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Proud to be an Independent Public School

## ENROLMENT AGREEMENT

### STUDENTS DETAILS:

Student's Family Name:

Student's Given Name:

Entry Year Level:

### **PLEASE COMPLETE THE ENCLOSED AGREEMENTS:**

(Please do not detach any pages from this booklet)

- Student Enrolment Agreement** - The enrolment agreement sets out the responsibilities of the student, parent/carers and the school staff in regard to the education of students enrolled at Oxley State School. Further information is available in the "School Responsible Behaviour Plan" which is located on our school website.
- State School Consent Form (Media Permission)** – This Consent Form authorises the school to use the individual's personal information and copyright material. This may include school newsletters, magazines, websites (including social media websites) and other school publications. If you do not want your student to participate please indicate in the 'limitations on consent' section and provide details and signature on the reverse of form.
- ICT Computer Use Agreement** – All students are provided access to the school's network in accordance with the Computer Use Agreement. This agreement outlines the responsibilities of all stakeholders in accessing digital resources connected to the school.
- Third Party Website Consent** – This Consent form authorises the school use the student's personal information to register and use the third party based software listed for the provision of educational services.
- Correspondence Consent** – This consent form is used for our parent communication purposes.
- Financial Responsibility** - Indication of which parent will be responsible for school invoices and payments.

# STUDENT ENROLMENT AGREEMENT

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

## ***Responsibility of student to:***

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

## ***Responsibility of parents to:***

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

## ***Responsibility of school staff to:***

- Design and implement engaging and flexible learning experiences for individuals and groups
- Inform parents and carers regularly about how their children are progressing
- Design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- Create and maintain safe and supportive learning environments
- Support personal development and participation in society
- Foster positive and productive relationships with families and the community
- Inform students, parents and carers about what the teachers aim to teach the students each term
- Teach effectively and to set the highest standards in work and behaviour
- Clearly articulate the school's expectations regarding the Responsible Behaviour Plan for Students and the school's Dress Code policy
- Ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- Advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- Set, mark and monitor homework regularly in keeping with the school's homework policy
- Contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- Deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools
- Treat students and parents with respect.

**I accept the rules and regulations of Oxley State School as stated in the policies that have been provided to me as follows:**

- ✓ Responsible Behaviour Plan for Students
- ✓ Student Dress Code
- ✓ School Charges and voluntary contributions
- ✓ School network usage and access statement requirement of Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems
- ✓ Absences
- ✓ School Excursions
- ✓ Complaints management
- ✓ Parent Notice for Religious Instruction in School Hours
- ✓ Parent / Guardian Consent form for *Voluntary Student Participation in Program of Chaplaincy Services*
- ✓ Managing Consent to Use Student/Volunteer Copyright Materials and/or to Record, Use or Disclose Student Personal Information
- ✓ Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
- ✓ School instructions for school access

**I ACKNOWLEDGE:**

- That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and
- That information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me.

Student Signature		Date	
Parent/Carer Signature		Date	

**OFFICE USE:**

Enrolling Officer Signature		Date	
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# STATE SCHOOL CONSENT FORM INFORMATION



Dear Parent

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

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

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

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

Your child's student materials:

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

## **Purpose of the consent**

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

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

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

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

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

## **Voluntary**

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

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

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

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

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

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

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

## **Media sources used**

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

- School website: [www.oxleyss.eq.edu.au](http://www.oxleyss.eq.edu.au)
- Facebook: Oxley State School
- YouTube: X
- Instagram: **X**
- Twitter: X
- Other: X
- 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 administration by telephone 3716 2444 or by email [admin@eq.edu.au](mailto:admin@eq.edu.au).

Administration should be contacted if you have any questions regarding consent.

Please retain this letter for your records and return the signed consent form.

**An extra copy of this letter can be provided upon request**



# 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.*

## 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;
  - 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.

# ICT ACCEPTABLE USE POLICY

*This document defines the Responsible Use Policy for student use of the Oxley State School Computer Systems. Its main purpose is to encourage the mature and responsible use of the facilities available to the students through the provision of clear usage guidelines.*

*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.*

*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.*

## **Oxley State School deems the following to be responsible use and behaviour by a student:**

It is expected that students will behave in a courteous, considerate and respectful manner at all times when using school computers. It is expected that students will 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.

## **Oxley State School deems the following to be unacceptable use and 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;
- cyberbully, insult, harass or attack others or use obscene or abusive language;
- deliberately waste printing and Internet resources;
- deliberately damage any electronic devices, printers or the network equipment;
- commit plagiarism or violate copyright laws; (e.g. use of illegally downloaded games and music, and illegal sharing of games and music)
- use unsupervised internet chat;
- send chain letters or Spam e-mail (junk mail)
- access 3G/4G networks on school premises (disable this feature prior to coming to school)
- Knowingly download viruses or any other programs capable of breaching the Department's networks security.



# ICT ACCEPTABLE USE AGREEMENT

The following is to be READ and COMPLETED by both the STUDENT and PARENT/LEGAL GUARDIAN:

## STUDENT

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

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

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

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

When using email or the internet I will not:

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

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

I understand that if the school decides I have broken the rules for using its ICT facilities and devices, appropriate action may be taken, which may include loss of access to the network (including the internet) for a period of time.

***I agree to abide by the above policy.***

Student Signature		Date	
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## PARENT OR GUARDIAN

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

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

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

***I agree to support the school in the implementation of this policy.***

Parent/Carer Signature		Date	
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## CORRESPONDENCE CONSENT

At Oxley State School various forms of correspondence are used.

Email - Delivery of Student Reports, Invoices and newsletters.  
Communication to office and/or teachers.

SMS - It is a mandatory requirement by the Education Department for schools to notify parents of an unexplained absence daily, via SMS. Parents may then reply to the message to explain their child's absence.

Post - Post is used for communication when email is not available.

### Parent/Carer 1: Consent to receive correspondence:

Parent/Carer 1 name:	
Signature:	
Preferred email address:	

### Parent/Carer 2: Consent to receive correspondence:

Parent/Carer 2 name:	
Signature:	
Preferred email address:	

# FINANCIAL RESPONSIBILITY FOR SCHOOL PAYMENTS

Please note: If this box *is not* completed our system will automatically assign  
Parent/Carer 1 - 100% financial responsibility

## FINANCIAL RESPONSIBILITY

**As the residential parent/carer you are responsible for school fees.  
For our record and to ensure that invoices are issued correctly please  
indicate below:**

<input type="checkbox"/>	Parent/Carer 1 is 100% financially responsible (this parent/carer will receive invoices)
<input type="checkbox"/>	Parent/Carer 2 is 100% financially responsible (this parent/carer will receive invoices)

**All parties must sign below before we can process this request:**

Parent/Carer's Name	Relationship to Student	Signature	Date