. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
35. The onus of proof of financial hardship is on the parent.
36. The school may require annual proof of continuing financial hardship.
37. All discussions will be held in the strictest confidence.

Additional Information

Textbook and Resource Allowance (TRA)

- The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department's website for current TRA rates <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>.
- The TRA is used to offset the fees associated with participation in the SRS.
- Parents not participating in the SRS will receive the TRA directly from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.

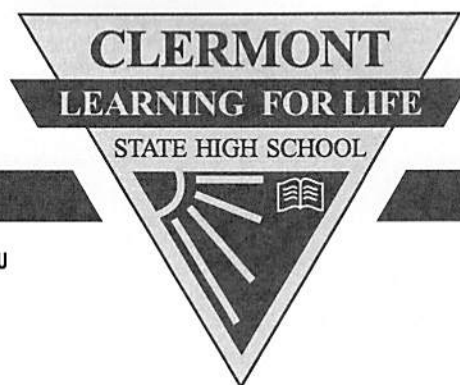


1 Kitchener Street, Clermont QLD 4721

PO Box 590, Clermont QLD 4721

Phone: 07 4983 4333

Email: admin@clermontshs.eq.edu.au



Shared Financial Responsibility Record for School Payments

Some parents/caregivers share the financial responsibility of costs associated with their child/ren's education. Our school has the ability to split invoices for all student fees, activities and excursions. We can identify each person who is responsible for school costs, and record the percentage for which each person is liable. Therefore if you share financial responsibility, each parent/caregiver will only be invoiced for the percentage they are required to contribute.

Please complete the form below if you wish to share financial responsibility between 2 parents/caregivers, indicating the percentage share (eg. 50% per parent).

1st Student's Name: _____ Class: _____

2nd Student's Name: _____ Class: _____

3rd Student's Name: _____ Class: _____

4th Student's Name: _____ Class: _____

All parties must sign below before we can process this request to share costs:

Parent/Caregiver's Full Name	Relationship to Student	% share of costs	Signature	Date

Office Use Only

Date entered in OneSchool:

Officer's signature:



1 Kitchener St
Clermont QLD 4721

T: (07) 4983 4333

E: principal@clermontshs.eq.edu.au

Enrolment Agreement

STUDENT / PARENT CONTRACT

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Clermont State High School.

Responsibility of the student:

It is the responsibility of the student to follow Clermont State High School rules:

Respectful - to students, teachers, staff and the learning environment

Achieving - to the best of our ability

Responsible – for the learning and safety of ourselves and others

I will:

- attend school on every school day, on time, ready to learn, with the correct equipment required and participate in school activities.
- report to the administration office for a late slip if I arrive after 8:50am. I will bring a note, or have had my parent call to explain why I am late.
- attend school in correct school uniform each day. If I am not wearing the correct school uniform, I will follow the uniform procedures which are listed in the school planner.
- hand in my mobile phone, i-pad, or any other devices or valuables to the administration office prior to the start of the school day and ensure I collect them at the end of the school day.
- leave prohibited items at home.

Students must not bring the following items to school:

- Chewing gum / bubble gum
 - Cutters / Stanley knives / Pen or any knives
 - Skate boards
 - Weapons (objects that could harm or threaten another person)
 - Laser pointers
 - Alcohol / drugs
 - Cigarettes / lighters / matches / tobacco / vapes
 - Cameras / Computer games / Blackberry's or personal organizers
 - Aerosol cans
 - Soft drinks and substances with a high sugar and/or caffeine content
 - Permanent markers
 - Bottled white-out or white-out pens
-
- use respectful, positive language at all times with all members of the school community.
 - report bullying using either the Stymie app or reporting to a staff member of the school.
 - keep my hands and feet to myself. This includes refraining from holding hands, cuddling, kissing, as well as fighting, kicking, pushing and wrestling.
 - follow all instructions and cooperate with all instructions given by staff.
 - complete all work assigned to me, to the best of my ability.
 - embrace and participate in all opportunities presented to me.
 - complete homework assigned to me. If I have been unable to complete the homework, to seek out the teacher prior to the class to have the work clarified and completed prior to the class lesson.
 - hand in all assessment items by the due date, including complete drafts

- follow the assessment policy, as listed in my school planner
- attend after school tutoring if instructed or suggested by my teacher.
- collect work from my teacher if I am away, and catch up on the work missed.
- take notes and information home to my parents / guardians promptly
- take off my hat prior to entering a room.
- place litter in the bins provided and ensure that the school environment is clean and tidy
- treat all school property with respect and care
- follow school evacuation procedures

Responsibility of parents to:

- Attend information evenings and parent teacher interviews.
- Advise the school if there are any problems that may affect your child's ability to learn.
- Inform the school of reasons for any absence of your student.
- Ensure your student is at school every day possible, in full school uniform and with the required equipment they need to be ready to learn.
- Treat all members of the school community with respect.
- Ensure your student completes assigned homework in keeping with the school's homework policy.
- Support the authority and discipline of the school, thereby supporting their efforts to educate your student and assist your student to achieve maturity, self-discipline and self-control.
- Ensure your student is not bringing banned items to school. These items are listed in the student planner and on the website.
- Abide by school's instructions regarding access to school grounds before, during and after school hours.
- Advise principal if your student is in out-of-home care
- Keep school informed of any changes to your contact details or your student's details, such as home address, email address and phone number
- Ensure the school is aware of any changes to your student's medical details.
- Ensure all payments (fees, excursions) are paid in a consistent and timely manner

Responsibility of school staff to:

- Treat students and parents with respect.
- Design and implement engaging and flexible learning experiences for individuals and groups of students
- Inform parents and carers regularly about how their students are progressing.
- Teach effectively and to set the highest standards in work and behaviour.
- Take reasonable steps to ensure the safety, happiness and self-confidence in all students.
- Support personal development and participation in society for students.
- Be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community.
- Clearly articulate the school's expectation regarding the Responsible Behaviour Management Plan and the school's uniform and dress code policy.
- Advise parents and carers of extra-curricular activities operating at the school in which their child may become involved.
- Contact parents and carers as soon as possible if the school is concerned about the child's school work, behaviour, attendance or punctuality.
- Set, mark and monitor homework regularly in keeping with the school's homework policy
- Notify parents of an unexplained absence of their child as soon as practicable on the day of the student's absence.
- Inform students, parents and carers about what the teachers aim to teach the students each term.
- Deal with complaints in an open, fair and transparent manner
- Consult parents on any major issues affecting students.
- Ensure that parents and carers are aware that the school does not have personal accident insurance cover for students

I accept the rules and regulations of Clermont State High School as stated in the school policies and procedures that have been provided to me through the enrolment interview, Student planner and the policies which are available on the school website.

- Student Code of Conduct {available on Clermont State High School Website}
- Student uniform policy
- School Assessment Policy
- Homework Policy
- Student Attendance
- School charges and voluntary contributions
- ICT Network Usage
- State School General Excursion Form
- Bullying and Harrasment
- Emergency Evacuation Procedures

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:		Date:	
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PARENT / CARER:

Signature:		Date:	
-------------------	--	--------------	--

ON BEHALF OF CLERMONT STATE HIGH SCHOOL:

Signature:		Date:	
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ICT and Network Usage Agreement

What is this agreement?

All students who undertake schooling in a Queensland Department of Education and Training school are required to sign this document to be allowed access to the education departments networking, internet facilities and school ICT resources.

Purpose statement

- Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs.
- Schools are constantly exploring new and innovative ways to incorporate safe and secure information and communication technology (ICT) use into the educational program.

Authorisation and controls

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

The Department of Education and Training monitors access to and usage of their ICT network. For example, email monitoring will occur to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

Responsibilities for using the school's ICT facilities and devices

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the *Student Code of Conduct*.
- Students are to be aware of occupational health and safety issues when using computers and other learning devices.
- Parents/guardians are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
- Parents/guardians are responsible for appropriate internet use by students outside the school environment when using a school owned.
- 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.

Borrowing school owned devices

Students and parents/guardians are subject to loan conditions and accept the terms and conditions of loan upon logging in and borrowing the device. Devices are loaned on an identified basis as per the BYO policy. Loans are issued for a whole day and must be returned before the end of the day or upon departure from the school. Terms of use are as follows:

- Students will accept or decline these terms during the sign-in process for the laptop with a login prompt.
- Devices are assigned individually and are not shared by other students. Any damage incurred will be identified as having been damaged by the individual who borrowed the device for the borrowing period.
- A minimum \$50 repair fee can be issued for technicians to resolve device damage. Parents/guardians of students who borrow devices can be financially liable for any damage that renders the device unstable, impractical or unusable, including aesthetic destruction during the loan period; devices will be regularly inspected for damage.
- The student accepts all responsibility for the device and will not ask peers or teachers to care for the device or return the device in their absence. Care for the device must be taken for transit between classes, use in the classroom and storage during break times. Repeated misuse or mismanagement of laptops such as leaving them unattended or taking them home, will result in students not being permitted to borrow the device for the whole day; which will escalate to being unable to borrow for the term for repeated mismanagement.
- Device loans can be denied to students where prior damage has occurred and a bill/request for payment has been issued that is in arrears; financial hardship and extenuating circumstances can be discussed and resolved via the Principal or Business Services Manager.
- Existing and ongoing device conditions will be documented and recorded before loans are issued to identify any additional damage incurred.

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

It is acceptable for students to use school computers and network infrastructure 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 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
- download, distribute or publish offensive messages or pictures;
- 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. gmail), send chain letters or Spam e-mail (junk mail)
- knowingly download viruses or any other programs capable of breaching the Department's networks security.

Student ICT Network Usage Agreement:

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 the rules and behaviour expectations included in this agreement.

I agree to abide by the above rules identified in this agreement.

Student Name	Signature	Date
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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

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.

Parent/Guardian ICT Network Usage Agreement:

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 believe my child 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 *Student Code of Conduct*. This may include loss of access and usage of the school's ICT facilities and devices for some time.

I have read and understood the rules and behaviour expectations included in this agreement.

I agree to abide by the above rules identified in this agreement.

Parent/Guardian Name	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

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.



15 August 2023

Introduction to the State School Consent Form (attached) for Clermont State High School

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

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

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

Your child's student materials:

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

Purpose of the consent

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

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

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

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

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

Voluntary

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

Consent may be limited or withdrawn

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

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

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

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

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

Media sources used

Following is a list of online and social media websites and traditional media sources where the school may publish your child's personal information or student materials subject to your consent.

- School website: <https://clermontshs.eq.edu.au/>
- Facebook: <https://www.facebook.com/ClermontStateHighSchool>
- YouTube: n/a
- Instagram: n/a
- Twitter: n/a
- LinkedIn: n/a
- Other:
- 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 school administration on 4983 4333 .

Clermont State High School 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:

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.



Clermont State High School

1 Kitchener Street Clermont 4721
PO Box 590 Clermont 4721
Phone: 07 4983 4333
clermontshs.eq.edu.au

Online Service Consent - Senior Phase

Introduction to the Online Services Consent Form for Clermont State High School

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

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

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

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

About the online services

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

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

Student information

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

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

Student works

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

Parent information

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

Purpose of the consent

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

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

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

Voluntary consent provision

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

Consent may be limited or withdrawn

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

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

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

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

Duration of consent

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

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

Who to contact

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact **Tanya Bambling, Principal** using email address principal@clermontshs.eq.edu.au or phone number **0749834333**.

Privacy notice

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

This form is to be completed by:

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

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

1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

a) Full name of student: _____

2. INFORMATION COVERED BY THIS CONSENT FORM

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

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

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

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

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

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

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

3. APPROVED PURPOSE

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

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

4. TIMEFRAME FOR CONSENT

The consent granted by this form is valid until **31/12/2028**. Consent is obtained upon enrolment and renewed when students move into a new phase of learning (i.e. Years P-3, 4-6, 7-10 and 11-12).

5. CONSENT FOR ONLINE SERVICES

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

Atomi

Data hosting: Offshore
URL: <https://getatomi.com/au>
Purpose of use: Used by students undertaking Chemistry and/or Biology Atomi is a teaching and learning platform that provides video lessons, interactive quizzes and AI powered revision.
Terms of use: <https://getatomi.com/terms-and-conditions>
Privacy policy: <https://getatomi.com/privacy>
Additional consent is being sought for the following reasons (as per Section 2b):

- Student image, video, and/or recording are: **stored and published**
- Student works are: **stored and published**
- The following additional student personal information is disclosed: **First Name*; Surname*; Image*.**
*Optional
- The following parent personal information is disclosed: **N/A**

Please answer:

☐ I give consent ☐ I do not give consent

Blooket

Data hosting: Offshore
URL: <https://www.blooket.com>
Purpose of use: A game-based learning platform that allows educators to create and host learning games and quizzes to review content taught in the classroom.
Terms of use: <https://www.blooket.com/terms>
Privacy policy: <https://www.blooket.com/privacy>
Please answer:

☐ I give consent ☐ I do not give consent

Canva for Education

Data hosting: Offshore
URL: <https://www.canva.com/education/>
Purpose of use: An online tool for designing and publishing. It has a drag-and-drop editor and content libraries of images, fonts, and templates.
Terms of use: <https://www.canva.com/policies/terms-of-use/>
Privacy policy: <https://www.canva.com/policies/privacy-policy/>
Additional consent is being sought for the following reasons (as per Section 2b):

- Student image, video, and/or recording are: **stored and published**
- Student works are: **stored and published**
- The following additional student personal information is disclosed: **First name; Surname; Works*; Image*; Video or audio recording*. *Optional**
- Other: Student email address; Year level; Class name

Please answer:

☐ I give consent ☐ I do not give consent

Canvas

Data hosting: Offshore
URL: <https://www.instructure.com/canvas/en-au>
Purpose of use: Used by students undertaking Certificate III in Health Services Assistance. The Canvas learning management platform enables schools to build a digital learning environment for teaching; learning; assessment; calendaring and to connect staff, student and parents through communication tools and notifications.
Terms of use: <https://www.instructure.com/policies/terms-of-use>
Privacy policy: <https://www.instructure.com/policies/privacy>

Additional consent is being sought for the following reasons (as per Section 2b):

- Student image, video, and/or recording are: **stored and published**
- Student works are: **stored and published**
- The following additional student personal information is disclosed: **First name; Surname; Attendance (including reason); Academic testing; Image; Video or audio recording; Works; Certificates and accreditation**
- The following parent personal information is disclosed: **First name; Surname; Email address**

Please answer:

☐ I give consent ☐ I do not give consent

aXcelerate

Data hosting: Offshore
URL: <https://www.axcelerate.com.au/>
Purpose of use: aXcelerate is a learning management system platform used by many Registered Training Organisations (RTO) to host their online courses.
Terms of use: <https://www.axcelerate.com.au/terms-of-use>
Privacy policy: <https://www.axcelerate.com.au/privacy-policy>

Additional consent is being sought for the following reasons (as per Section 2b):

- Student image, video, and/or recording are: **stored and published**
- Student works are: **stored and published**
- The following additional student personal information is disclosed: **First name; Surname; Date of birth; Gender; USI; home address; phone number; medical details; academic results; certifications; identification**
- The following parent personal information is disclosed: **Email address**
- Student information is able to be viewed by the public
- Other: User profile may be visible to others - users are not to add any additional information to their profiles.

Please answer:

☐ I give consent ☐ I do not give consent

Blue Dog Training

Data hosting: Onshore
URL: <https://www.bluedogtraining.com.au/>
Purpose of use: Utilised by students undertaking Certificate II in Construction Pathways and/or Certificate II in Engineering Pathways. Blue Dog Training is a training provider for the construction and engineering industries, offering students in Queensland nationally recognised certificates through VETiS.
Terms of use: https://bluedogtraining.com.au/storage/app/media/pdf_documents/policies/Website_Terms_of_Use_Policy.pdf
Privacy policy: https://bluedogtraining.com.au/storage/app/media/pdf_documents/policies/Privacy_Policy.pdf

Additional consent is being sought for the following reasons (as per Section 2b):

- Student image, video, and/or recording are: **stored and published**
- Student works are: **stored and published**
- The following additional student personal information is disclosed: **First name; Surname; Gender; Date of birth; Languages spoken; Home address; Phone number; Cultural/citizenship details, racial or ethnic origin; Place of birth; Identification documentation; Unique student identifier; Medical details - disabilities; Consent; Academic testing; Works; Image; Responses - online learning; Certificates and accreditation**
- The following parent personal information is disclosed: **First name; Surname; Email address**

Please answer:

☐ I give consent ☐ I do not give consent

Kahoot! for Schools

Data hosting: Offshore
URL: <https://kahoot.com>
Purpose of use: Kahoot! for Schools, allows educators to play, create and host learning games, quizzes or polls (kahoots) or choose from ready-to-play games, templates and question banks. Students can play virtually or in class as individuals in self-paced mode or in teams in game mode. Kahoots can be used to revise or reinforce content, introduce new topics or collect feedback and results are collated in basic reports.
#NOTE: This assessment is based on the Education product offered to schools and teachers for all plan types: Individual plans for teachers (School Services); and School or District site licence plans - Kahoot! EDU.

Terms of use: <https://trust.kahoot.com/terms-and-conditions/>
Privacy policy: <https://trust.kahoot.com/privacy-policy>

Additional consent is being sought for the following reasons (as per Section 2b):

- Student works are: **stored and published**
- The following additional student personal information is disclosed: **Works; Age; Responses - online learning, quizzes; polls; Player identifier**
- Other: Students are not to register individual accounts

Please answer:

☐ I give consent ☐ I do not give consent

MyFuture

Data hosting: Onshore
URL: <https://myfuture.edu.au/>
Purpose of use: Used by students undertaking Short Course in Career Education. Provides resources to explore career pathways and tools for students to help their career decision-making.
Terms of use: <https://myfuture.edu.au/footer/terms-of-use>
Privacy policy: <https://myfuture.edu.au/footer/privacy-policy>

Additional consent is being sought for the following reasons (as per Section 2b):

- The following additional student personal information is disclosed: **First name; Surname; Age, month and year of birth; Personality profiling, career goals and/or interests; Responses - online learning, surveys, forms; Postcode; Student ID number**. *Optional

Please answer:

☐ I give consent ☐ I do not give consent

OnGuard Safety Training

Data hosting:

URL: <https://www.onguardssafety.com.au/index.html>

Purpose of use: This service provides Workplace Health and Safety training resources. The platform includes online training instruction, knowledge testing, training registers, machine operation demonstration registers, proficiency assessment registers and machine inspection registers.

Terms of use: <https://www.onguardssafety.com.au/licensing.html>

Privacy policy: <https://www.onguardssafety.com.au/privacy.html>

Additional consent is being sought for the following reasons (as per Section 2b):

- The following additional student personal information is disclosed: First name; Surname

Please answer:

☐ I give consent ☐ I do not give consent

Onshape

Data hosting: Offshore

URL: <https://www.onsshape.com/en/>

Purpose of use: Onshape is a Computer Aided Design (CAD) and design management service with real-time collaboration tools and business analytics.

Terms of use: <https://www.onshape.com/en/legal/terms-of-use>

Privacy policy: <https://www.onshape.com/en/privacy-center/privacy-policy>

Additional consent is being sought for the following reasons (as per Section 2b):

- Student image, video, and/or recording are: stored and published

- Student works are: **stored and published**
- The following additional student personal information is disclosed: **First name; Surname; Gender; Date of birth; Age Works; Image**

Please answer:

☐ I give consent ☐ I do not give consent

Quality Service Skills (QSS)

Data hosting:

URL: <https://iass.edu.au/>

Purpose of use: Utilised by students undertaking Certificate II in Cookery Quality Service Skills is a Registered Training Organisation which delivers training in New South Wales and South-East QLD.

Privacy policy: <https://qss.edu.au/wp-content/uploads/2024/04/PP008-Privacy-Confidentiality-2024.pdf>

Additional consent is being sought for the following reasons (as per Section 2b):

- Student works are: **stored and published**
- The following additional student personal information is disclosed: **First name; Surname; Date of birth; Gender; Unique student identifier (USI); Home address; Phone number; Medical details, disability and long-term impairment status; Indigenous status; Health and work injury information; Academic results; Certifications; Identification**
- The following parent personal information is disclosed: **Email Address**

Please answer:

☐ I give consent ☐ I do not give consent

Padlet

Data hosting:

URL: <https://padlet.com/>

Purpose of use: Padlet is a digital whiteboard and content creation platform where users can collaborate, present content and develop projects. Users can post text, images, videos, and other content to a shared board for team members to contribute and provide feedback through comments.

Terms of use:

Privacy policy: <https://legal.padellet.com/privacy>

Additional consent is being sought for the following reasons (as per Section 2b):

- Student image, video, and/or recording are: **stored and published**
- Student works are: **stored and published**
- The following additional student personal information is disclosed: **First name; Surname; Location; Blo* ; Works*; Image* ; Video or audio recording* ; Responses - online learning, surveys, forms* . *Optional**

Please answer:

☐ I give consent ☐ I do not give consent

Wayground

Data hosting: Offshore

URL: <https://wayground.com/>

Purpose of use: Wayground (formerly Quizizz) is an online learning platform that enables educators and learners to create, share, and participate in interactive quizzes/ assessments, lessons and games.

Terms of use: <https://wayground.com/tos?lng=en>

Privacy policy: <https://wayground.com/privacy?lng=en>

Additional consent is being sought for the following reasons (as per Section 2b):

- Student image, video, and/or recording are: **stored and published**
- Student works are: **stored and published**
- The following additional student personal information is disclosed: **First name*; Surname*; Age; Works*; Video or audio recording*; Responses - online learning, surveys, forms*. *Optional**
- The following parent personal information is disclosed: **Email address*. *Optional**

Please answer:

☐ I give consent ☐ I do not give consent

SmartLab

Data hosting: Onshore

URL: <https://www.mysmartlab.com.au/>

Purpose of use: SmartLab is an online literacy and numeracy diagnostic and teaching platform for schools, teachers and students.

Terms of use: <https://www.mysmartlab.com.au/Home/TermsAndConditions>

Privacy policy: <https://www.mysmartlab.com.au/Home/PrivacyPolicy>

Additional consent is being sought for the following reasons (as per Section 2b):

- The following additional student personal information is disclosed: **First name*; Surname*. *Optional - can use pseudonyms**

Please answer:

☐ I give consent ☐ I do not give consent

Tinkercad

Data hosting: Offshore

URL: <https://www.tinkercad.com/>

Purpose of use: Tinkercad is a free 3D design, electronics, and coding application.

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

Privacy policy: [https://prismic-io.s3.amazonaws.com/tkv3/b8d327a5-6b2a-481e-92aa-2d5b75a9d139_2020.03.18+-+Tinkercad+DPA+\(non-US\).pdf](https://prismic-io.s3.amazonaws.com/tkv3/b8d327a5-6b2a-481e-92aa-2d5b75a9d139_2020.03.18+-+Tinkercad+DPA+(non-US).pdf)

Additional consent is being sought for the following reasons (as per Section 2b):

- Student image, video, and/or recording are: **stored and published**
- Student works are: **stored and published**
- The following additional student personal information is disclosed: **Works**

Please answer:

☐ I give consent ☐ I do not give consent

6. CONSENT AND AGREEMENT

School name: Clermont State High School
Form due date: 29/06/2026

Person giving consent – I am: *

☐ Parent/carer of the person identified in Section 1

☐ The person identified in Section 1 (if student is over 18 years or has independent status)

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

Print name of student

Print name of consenter

Signature or mark of consenter

Signature or mark of student *

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

SPECIAL CIRCUMSTANCES

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

1. required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent and/or;
2. when the person giving consent is an independent student under the age of 18.
 - **WITNESS - for consent from an independent student or where the explanatory letter and the form were read**
I have witnessed the signature or mark of an independent student, or the accurate reading of the explanatory letter and the Online Services Consent Form was completed in accordance with the instruction of the person giving consent. The person giving consent has had the opportunity to ask questions. I confirm that the person giving consent have given consent freely and I submit the person understood the implications.

Print name of witness

Signature of witness

Date

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

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

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

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

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

Print name and role of person taking the consent

Signature of person taking the consent

Date