Application for student enrolment form

INSTRUCTIONS

Please refer to the Application to enrol in a Queensland state school information sheet at the end of this form when completing this application. Completion and submission of this application form to the school does not confirm enrolment. The school will notify you of the outcome of your application as soon as practicable.

Failure or refusal to complete those sections of the form marked with an (*) or to provide required documentation may result in a refusal to process your application. These questions and your consent are considered necessary to ensure the school can undertake its administrative and care responsibilities.

Sections of the form not marked (*) are optional. However, failure to complete these sections may result in the school not being eligible for important Federal and State Government funding reliant on such information. Parents of all students in Australia have been asked to provide information on their family background as part of a national initiative towards providing an education system that is fair to all students, regardless of their background. The required information includes the Indigenous status and language background of the student, and the education, occupation and language background of the parents.

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

PRIVACY STATEMENT

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

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

This collection is authorised by ss. 155 and 428 of the EGPA 2006. 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	Yes No	□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.			
staff*		NO	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 r	nust provide photographic identification which proves their identity:		

APPLICATION DETA	AILS					
Has the prospective student ever attended a Queensland state school?	Yes No	If yes, provide n	ame of school	and approximate date of enrolment.		
What year level is the prospective student seeking to enrol in?		Please provide t	the appropriate	e year level.		
Proposed start date		Please provide t	the proposed s	starting date for the prospective student at this school.		
			Name:			
Does the prospective		If yes, provide	Year Level			
student have a sibling attending this school or	Yes No	name of sibling, year	Date of birth	, ,		
any other Queensland state school?		level, date of birth, and	School			
		school				
	-					
INDIGENOUS STATU	JS					
Is the prospective student of Aboriginal or Torres Strait Islander origin?	☐ No ☐ Aboriginal	Torres Strait	l Islander	Both Aboriginal and Torres Strait Islander		
FAMILY DETAILS						
Parents/carers	Parer	nt/carer 1		Parent/carer 2		
Family name*						
Given names*						
Title	Mr Mrs	Ms Miss	s 🗌 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		
1st 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						
	(Please select the parental provided at the end of this			(Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not		
What is the occupation group of the parent/carer?	currently in paid work but or has retired in the last 12	has had a job in the 2 months, please use	last 12 months the last	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		
Employer name	occupation. If parent/carer last 12 months, enter '8')	r i nas not been in pa	aid 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	No, English only			No, English only		
English at home? (If more than one language,	Yes, other – please spe	ecity		Yes, other – please specify		
indicate the one that is spoken most often)	Needs interpreter?	Yes No		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 sa	ame 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	4 *					
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 STUI	DENT LANGUAGE DETAILS					
Does the prospective student speak a language	No, English only					
other than English at home?	Yes, other – please specify					
EVIDENCE OF PROS Australian citizen)*	SPECTIVE STUDENT'S IMMIGRATION STAT	TUS (to be completed if this person is NOT an				
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	<u> </u>	rary visa holders must obtain an 'Approval to enrol in a state				
Other, please specify						

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS* (continued)							
•	be completed for a prospective student who twill have a visa grant notification with an inc		•				
	ving in Australia as refugee or humanitarian e e'recorded must be sighted by the school.	entrants, either Pl	LO 56 Immigration issue	ed card or 'Document to	travel to		
Passport number		Passport exp	piry date		·		
Visa number		Visa expiry d	late (if applicable)				
Visa sub class							
PROSPECTIVE STUI	DENT'S PREVIOUS EDUCATION	/ ACTIVITY	,				
Where does the prospective student come from?	Queensland interstate ove	erseas					
Previous education/activity	☐ Kindergarten ☐ School ☐ VET ☐ Part-time employment ☐ Other	Home educ	cation Full-time em	ıployment			
Please provide name and address of education provider/activity provider/employer							
RELIGIOUS INSTRU	CTION*						
From Year 1, the prospective instruction if it is available.	student may participate in religious	Do you want th instruction?	e prospective student to	o participate in religiou	s		
school's religious instruction	nated religion is not represented within the program, the prospective student will separate location during the period	Yes No					
arranged for religious instruct Parents/carers may change the notifying the principal in writing	hese arrangements at any time by	If 'Yes', please nominate the religion:					
motifying the principal in write	ng.						
PROSPECTIVE STU	DENT ADDRESS DETAILS*						
Principal place of residence a							
Address line 1							
Address line 2							
Suburb/town		State		Postcode			
Mailing address (if it is the sa	me as principal place of residence, write 'AS	ABOVE')					
Address line 1							
Address line 2			T				
Suburb/town		State		Postcode			
Email							
	ACT DETAILS (Other emergency cannot be contacted. At least one eme				not		
	Emergency contact		Emerg	ency contact			
Name							
Relationship (e.g. aunt)							
1st phone contact number*	Work/home/mobile		Work/home/mobile				
2 nd phone contact number*	Work/home/mobile		Work/home/mobile				
3 rd phone contact	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.

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)						
COURT ORDERS*						
Out-of-Home Care Arra	ngements*					
Under the <i>Child Protection Act 1999</i> , 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 identif	ied as residing in out-of-home care?	Yes No				
If yes, what are the dates of the cand/or the Authority to Care.	ourt order? Please provide a copy of the court order	Commencement date				
		End date				
Contact details of the Child Safet	y 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 OR	DERS* (conti	nued)											
Family Cou	rt Orders*												
Are there any current orders made pursuant to the Family Law Act 1975 concerthe welfare, safety or parenting arrangements of the prospective student?					erning	Yes	s 🗆	No					
If yes, what are t	he dates of the co	urt order? Please	provid	de a copy of the cou	rt order.	Comme	encement d	late			_/		
						End da	te			_/	_/		
Other Cour	t Orders*												
Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective s					student?	udent? Yes No							
If yes, what are t	the dates of the co	urt order? Please	provid	de a copy of the cou	rt order.	der. Commencement date//							
						End da	te			_/	_/		
ADDI ICATI	ON TO ENRO)											
,,	enrol my child or m		on on th	nis form may lead to t	the reverse	l of a doci	sion to appr	ove enrelmer	at I bolio	we that	t the infe	ormation	·
				lar, to the best of my			ыон ю аррг	ove emonie	it. i belle	ve illa	t tile illic	Jillauoi	11
			Parent	carer 1		Parent	/carer 2				student e or ind		
Signature													
Date		,		1		1	1			,	,		
Office use	only												
Enrolment decis	_	Has th	e pros	pective student bee	n accepted	d for enro	Iment?	Yes 🗆 No	o (applio	cant a	dvised i	in writir	ıg)
		If no, i	ndicate	e reason:									
		_		meet School EMP o		_		•					
		_	•	ve student is matur meet Prep age eligil	·		not a matu	re age state	school				
		_		ve student is subjec	•		m a state s	chool at the	time of	enrolr	nent ap	plicatio	n
			Does not meet requirements for enrolment in a state special school Does not have an approved flexible arrangement with the school										
					evel prospective student is seeking to be enrolled in								
		☐ Pro	specti	ve student has no re	emaining s	emester	allocation	of state educ	cation				
Date enrolment processed		/ Year lo	evel		Roll Class		EQ ID						
Independent student	· IIIYAS IINO					certificate/passport sighted, number rded and DOB confirmed							
	ve student over 18	-			☐ Yes	□ No							
If yes, is the pro process?	spective student	exempt from the	mature	age student	☐ Yes	□ No							
If no, has the pro history check?	ospective mature	age student cons	ented	to a criminal	☐ Yes	□ No							
School house/						support							
team FTE		Associated			Visa and	d associa	ted docum	ents sighted		Yes	□ No		
		unit			SV - stu	dent visa	1	<u> </u>	EX	- exc	hange s		
EQI category						nporary v		student visa	DE		ance ed		

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/refuge/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.



Enrolment Agreement – Scenic Shores State School

All staff at Scenic Shores State School take the role of supporting your child with their learning journey seriously. We are all committed to working together with families to make learning engaging, age appropriate, collaborative and fun. The role of educating your child relies on a healthy partnership between home and the classroom. When this relationship is strong, the positive outcomes for your child are more pronounced.

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Scenic Shores 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/expectations as outlined in the Student Code of Conduct, 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 (if applicable)
- respect the school property.

Responsibility of parents/carers to:

- ensure your child attends school on every school day for the educational program in which they
 are enrolled
- advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick)
- attend open meetings for parents/carers
- 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
- treat all 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 child is in out-of-home care
- keep school informed of any changes to your contact details or your child's details, such as home address, email address and phone number
- ensure the school is aware of any changes to your child's medical details.

Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups of students
- 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 for students
- 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 high standards in work and behaviour



- clearly articulate the school's expectations regarding the Student Code of Conduct and the Student 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 possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- notify parents/carers of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents/carers to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with departmental policy as outlined in Complaints Management
- treat students and parents/carers with respect.

□ Homework F □ School charg □ Advice for st □ Absences □ School excu □ Complaints or □ Religious ins □ Chaplaincy or □ Department □ Obtaining ar	es Code Community Code of Conduct Policy ges and voluntary contribution ate schools on acceptable us	ervices – policy statement accident cover for students
I acknowledge:		
That I have read a school staff outline	•	lities of the student, parents or carers and the
	pout the school's current rules ovided and explained to me.	s, policies, programs and services, as outlined
Student Signature:	Parent/Carer Signature:	On behalf of Scenic Shores State School



ICT Responsible Use Agreement

Students use ICT as an integral part of their learning and to equip them to live and work successfully in the digital world. In the Australian Curriculum in all learning areas, students develop capability in using ICT for tasks associated with information access and management, information creation and presentation, problem-solving, decision-making, communication, creative expression and empirical reasoning. This includes conducting research, creating multimedia information products, analysing data, designing solutions to problems, controlling processes and devices, and supporting computation while working independently and in collaboration with others.

Students develop knowledge, skills and dispositions around ICT and its use, and the ability to transfer these across environments and applications. They learn to use ICT with confidence, care and consideration, understanding its possibilities, limitations and impact on individuals, groups and communities.

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 ICT use into the educational program.
- School students, only with the approval of the principal, may be permitted limited connection of personally-owned mobile devices to the department's network, where this benefits the student's educational program.

Authorisation and controls

The principal reserves the right to restrict student access to the school's ICT services, 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 monitors access to and use of its network. For example, email and internet monitoring occurs to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The department may conduct security audits and scans, and restrict or deny access to the department's network by any personal mobile device if there is any suspicion that the integrity of the network might be at risk.

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 <u>Student Code of Conduct</u>.
- 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 or school-provided mobile device.



- 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 adopt 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 that it cannot 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's or staff member's username or password to access the school network. This includes not browsing or accessing another person's files, home or local 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 software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from enforcement agencies.

Responsibilities for using a personal mobile device on the department's network

- Prior to using any personally-owned mobile device, students must seek approval from the school principal to ensure it reflects the department's security requirements.
- Students are responsible for the security, integrity, insurance and maintenance of their personal mobile devices and their private network accounts.
- Where possible, appropriate anti-virus software has been installed and is being managed.
- Students must follow any advice provided on best security requirements e.g., password protection.
- Students and parents are to employ caution with the use of personal mobile devices particularly as these devices can store significant numbers of files some of which may be unacceptable at school e.g., games and 'exe' files. An 'exe' file ends with the extension '.exe' otherwise known as an executable file. These files can install undesirable, inappropriate or malicious software or programs.
- Any inappropriate material or unlicensed software must be removed from personal mobile devices before bringing the devices to school and such material is not to be shared with other students.
- Unacceptable use will lead to the mobile device being confiscated by school employees, with its collection/return to occur at the end of the school day where the mobile device is not required for further investigation.

Acceptable/appropriate use/behaviour by a student

It is acceptable for students while at school to:

- use mobile devices for:
 - assigned class work and assignments set by teachers
 - developing appropriate literacy, communication and information skills
 - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
 - conducting general research for school activities and projects
 - communicating or collaborating with other students, teachers, their parents or experts in relation to school work
 - accessing online references such as dictionaries, encyclopaedias, etc.
 - researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using a mobile device
- switch off and place out of sight the mobile device during classes, when these devices are not being used



- use their personal mobile device for private use before or after school, or during recess and lunch breaks, in accordance with <u>Student Code of Conduct</u>
- seek teacher's approval where they wish to use a mobile device under special circumstances.

Unacceptable/inappropriate use/behaviour by a student

It is unacceptable for students while at school to:

- use a mobile device in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions regarding the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- share their own or others' personal information and/or images which could result in risk to themselves or another person's safety
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-phone cameras inappropriately, such as in change rooms or toilets
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g., forwarding, texting, uploading, Bluetooth use etc.) of such material
- use the mobile phone (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use mobile devices at exams or during class assessment unless expressly permitted by school employees.





Student:

I understand that the school's information and communication technology (ICT) services, 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 around the world.

While I have access to the school's ICT services, 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 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 service, 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 services, 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 services, facilities and devices, appropriate action may be taken as per the school's <u>Student Code of Conduct</u>, which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this procedure/policy/statement/guideline and the Student Code of Conduct.

i agree to abide by the abov	ve rules/the procedure/policy/statement/guideline:
Student name:	
Student signature:	
Date:	

Please note: Children from Prep to Year 3 inclusively are exempt from signing the student section below.



Parent or Guardian:

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

I understand that the school is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or mobile device.

I understand that the school may remotely access the departmentally-owned student computer or mobile device for management purposes.

I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe	(name of student) und	derstands this respons	sibility, and I he	reby give my
permission for him/her to acce	ess and use the school's ICT s	ervices, facilities and o	devices (including	the internet)
under the school rules. I under	stand where inappropriate on	nline behaviours negat	ively affect the go	ood order and
management of the school, the	e school may commence discip	plinary actions in line v	vith this user agre	ement or the
Student Code of Conduct. This r	may include loss of access and t	usage of the school's IC	T services, faciliti	es and devices
for some time.				

I have read and understood this procedure/policy/statement/guideline and the <u>Student Code of Conduct</u>. I agree to abide by the above rules / the procedure/policy/statement/guideline.

Parent/Guardian's name:	
Parent/Guardian's signature:	
Date:	

The Department of Education through its <u>Information privacy and right to information</u> procedure is collecting your personal information in accordance with the <u>Education (General Provisions) Act 2006 (Qld)</u> in order to ensure:

- appropriate usage of the school network
- appropriate usage of personal mobile devices within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its <u>Information privacy and right to information</u> 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.