

MIRANI STATE HIGH SCHOOL



Year 11 & 12 Enrolment Package

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Administration Team

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Welcome to Mirani State High School. In this pack you will find a number of forms to be completed and signed by you and/or your child, others are for your information only. Subsequent forms will be supplied for completion/confirmation at the Enrolment Interview, these forms will have personal information from your current Primary School.

PLEASE NOTE:

- Enrolment Interviews will **NOT** proceed unless **ALL** documents as detailed below are completed and relevant proof of accommodation is sighted at the interview.
- Bring original documents to interview, documents need to be sighted only and copies are not required.

ARE YOU IN-CATCHMENT AREA – Please refer to EdMap - <http://www.qgso.qld.gov.au/map/edmap>

If you are a home owner (please present photo identification & 1 other document):

- current rates notice or signed unconditional house contract of sale
- current account for supply of domestic electricity
- current statement for telephone/internet connection
- Photo identification (driver's licence or passport)

If you are currently in rental accommodation (please present photo identification & 1 other document):

- current rental agreement
- original RTA bond receipt
- current account for supply of domestic electricity
- current statement for telephone/internet connection
- Photo identification (driver's licence or passport)

If you are currently purchasing a house (please present both items):

- The Contract of Sale
- Photo identification (driver's licence or passport)

If you have just secured a rental property (please present both items):

- The long-term lease agreement
- Photo identification (driver's licence or passport)

Is the student in the care of the Department of Child Safety? Yes No

Do student's Parent(s) or Legal Guardian(s) work at Mirani High? Yes No

Does the student have a sibling currently enrolled Mirani High? Yes No

If 'YES' please provide the name/s and year level:

Sibling _____ Year level: _____

Sibling _____ Year level: _____

Sibling Sports House: Taurus/Aquilla/Orion/Pegasus

Please ensure you have the following documents with you when you present for the Enrolment Interview.

Enrolment Agreement (Included in this booklet)	
Student ICT and Internet Acceptable use Agreement Form(Included in this booklet)	
State School Consent Form(Included in this booklet)	
Student Resource Scheme Participation Agreement(Included in this booklet)	
Bring your own device user charter form(Included in this booklet)	
One primary and one secondary proof of residency	
Birth Certificate or Extract or Passport (only required IF NOT enrolled in a Qld State School)	
Court Orders (if applicable)	

If your child receives learning support at their current school, please advise when making your interview booking so we can ensure our Support Staff are available to help develop your child's Individual Education & Support Plan during the Enrolment Interview.

MIRANI STATE HIGH SCHOOL



1. Enrolment Agreement Form

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*	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth*	____/____/____
Copy of birth certificate available to show school staff*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>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.</p> <p>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.</p> <p>For international students approved for enrolment by EQI, a passport or visa will be acceptable.</p>	
For prospective mature age students, proof of identity supplied and copied*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Prospective mature age students must provide photographic identification which proves their identity:</p> <ul style="list-style-type: none"> • current driver's licence; or • adult proof of age card; or • current passport. 	

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



APPLICATION DETAILS

Has the prospective student ever attended a Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of school and approximate date of enrolment.		
What year level is the prospective student seeking to enrol in?		Please provide the appropriate year level.		
Proposed start date	___/___/___	Please provide the proposed starting date for the prospective student at this school.		
Does the prospective student have a sibling attending this school or any other Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of sibling, year level, date of birth, and school	Name:	
			Year Level	
			Date of birth	___/___/___
			School	

INDIGENOUS STATUS

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

Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1 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)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – Please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – Please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the parent/carer a permanent resident of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

FAMILY DETAILS (continued)

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

COUNTRY OF BIRTH*

In which country was the prospective student born?	<input type="checkbox"/> Australia
	<input type="checkbox"/> Other (please specify country) _____
	Date of arrival in Australia ____ / ____ / ____
Is the prospective student an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no, evidence of the prospective student's immigration status to be completed)

PROSPECTIVE STUDENT LANGUAGE DETAILS

Does the prospective student speak a language other than English at home?	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?	<input type="checkbox"/> Queensland	<input type="checkbox"/> interstate	<input type="checkbox"/> overseas
Previous education/activity	<input type="checkbox"/> Kindergarten	<input type="checkbox"/> School	<input type="checkbox"/> VET
	<input type="checkbox"/> Part-time employment	<input type="checkbox"/> Other	<input type="checkbox"/> Home education
			<input type="checkbox"/> Full-time employment
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.	Do you want the prospective student to participate in religious instruction?
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parents/carers may change these arrangements at any time by notifying the principal in writing.	If 'Yes', please nominate the religion:

PROSPECTIVE STUDENT ADDRESS DETAILS*

Principal place of residence address			
Address line 1			
Address line 2			
Suburb/town	State	Postcode	
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')			
Address line 1			
Address line 2			
Suburb/town	State	Postcode	
Email			

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

	Emergency contact	Emergency contact
Name		
Relationship (e.g. aunt)		
1 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.	<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify		
Name of prospective student's medical practitioner (optional)	Contact number of medical practitioner		
Medicare card number (optional)	Position Number		
Cardholder name (if not in name of prospective student)			
Private health insurance company name (if covered) (optional)	Private health insurance membership number (leave blank if company name is not provided)		
I authorise school staff to contact the prospective student's medical practitioner for the purposes of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the prospective student may be on an excursion or sporting event), and to provide Medicare card details if required? (answer only if medical practitioner and Medicare card details have been provided above)			<input type="checkbox"/> Yes <input type="checkbox"/> No

COURT ORDERS*

Out-of-Home Care Arrangements*

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

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

COURT ORDERS* (continued)

Family Court Orders*

Are there any current orders made pursuant to the *Family Law Act 1975* concerning the welfare, safety or parenting arrangements of the prospective student?

Yes No

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

Commencement date

____/____/____

End date

____/____/____

Other Court Orders*

Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?

Yes No

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

Commencement date

____/____/____

End date

____/____/____

APPLICATION TO ENROL*

I hereby apply to enrol my child or myself at _____.

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

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

Office use only

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

Parental occupation groups for use with parent/carer details

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

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager [section head or above], regional director, health/education/police/fire services administrator **Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director] **Defence**

Forces commissioned officer

Professionals generally have degrees or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others

Health, education, law, social welfare, engineering, science, computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

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

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sports person, 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



Enrolment Agreement – Mirani State High School

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Mirani State High 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 all staff
- 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
- follow the school dress code at all times
- respect the school property and environment at all times.

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 as set out in the Responsible Behaviour Plan
- 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.
- Ensure the student wears the correct school uniform at all time.

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)
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools
- 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 .

Mirani State High is a great school and a good place to be. We want our students to have pride in themselves and their school. To do this all students must follow our school rules, and all parents should work with their students to understand why rules are important for a successful community.

For us to maintain a good relationship with families we would like to make sure everyone is very clear on the issues below:

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

I acknowledge:

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

Student Signature:

Parent/Carer Signature:

Rep for Mirani State High School:

Date: _____ \ _____ \ _____



Enrolment Management Plan – Mirani State High School

Overview

Mirani State High School recognises as its prime obligation, the provision of access to an appropriate educational service for students whose principal place of residence is within the school's catchment area.

Because of enrolment capacity and growth Mirani State High School may be unable to meet this obligation in the future, unless action is taken to manage enrolments. The Principal must restrict the enrolment of out-of-catchment students to ensure in-catchment students can enrol at their local state school, without requiring additional facilities.

This School Enrolment Management Plan (School EMP) sets out the conditions under which students may be enrolled into Mirani State High School, subject to any other requirements or limitations in:

- the [Education \(General Provisions\) Act 2006 \(the Act\)](#)

This School EMP is supported by:

- [Enrolment in State Primary, Secondary and Special Schools procedure](#)
- [School Enrolment Management Plans \(School EMPs\) procedure](#)

Student Enrolment Capacity of School

Mirani State High School has a maximum Student Enrolment Capacity of 1062 students.

Out of catchment enrolments will be accepted once the demand for in catchment enrolment has been met, and sufficient student enrolment capacity has been reserved for future in catchment growth.

Local Catchment Area

A school's local catchment area is the defined geographical area from which the school is to have its core intake of students.

Mirani State High School operates under an equidistant catchment area.

The school's catchment map is available to be viewed at either the school's administration building or online at <http://www.qgso.qld.gov.au/maps/edmap/>.

Enrolment Policy

Students within catchment:

Any student, whose principal place of residence is within the school's catchment area/s, is (subject to the *Education (General Provisions) Act 2006*) entitled to enrol at the school. The school Principal will reserve places for students who move into the catchment area throughout the school year.

Parents or legal guardians who wish to enrol their child at the school will need to demonstrate that the student's principal place of residence is within the catchment area. Current proof of residency at the address indicated can be provided by way of one of each of the following:

- One primary source – a current rental/lease agreement, or rates notice, or unconditional contract of sale; and
- One secondary source – a utility bill (e.g. electricity, gas) showing this same address and parent's/legal guardian's name.

If the Principal is not satisfied that the documentation provided by an applicant demonstrates adequately that the address stated is the student's principal place of residence, then the Principal may request further sources of proof of residency. Examples may include (but are not limited to):

- Additional utility bills (e.g. water bill) or a series of bills at for the same address over a sequential period to demonstrate continued/ongoing residency
- Electrol Ross verification letter
- Utilities statement (with current address details)
- Driver's Licence (with current address details)
- Bank statement (showing currend address details; financial details are not required)
- Tax Assessment Notice (financial details are not required)
- Documents demonstrating recent change of address/re-location to within the school's catchment (e.g. proof of sale or termination of lease for the previous principal place of residence in a different catchment).

The Principal may also request a properly sworn Statutory Declaration from the enrolling parent or legal guardian attesting that the student's principal place of residence is the place nominated in the enrolment application.

In addition to the documents listed above, students living with a relative/other person within catchment **must** provide the following:

- Properly sworn Statutory Declaration from the student's parent/legal guardian; and
- Properly sworn Statutory Declaration from the person/s the student will be residing with in-catchment.

The Principal may also request additional pieces of proof of residency and interview/s with all parties to discuss the living arrangement.

Applicants should note that a false statement/assertion about the student's principal place of residence may amount to an offence and may be reported to police. The school Principal may repeal a decision to enrol a student in such circumstances.

Other students who are entitled to enrol as if in-catchment:

The following groups of students will be entitled to enrol, even though they may reside outside the school's catchment area:

- Children and young people who are subject to child protection orders that grant guardianship or custody to the Chief Executive Officer of the Department of Communities, Child Safety and Disability Services (Child Safety Services)
- Siblings** of current students at the school (excluding siblings of Program of Excellence students and siblings of students who were placed at the school as a result of exclusion from another school).
- Students whose parent or legal guardian is employed by the school
- Students who live outside the catchment area and are verified with a disability can enrol in the school to attend the specialised disability program if it is the closest program to their home and meets their individualised needs
- Students whose principal place of residence is further than 55km to their nearest state school are entitled to enrol at any neighbouring school
- Students who have been excluded from another school, dependent upon the conditions related to the exclusion, subject to agreement of the Regional Director
- Students in remote/regional locations who access a School Transport Scheme (stas) bus service, provided by the Department of Transport and Main Roads (DTMR), to travel to their closest school, as determined by the DTMR bus route.

****To be accepted under the sibling provision, the:**

- i. applicant must meet the definition of sibling in the School EMP procedure;
- ii. enrolled sibling must not have been enrolled in a Program of Excellence at the school (i.e. siblings of POE students are not automatically entitled to enrol); and
- iii. intended enrolment commencement and/or attendance of the sibling must be concurrent with the attendance of current student for the application to be valid. For example, if the applicant will be commencing in 2018, but the current enrolled sibling finishes school in 2017, then the application will not be valid.

Out-of-Catchment application

Applications from any other person, not meeting the criteria outlined above, is an out-of-catchment application. Enrolment of students from outside the local catchment area is restricted to ensure that enrolments do not exceed the Student Enrolment Capacity. This school can only enrol out-of-catchment students:

- I. if there is sufficient spare capacity after reserving places for students who move into the catchment during the year; and
- II. after taking into account the school's projected future enrolment growth.

Out-of-catchment students applying for enrolment at this school are placed on a waiting list, assessed in order of receipt and prioritised as follows:

✓ ***For schools with a Program of Excellence:***

Subject to available Student Enrolment Capacity, places will only be available to out-of-catchment enrolments if they satisfy the school's criteria for placement in that particular Program of Excellence and the defined number of places has not yet been filled by enrolments from within the catchment. Sufficient Student Enrolment Capacity must be reserved for future in-catchment growth. (Please note: The enrolment criteria for the Program of Excellence is available from the school).

✓ ***All other out-of-catchment enrolment applications.***

Acceptance and Assessment Process

Out-of-catchment enrolment applications will be recorded on a waiting list in order of receipt, by date and time. These applications will remain current only for the school year in which they are applying to enrol.

Decisions on Enrolment

The Principal is responsible for all decisions on enrolments.

Where a Principal forms a preliminary view that an application will not succeed, applicants will be notified in writing. Applicants may respond to the Principal's preliminary view by making a submission to the Principal, no later than seven (7) school days after receiving the preliminary view letter.

If no submission is received, the Principal's preliminary view will be treated as the final decision and no further notice will be provided.

If a submission is received, the Principal will consider the submission and make a final decision. A final decision notice will be provided to the applicant as soon as is practicable. There is no internal review of the Principal's decision.

MIRANI STATE HIGH SCHOOL



2. Senior School Studies Completion Policy



MIRANI STATE HIGH SCHOOL

SENIOR SCHOOL STUDIES COMPLETION POLICY

Preamble

Mirani High School is committed to providing a breadth of opportunities and programs for Senior School students. The school will challenge students at all levels, support them in setting and attaining realistic personal academic goals, and remain committed to excellence at all times. It will also guide students in selecting and attaining credentials from a variety of pathways for successful transition post school.

The staff will support all students throughout their senior years at the School. They will also share the responsibility with parents and students for assisting each student in attaining his/her educational goals.

Senior students need to be self-motivated and mature in the approach to their studies. They will be required to adopt effective study routines and commit to working in an increasingly independent way. They will be expected to work as part of the Year group and achieve their very best.

Policy

1. The school will provide a range of high quality academic and vocational studies options.
2. The school staff will provide personal monitoring and goal setting for all students in its support of the students' academic and vocation pursuits.
3. Students will be expected to approach their studies in a diligent manner, access available support services if needed, be accountable for their actions and responsible for their learning.
4. Parents will be expected to support their children and work collaboratively with the school.
5. Each Year 10 student will participate in a senior education and training planning process beginning with the submission of an individual Student Education and Training (SET) Plan. The plan will be endorsed by his/her parents but will only become operational for the student once approved by the school.
6. There are pre-requisites for Senior subjects.
 - a) recommendations for Senior subjects will be distributed to all students on an individual basis in a timely manner for the information of students and parents;
 - b) applied in such a way that they do not unreasonably limit realistic future options for students;
 - c) applied in a way which takes account of the needs and circumstances of each student.
7. In addition to its ongoing support and advice, the school will implement, in consultation with the student and his/her parents, a targeted support plan for students who achieve less than a 'C' or 'S' grade (or VET equivalent) in any Senior subject, at the end of a semester. If a student does not achieve the agreed outcomes of the plan, the school may require the student to amend or change subjects or course. This may require a student to attend after school or Saturday mornings.
8. Students must not have more than five days (5) unexplained absences per semester.
9. Students who vary their program of instruction with outside providers must inform the school within five (5) school days.
10. Failure to comply with the requirements of this policy will be considered a breach of the school's code of behaviour. In addition, students whose behaviour amounts to a refusal to participate in the education program may have their enrolment cancelled.

Student signature: _____ Parent Signature: _____

School Administration signature: _____ Date: / /



MIRANI STATE HIGH SCHOOL

SENIOR STUDENT ENROLMENT AGREEMENT

This enrolment agreement is an agreement that specifically outlines the commitments made on behalf of the school, and on behalf of students wishing to enrol in Senior Schooling at Mirani State High School. It operates in tandem with the initial enrolment agreement and Senior School Completion Policy that student and parent/guardian signed on enrolling at Mirani SHS. In this agreement, the term 'Senior Student' refers to any student who is enrolled at Mirani SHS on a post-compulsory basis (ie. Years 11 and 12).

Commitments of the school to:

- Provide a program of instruction that ensures that each Senior students' SET Plan can be catered to.
- Track the progress of each Senior student towards the completion of their QCE, and discuss with the student and their parent/guardian any modifications needed to be made to better ensure attainment of their QCE.
- Provide feedback to parents on their son/daughter's progress on a minimum of four occasions a year.

Commitments of the student to:

Attend school on a regular basis

- Senior students must have no more than **five days (5)** of unexplained absences per semester. In particular, senior students need to understand that their absences need to be explained and will lose entitlement to graduation, formal and may have their enrolment cancelled. **Only the Principal has the authority to approve absences.**

Demonstrate acceptable behaviour and with the school's uniform, jewellery and ICT Facilities and Devices policies

- Senior students must meet the school's behaviour, uniform and mobile phone guidelines that are set out in the Student Diary. Any Senior student who does not consistently maintain these standards will not have met the school's expectations.

Successful completion of education program

- Senior students are expected to meet all commitments regarding assessment, including the timely submission of drafts.
- Students commit to bring the required equipment and attend all practical activities and camps. Failure may result in cancellation of enrolment.

Payment of school fees

- Senior students are expected to pay school fees at the start of the school year, or have a payment plan in place to cover the cost of the school fees. Engineering/construction or art projects will not be permitted to be taken home until subject levies have been paid in full.

Consequences

If a Senior student fails to meet the commitments as outlined above, the following consequences may be enacted by the school's administration:

- Participation in 'invitation only' events, specifically Year 11 Camp, Senior Leadership positions, Year 12 Mocktail and Year 12 Graduation will only be offered to Senior students who consistently meet the school's expectations as outlined above.
- Senior students who are failing a subject, or who have failed to hand in a draft of the assessment for a subject, will be required to attend after school or Saturday detentions, until, at the discretion of their teacher, they have made the necessary commitments to improving their chances of success in the subject.
- Senior students will not be able to collect their senior jerseys or participate in non-curricular activities until they have shown evidence of a payment plan in place to pay for school fees.
- The school will give Notice of Cancellation of Enrolment to senior students who consistently fail to meet the academic, industry and attendance standards (including attendance to after school and Saturday catch-ups) expected of post-compulsory students.

I agree to the above commitments made by both myself and the school to ensure that I have the best chance possible of meeting my post-school goals.

Student Name: _____

Student Signature

Parent/Guardian Signature

On behalf of Mirani SHS

MIRANI STATE HIGH SCHOOL



3. Student ICT and Internet Agreement Form



Mirani State High School

Student ICT and Internet Acceptable Use Agreement Form

The following agreement covers student's use of Information Communication and Technology (ICT) facilities at Mirani State High School for the term of the students' enrolment. ICT facilities are provided to students for educational purposes only. These facilities include access to the Internet, email, School Intranet, Department Intranet and school network. Students may use these facilities for class work, research, the preparation of assignments and authorised electronic communication.

Both staff and students at Mirani State High School have a duty of care to ensure that resources are protected from harm and that users are not exposed to material that are considered offensive or illegal. Parents and Students should carefully read the conditions outlined in this document. To be granted access to the school's ICT resources, students must agree to abide by the school's Acceptable Use Agreement.

RESPONSIBILITIES

- Prior to any personal device being used approval is sought from the school to ensure it reflects the department's security requirements.
- Students are responsible for the security, integrity, insurance and maintenance of their personal device and their private network accounts.
- Any inappropriate material or unlicensed software must be removed from personal devices before bringing the device to school and such material is not to be shared with other students.
- Students **MUST NOT** use the IT resources in an unlawful manner.
- Students **MUST NOT** deliberately waste printing and internet resources.
- Students **MUST NOT** damage computers, printers or the network equipment.

ACCEPTABLE/APPROPRIATE USE CONDITIONS

1. Students using the ICT facilities may only do so under the supervision of school staff. Any student not following staff instructions may have further access restricted or denied.
2. Privacy and Network security is to be observed. Students must not under any circumstances, access personal files belonging to others, software or areas of the network which are not designated for their use.
3. The sharing of passwords is a security risk. Students must not give their password to other students or log in with another users' name under any circumstances.
4. All users are to log off when leaving a computer.
5. Software copyright is to be followed at all times. It is illegal to copy or distribute school software. Software from home or other sources is not to be copied, installed or used on school equipment.
6. The use of portable storage devices (USB drives, MP 3 Players, External hard drive) is permitted for the transfer of school related files to and from the school network. The storage and/or transfer of unauthorised software and other inappropriate material to the school network are not permitted under any circumstances.
7. The use of the Internet, Intranet and email is for educational, and research purposes only:
 - Deliberate attempts to look for and use material that is illegal or which would be considered as offensive, disrespectful, threatening or discriminatory is not permitted. Only materials required for school activities as directed by staff may be downloaded. This includes downloading of music, movies and other large multimedia files. Students, who unknowingly navigate to a web site that contains material as described above, must clear their screen and notify their teacher immediately.
 - Students must not use inappropriate language or harass others when communicating on-line.
 - Privacy and ownership of others' work and materials from web sites must be respected at all times.

STUDENT

I understand that the school's information and communication technology (ICT) facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information stored on computers around the world. While I have access to the school's ICT facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.

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

When using email or the internet I will not:

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

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

I understand that if the school decides I have broken the rules for using its ICT facilities and devices, appropriate action may be taken as per the school's *Behaviour Management Policy*, which may include loss of access to the network (including the internet) for a period of time. That if I create any inappropriate content that is used to disrupt or offend then I may be suspended/excluded. Even when the material is distributed without my permission.

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

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

Student's name:..... Year level:

Student's signature:..... Date:/...../.....

PARENT OR GUARDIAN

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

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

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

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

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

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

Parent/Carer Name :Signature :

Date:/...../.....

MIRANI STATE HIGH SCHOOL



4. State School Consent Form

Introduction to the State School Consent Form I

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://miranishs.eq.edu.au/>
- Facebook: <https://www.facebook.com/MiraniSHS/>
- YouTube: <https://www.youtube.com/channel/UCE9v71CzcLD6upYaEvEjZZA>
- Instagram: N/A
- Twitter: N/A
- LinkedIn: N/A
- Other: N/A
- 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 on 4966 7111 or email principal@miranishs.eq.edu.au

Matthew Horton, Principal Mirani 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

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

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.

Timeframe of consent: duration of enrolment.

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 our student's school in the first instance.

MIRANI STATE HIGH SCHOOL



5. Bring Your Own Device



'Bring Your Own Device' Program: User Charter

The Mirani State High School Bring Your Own Device (BYOD) Program gives freedom to students and their families to tailor their choice of technology to their own educational needs. However, students and parents need to be aware of and consent to the program's boundaries described in this BYOD User Charter.

The 'Bring Your Own Device User Charter' needs to be agreed to and signed before students are permitted to bring their device to school and have it connected to the school facilities.

Students and parents/carers need to carefully read the Charter prior to signing it. Any questions should be addressed to the school and clarification obtained before the Charter is signed.

Bring Your Own Device User Charter

Agreement:

- i. We have read the following pages of the Bring Your Own Device User Charter.
- ii. We understand our responsibilities regarding the use of the device and the internet.
- iii. In signing below, we understand and agree to the Bring Your Own Device User Charter.
- iv. We understand that failure to comply with the Bring Your Own Device User Charter will invoke the school's standard discipline procedures and/or the actions outlined

Name of student:.....Student ID:

Year Level:

Signature of student: Date: / /

Name of parent/carer:

Signature of parent/carer: Date: / /

PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL IT TECH ROOM (A BLOCK)

1 Purpose

The Mirani SHS Bring Your Own Device (BYOD) Program gives freedom to students and their families to tailor their choice of technology to their own educational needs. Mirani SHS will facilitate this in accordance with the BYOD Policy. However, students and parents must be aware of and consent to the program's boundaries described in the BYOD User Charter.

2 Scope and Definitions

2.1 Parties

This agreement is between Mirani State High School, a student currently attending or who will be attending Mirani State High School, and their parent or carer.

2.2 "Student" and "Students"

Reference in their agreement to Student or Students means a student currently attending or who will be attending Mirani State High School and binds their parent or carer.

2.3 "Bring Your Own Device User Charter"

This agreement may be referred to as the Bring Your Own Device User Charter or BYOD User Charter.

2.4 "Device"

Reference in their agreement to Device means an electronic device brought by a student to Mirani State High School pursuant to the school's Bring Your Own Device program and their BYOD User Charter.

3 Equipment

3.1 Custodianship

The device brought to school pursuant to their policy must be able to be brought to school by the student on every school day and be solely the students to use throughout the school day.

3.2 Choice of equipment

The device must meet all the requirements as requested by Mirani State High School. This includes meeting any required physical device characteristics and the having the listed software installed. The Device Specification is a separate document available from Mirani State High School or on the schools website.

3.3 Use of alternate equipment

Equipment which is not in accordance with clause (3.2) is not permitted for use in the Bring Your Own Device program. .

3.4 Damage or loss of equipment

3.4.1 Students bring their own device for use at Mirani State High School at their own risk.

3.4.2 For the removal of any doubt, Mirani State High School will not be responsible for any loss, theft or damage to:

- (a) the device
- (b) data stored on the device while the device is at school or during a school-related activity, absolutely, in negligence or otherwise.

3.4.3 Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.

3.4.4 In circumstances where a device is damaged by abuse or malicious act of another student ("the other student"), the Principal will, having regard to all the circumstances of the matter, determine whether the other student is responsible for the damage and the behaviour that led to the damage of the device will be managed at school. The College, under no circumstances, will pursue any families on behalf of the owner of the damaged device, the costs involved to fix the device.

- 3.4.5 The above clause (3.3.4) does not bind students to the determination of the Principal.
- 3.4.6 In accordance with clause (6.4) below, students should not bring peripheral equipment, including power charges and cables to school with their device. Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.
- 3.4.7 A limited amount of school lockers are available to students who wish to secure their device during school hours. It is advised that all personal equipment be transported to and from home each day. Please speak to the admin team regarding the process to acquire a locker.

4 Standards for equipment care

Students are responsible for:

- (a) Taking due care of the device in accordance with school guidelines.
- (b) Adhering to the Queensland Department of Education and Training's policy *Advice for State Schools on Acceptable Use of ICT Facilities and Devices*.
- (c) Backing up all data securely. All electronic data and resources used for school coursework must be stored on at least three (3) separate devices or electronic medium. Students must not rely on the continued integrity of data on their device/s.

4.1 Access and Security

4.1.1 Students will:

- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- ensure that communication through internet and online communication services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- never allow others to use their personal e-learning account.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- never knowingly initiate or forward emails or other messages containing:
 - a message that was sent to them in confidence.
 - a computer virus or attachment that is capable of damaging recipients' computers. chain letters and hoax emails.
 - spam, e.g. unsolicited advertising material.
- never send or publish:
 - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments. threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
 - sexually explicit or sexually suggestive material or correspondence. false or defamatory information about a person or organisation.
- ensure that personal use is kept to a minimum and internet and online communication services is generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- never damage or disable computers, computer systems or networks of the Department of Education and Communities.
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

4.2 Privacy and Confidentiality

4.2.1 Students will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

4.3 Intellectual Property and Copyright

4.3.1 Students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

4.4 Misuse and Breaches of Acceptable Usage

4.4.1 Students will be aware that:

- they are held responsible for their actions while using internet and online communication services.
- they are held responsible for any breaches caused by them allowing any other person to use their e- learning account to access internet and online communication services.
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

5 Misuse of equipment and communication systems

5.1 Standard school discipline procedures apply for misuse of the device contrary to their BYOx User Charter or other school rules.

5.2 Examples of action the school may take in cases of misuse include:

- (a) the device is taken away by a teacher for the remainder of the lesson
- (b) the device is taken away by a Head of Department or Deputy/Principal for the remainder of the school day and/or until a parent or carer picks up the device
- (c) permission for the student to bring their device to school pursuant to the Bring Your Own Device policy is revoked
- (d) conventional discipline procedures, including detention or suspension where deemed appropriate, pursuant to the school's discipline procedures.

5.3 Monitoring, evaluation and reporting requirements

5.3.1 Students will report:

- (a) any internet site accessed that is considered inappropriate.
- (b) any suspected technical security breach involving users from other schools, TAFE's, or from outside the Qld Government Department of Education, Training.

6 Acceptable equipment and communication system use

6.1 Use of the device during the school day is at the discretion of teachers and staff. Students must use their device as directed by their teacher.

6.2 The primary purpose of the device at school is educational.

6.3 Students must bring their device to school fully charged.

6.4 Students should avoid bringing peripheral device equipment to school with the device. Peripheral equipment includes:

- (a) chargers
- (b) charging cables
- (c) docking cradles, with the exception of a docking cradle that includes a keyboard integrated into the peripheral
- (d) external pointing devices, such as a computer mouse
- (e) adapters for the connection of video output or data transfer

6.5 While at school, all material on the device is subject to review by school staff.

6.6 Students are to connect their device to the designated wireless network only. Students are not to connect their device to other wired, wireless or cellular networks whilst at school.

6.7 Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

MIRANI STATE HIGH SCHOOL



6. 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	Mirani State High School
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.

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 prorata 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
 - 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.

MIRANI STATE HIGH SCHOOL



7. Activity Consent Form ~ ITD Subjects & Food Technology

Senior activity consent form – Industrial Technology Department

Privacy Statement

The Department of Education is collecting the personal information in this form in order to:

- obtain consent for the named child/student to participate in the named off-site activity;
 - help coordinate the off-site activity;
 - respond to any injury or medical condition that may arise during or as a result of the off-site activity;
- and
- update school records where necessary.

The information will only be accessed by authorised departmental staff. The information will not be disclosed to any other person or agency unless we have your consent or we are required or authorised by law to do so e.g. in compliance with relevant [Queensland Chief Health Officer's Directions](#).

Dear Parents and Students,

In an effort to improve the quality of Safety Education in the Design and Technology Department (ITD) at Mirani State High School we have implemented the Health and Safety Procedures that are linked closely to those used in Industry. A brief outline of these procedures is listed below. It includes important information that parents and students need to be aware of. Please take the time to read the following information and initial each and every page please.

It is extremely important for students and parents to know students' obligations because failure to comply with their obligations may mean they will be excluded from the ITD workshops.

Many students may be refused enrolment in ITD subjects due to safety concerns. Mirani SHS will not tolerate any student who has the potential to injure themselves or any other person.

Mirani SHS takes extreme precautions to help ensure that we create the safest possible environment for students.

This consent form is aimed at informing students' safety obligations in ITD subjects.

CONSEQUENCES FOR SAFETY BREACHES

Depending upon the type and severity of the safety breach, consequences will differ:

- A verbal warning: Verbal warnings for minor breaches entails the teacher explaining to the student how they failed to meet their obligations.
- Writing out the guidelines for safety and behaviour in ITD
- The teacher will contact parents either by phone or in writing which will require a parent's signature for acknowledgement.
- The student may be required to complete a re-training program before returning to a workshop.
- The student may be prohibited from using workshop facilities for a period of time determined by the subject coordinator.
- The student may be prohibited from using workshop facilities indefinitely at Mirani SHS.

Should there be any further queries contact the HOD or Principal.

Parent Initial

This year your son/daughter may be undertaking activities/subjects in Industrial Technology Department (ITD).

The aim of the ITD curriculum is for students to develop the knowledge & understanding and production skills to ensure they can investigate, design, plan, manage, create, produce and evaluate a designed solution. These subjects have an additional subject levy to cover the additional costs of consumables associated with the choice of a practical subject

Students will participate in these activities as per the school timetable each year with a qualified teacher and/or qualified industry representatives.

Activity details:

Activity – Construction, Engineering and Design skills

Activity Scope – use of electrical / non-electrical equipment and tools, that could cause injury if instructions of Standard Operating Procedures (SOP), Workplace Health and Safety (WHS) and Teacher instructions are not followed.

Risk Level – High & Extreme

Potential Hazards

Environmental hazards	Control measures
Snakes	Keep the gardens and environment clean and tidy Check workshops and remove if required before students enter
Environmental conditions Weather	Follow the managing excessive heat in schools guidelines when participating in very hot or extreme heat conditions Ensure drink breaks occur regularly. Make water available for individual participants between drink breaks
Noise	Manage excessive noise levels (PDF, 227KB) during practical activities. The wearing of your own personal ear protection and control the use of equipment/machines).
Dust, gas or fumes	Ensure adequate ventilation/extraction when sanding and when using materials that release fumes or particles (e.g. contact adhesives, paints, solvents, glues, dust).
Airborne material	Manage airborne material during practical activities as above as well as; The wearing of your own personal safety glasses and control the use of equipment and materials.

Parent Initial

Facilities and equipment hazards	Control measures			
Equipment, tools and processes	Use equipment and tools following SOPs, WHS and teacher instruction.			
	Below is a list of typical activities, hazards and control measures. Please note this list is not prescriptive as learning experiences may vary.			
Sample Activities	Sample High Risk	Sample Extreme Risk	Sample Exposure Risk	Sample Risk Management
Gluing, Forming, Fabricating, Fixing, Welding, Sealing, Folding, Joining, Heating, Machining, Surface, Finishing,	Oxy MIG TIG Welder, Metal & Wood Lathes, Wood Bandsaw, Cold Saw, Power Hacksaw, Circular Saw, Angle Grinders, Plunge Routers, Table Router, Electric Plane, Guillotine, Nailing Gun,	Thicknesser, Spindle Moulder, Surface Planer, Compound Mitre, (Drop) Saw, Table Saw, Radial Arm Saw, Metal Cutting, Metal Bandsaw, Metal Cut-off, Saw,	Toxic Timbers & Wood Dusts, MDF & Formaldehyde, Plastics, Spray Paint, Lacquers, Solvents Resins, Oils, Compressed Air, Pneumatic Tools,	Keep workspace clean and clear, Adequate ventilation, Deliberate location of equipment, Use of Personal Protective Equipment, Student manufactured articles may not be safe for use other than as demonstration, Teacher aide support where necessary, Clear expectations and routines around safety, Advice from Industry Representatives, Induction process for each activity, Safe Operating Procedures with every machine, Equipment regularly checked and serviced,
Sharp implements or objects	Keep tool blades sufficiently sharp to allow for easy cutting & shaping and store in a way that allows safe selection.			
Slips, trips, falls	Floors and walkways must be clean and clear of debris and obstructions. Extension leads must not be run across the floor.			
Faulty or dangerous equipment	Check equipment for damage before and during the activity.			
Heat sources	Monitor temperatures from heat sources in the workspace.			
Confined spaces Asphyxiation	Ensure adequate lighting and ventilation.			
Waste disposal/spill clean up	Procedures must be in place to immediately manage the removal of all spilt substances (e.g. breakages bin, spill kit for large spills).			
Equipment	Equipment and implements to be stored safely and securely when not in use.			

Parent Initial

Student considerations	Control measures
Injury	Students aware of the location of emergency and first-aid equipment
	Ensure equipment is not accessed and used without direct supervision of an adult supervisor.
Manual handling Lifting equipment	Use correct manual handling processes when lifting, lowering, pushing, pulling or carrying.
Student issues Student numbers, special needs, high risk behaviours, medical conditions	Remove accessories (e.g. jewellery, lanyards) before participating. Ensure clothing, fingernails and hair do not pose a hazard. Footwear must be appropriate to the activity. Monitor and enforce the correct use of plant and equipment. Maintain close supervision of students.

Risk Management strategies

- Induction for all supervisors on emergency and safety procedures
- Student and adult supervisors inducted on machines that they will use with the correct technique.
- Maintain all equipment and tools

Activity Costs

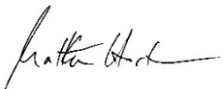
Cost associated with these activities are included in the Resource Scheme, any additional costs will be detailed upon enrolment of each course.

Many of the machines/tools above are only used in senior classes or in a modified form in junior classes. In junior subjects, students may choose not to use equipment that they are not confident in using.

To be eligible to study these subjects' students must;

- follow safe operating procedures,
- follow workshop rules and
- follow supervisor instructions.

If you wish for your child/student to participate in the activity, please complete the consent form. If you study more than one subject in the ITD department only one form needs to be returned.



Mathew Horton
Principal
Mirani SHS



David Lade
Acting HOD ITD

Parent Initial

Parent/Guardian Senior ITD Activity Consent

Activity risks and insurance

Please note that the Department of Education does not have personal accident insurance cover for children/students. If your child is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide the type/s and level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow the child/student to participate in this activity.

By signing this form, I agree to all the following statements; **(please initial each statement for clarity)**

- I have read all of the information contained in this form in relation to the activity (including any attached material)
- I am aware that the department does not have personal accident insurance cover for students
- I understand the named child/student, _____ in grade _____ is to undertake practical subjects which may involve the use of specific ITD machinery, power tools and hand tools or processes designated by the department as High or Extreme risk.

(cross out whichever is not applicable)

- I **Do / Do Not** give permission for my child to use processes designated **HIGH** risk.
- I **Do / Do Not** give permission for my child to use processes designated **EXTREME** risk.
- I will pay to the school the costs detailed in this consent form for the child/student's participation in the activity
- I agree to and understand the refund policy as it applies to this excursion (see Activity costs)
- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment the child/student may reasonably require, including contacting their doctor
- I accept liability for all reasonable costs incurred by the department in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the department the full amount of those costs
- I have provided the school with all relevant details of the child/student's medical or physical needs on registration /enrolment and where relevant have updated this information
- I give consent for student contact information to be shared in relation to this activity in compliance with relevant [Queensland Chief Health Officer's Directions](#)

Parent/Carer*	Name:		
	Phone number:		
	Email address:		
	Signature:		Date:

*** Students that are independent, mature-age or over 18 years of age may provide their own consent and be responsible for all related costs for completing ITD subjects.**

Activity consent form – Hospitality/Catering 11-12

Privacy Statement

The Department of Education is collecting the personal information in this form in order to:

- obtain consent for the named child/student to participate in the named off-site activity;
- help coordinate the off-site activity;
- respond to any injury or medical condition that may arise during or as a result of the off-site activity; and
- update school records where necessary.

The information will only be accessed by authorised departmental staff. The information will not be disclosed to any other person or agency unless we have your consent or we are required or authorised by law to do so e.g. in compliance with relevant [Queensland Chief Health Officer's Directions](#).

Dear Parent / Caregiver,

Your child is undertaking a Food Technology subject such as junior Food Technology or senior Hospitality, at Mirani SHS.

As part of these courses, it is required that students be instructed on the use of a variety of equipment needed in the preparation and production of foods. A number of typical resources and processes have been designated by Education Queensland to have a potential high risk of injury associated with their use. As a result of these risks, it is vital for your student to understand and comply with all policies set out by their classroom teacher.

As part of our risk assessment process, parent consent is sought for activities that are designated HIGH RISK including relevant medical information for students, before permitting them to use the Food Technology/Hospitality resources indicated below.

High Risk: Activities involving dry heat (baking or roasting in an oven); moist heat (poaching and boiling); heating fats or oils (using electric or stove top frying pans / deep fryers); dishwashers.

Medium Risk: Activities involving the use of equipment that could cause an injury if not used correctly eg. electric beaters, cutting and garnishing tools, mandolin slicers.

Low Risk: Activities involving the use of non-electrical equipment eg whisks, spoons.

It is extremely important for parents to be aware of their child's obligations to also be safe around themselves and others. Failure of students to comply with health and safety requirements may mean that they may be excluded from Food Technology practical activities for a period of time.

As part of the review of Risk Assessment by Education Queensland and Mirani State High School, all activities undertaken in Hospitality, Tourism & Retail classes have been classified into three categories.

Activities for Hospitality & Tourism classes fall in the Low to High risk classifications.

The below table gives examples of the equipment in each category.

The Faculty Teachers are all experienced in the subject area and have been trained with the equipment utilised.

In order to ensure the safety of students, risk is managed in the kitchen by:

- Appropriate Risk Assessments
- Kitchen rules
- Teacher demonstration on correct use of equipment
- Questioning on safe operating requirements
- Teacher supervision of student safe use of equipment
- Students ask permission to use equipment
- Free access when student is competent
- All students will be required to wear correct PPE at all times in the kitchen

Students who cannot demonstrate that they can follow all kitchen rules, standard operating procedures and safety rules, may be removed from this subject area for safety reasons.

Please discuss the need for safe behaviour with your student.

LOW RISK	MEDIUM RISK	HIGH RISK
<p>Use of low risk equipment including non-electrical equipment (e.g. whisks, sifters, measuring cups and any other implement that will not cause injury unless seriously abused).</p> <p>Those that include dry-heat methods of cookery (e.g. crepe, pastry or cake making. Examples of low-risk cookery equipment are crepe-makers and microwave-convection ovens.</p>	<p>Use of medium-risk equipment which includes electrical appliances, cutting or garnishing tools and any other implement that by virtue of its action or use could cause injury if sufficient training is not provided in its safe operation or if supervision is not given.</p> <p>Those that include moist-heat methods of cookery, (e.g. steaming and boiling); Examples of medium-risk cookery equipment are steamers, pressure cookers, cappuccino machines and unearthed appliances, (e.g. toasters).</p>	<p>Use of high-risk equipment (e.g. woks, fry pans) and agents or conditions that promote food contamination and/or chemicals which constitute a hazard.</p> <p>Those that include activities involving heating fat or oil, (e.g. baking, frying); Examples of high-risk cookery equipment are woks and fry pans.</p>

Activity costs: Cost associated with these activities are included in the Resource Scheme, any additional costs will be detailed upon enrolment of each course.

If you have any questions, please telephone Mirani SHS on (07) 4966 7111.


Etoile Smith
HOD Food Technology & Hospitality


Matthew Horton
Principal

I understand my **son / daughter** _____ is undertaking practical activities in Food Technology subjects which may involve the use of specific equipment and processes designated by Education Queensland as having some risk.

DO / DO NOT (circle) give permission for my child to use processes designated **HIGH, MEDIUM & LOW** risk.

This permission is granted for Years 11 & 12. If there are any changes to the permission during this time it is the responsibility of the parent / guardian to advise the school in writing

Note that signing this permission is a requirement of being enrolled in the subject and failure to return the permission form will result in your child having to select an alternative subject. Should you require any further information, please contact the school on 07 4966 7111.

Please list any medical conditions and how they will affect your child's ability to use any particular equipment or process.

Please also list any food allergies that your child may have:

Condition / Allergy:

_____ **Effect:** _____

Condition / Allergy:

_____ **Effect:** _____

Parent / Guardian Signature: _____ **Date:** / /

Activity risks and insurance

Please note that the Department of Education does not have personal accident insurance cover for children/students. If your child is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide the type/s and level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow the child/student to participate in this activity.

Consent

By signing this form, I agree to all the following statements:

- I have read all of the information contained in this form in relation to the activity (including any attached material)
- I am aware that the department does not have personal accident insurance cover for students.
- I give consent for the named child/student, _____ to participate in the identified activity.
- I will pay to the school the costs detailed in this consent form for the child/student's participation in the activity.
- I agree to and understand the refund policy as it applies to this excursion (see Activity costs)
- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment the child/student may reasonably require, including contacting their doctor.
- I accept liability for all reasonable costs incurred by the department in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the department the full amount of those costs.-
- I have provided the school with all relevant details of the child/student's medical or physical needs on registration /enrolment and where relevant have updated this information.
- I give consent for student contact information to be shared in relation to this activity in compliance with relevant [Queensland Chief Health Officer's Directions](#).

Parent/Carer/Student*	Name:		
	Phone number:		
	Email address:		
	Signature:		Date:

Additional medical information

The school collected medical information about your child at registration/enrolment. This information is stored electronically in OneSchool. Please give full details of any new or updated medical information which may affect your child's full participation in the activity described in the form.

***Students that are independent, mature-age or over 18 years of age may provide their own consent and be responsible for all related costs.**

Privacy notice. The Department of Education is collecting the personal information requested in this form in order to: obtain lawful consent for your child to participate in the activity; help coordinate the activity; respond to any injury or medical condition that may arise during, or as a result of the activity; and update school records where necessary. The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of, as applicable, s.426 of the Education (General Provisions) Act 2006 (Qld), the Information Privacy Act 2009 (Qld), and/or the Privacy Act 1988 (Cwth). The information will not be disclosed to any other person or agency unless the disclosure is authorised or required by law, or you have given the department permission for the information to be disclosed.

MIRANI STATE HIGH SCHOOL



8. Online Services Consent



Online services consent

Introduction to the Online Services Consent Form for Mirani 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 **Jodie Battese, Business Manager** using email address jbatt92@eq.edu.au or phone number **0749667111**.

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 **31-12-2025**. 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.

Cambridge GO

Data hosting:

URL: Offshore <https://www.cambridge.edu.au/go/>

Purpose of use: Cambridge GO provides curriculum-aligned resources across a range of subject areas including Mathematics, Business and Commerce, Information Technology, Health, History and English.

Terms of use: Privacy policy: <https://www.cambridge.edu.au/go/terms/> <https://www.cambridge.edu.au/go/privacy/>

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

- Student works are: **stored**

Please answer:

I give consent I do not give consent

ClickView

Data hosting: URL:

Purpose of use:

Onshore <https://www.clickview.com.au/>

Clickview produces curriculum-aligned video and interactive content for teachers and students. Educators can search the video library, including recorded free-to-air TV programmes, for relevant clips or to create their own interactive video content and activities.

Terms of use:

Privacy policy:

<https://www.clickview.com.au/terms-and-conditions/>

Please answer:

<https://www.clickview.com.au/privacy-policy/>

I give consent I do not give consent

Code.org

Data hosting: URL:

Offshore <https://code.org/>

Purpose of use:

Computer science coursework for Prep to Year 12 students. Languages include visual programming, JavaScript, CSS, HTML and others. Modules within Code.org include: Computer Science Discoveries, Computer Science Principles, App Lab, Game Lab, Web Lab, Internet Simulator, Hour of Code tutorials, CS in Algebra, Sprite Lab, Artist and Dance Party.

Terms of use:

<https://code.org/tos>

Privacy policy:

<https://code.org/privacy>

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

- Student works are: **stored**

Please answer:

I give consent I do not give consent

Creative Cloud K-12

Data hosting: URL:

Offshore <https://www.adobe.com/creativecloud.htm>

Purpose of use:

Creative Cloud is a suite of over 20 desktop and web-based design applications used for graphic design, video editing, web development, photography, and animation.

<https://www.adobe.com/au/legal/terms/enterprise-licensing/overview.html>

Terms of use:

<https://www.adobe.com/privacy/policy.html>

Privacy policy:

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

- Student works are: **stored**

Please answer:

I give consent I do not give consent

Education Perfect

- Data hosting:** Offshore
- URL:** <https://educationperfect.com>
- Purpose of use:** Education Perfect allows teachers to create 'learning journeys' for classes and individual students. Teachers can choose from a range of curriculum aligned resources and review analytics to understand student progress.
- Terms of use:** http://www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_-_standard_terms_and_conditions_2018-07-26.pdf
- Privacy policy:** <https://www.educationperfect.com/legal/>

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

- Student works are: **stored**

Please answer:

- I give consent I do not give consent
-

MathsOnline

- Data hosting: URL:** Onshore
- Purpose of use:** <https://www.mathsonline.com.au/>
Mathsonline is a maths tutoring program which supports classroom teaching and is aligned to both the NSW and Australian Curriculums. The service provides video tutorials; lesson summaries; weekly revision; pre-prepared or custom worksheets and interactive question sets with auto-marking; and student progress reports.
- Terms of use:**
- Privacy policy:** <https://www.mathsonline.com.au/terms-conditions>
<https://www.mathsonline.com.au/privacy-policy>

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

- Student works are: **stored**

Please answer:

- I give consent I do not give consent
-

OnGuard Safety Training

- Data hosting: URL:** Offshore <https://www.onguardsafety.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. <https://www.onguardsafety.com.au/licensing.html>
- Terms of use:** <https://www.onguardsafety.com.au/privacy.html>
- Privacy policy:**

Please answer:

- I give consent I do not give consent
-

Quizizz

Data hosting: URL:

Purpose of use: Offshore <https://quizizz.com>

Quizizz is a free game-based learning platform and app for creating, accessing and playing multiple choice quizzes and open ended questions. Teachers and students can design their own or access existing quizzes and questions to re- use or edit. Reporting tools provide summaries of progress and access to individual responses.

Terms of use: <https://quizizz.com/tos>

Privacy policy: <https://quizizz.com/privacy>

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

- Student works are: **stored**

Please answer:

I give consent I do not give consent

Quizlet

Data hosting: Offshore <https://quizlet.com/>

URL: Quizlet is an online learning tool that allows users to create quizzes, flash cards

Purpose of use: and games.

Terms of use: <https://quizlet.com/en-gb/tos>

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

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

- Student works are: **stored**

Please answer:

I give consent I do not give consent

Science by Doing

Data hosting: Onshore

URL: <https://www.sciencebydoing.edu.au/>

Purpose of use: Science by Doing is an online science program available free to all Australian students and teachers. It supports students' science learning through a guided inquiry approach.

Terms of use: Privacy <https://www.science.org.au/policies-and-legal-information/website-terms-and-conditions>

policy: <https://www.science.org.au/policies-and-legal-information/privacy-statement>

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

- Student works are: **stored**

Please answer:

I give consent I do not give consent

Tenancy Skills

Data hosting: URL:

Offshore <https://www.tenancyskills.com.au/>

Purpose of use:

Tenancy skills is an online training program that develops the tenancy and life skills of people in the private rental market and this specific program, Skillsets for Successful Tenancies - Dollars and Sense is funded by the Queensland Government.

Privacy policy:

<https://www.tenancyskills.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**
- Student works are: **stored**

Please answer:

I give consent I do not give consent

Tinkercad

Data hosting: URL:

Offshore <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/1egal-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 works are: **stored**

Please answer:

I give consent I do not give consent

Turnitin

Data hosting: URL:

Offshore <https://www.turnitin.com/>

Purpose of use:

An assignment submission service with inbuilt tools designed to track submissions, detect plagiarism and deliver formative and summative assessment feedback.

Terms of use:

https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm#Usage_Policy

Privacy policy:

https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm#Privacy_Policy

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

- Student works are: **stored**

Please answer:

I give consent I do not give consent

Via Institute on Character

Data hosting: URL:	Offshore https://www.viacharacter.org/
Purpose of use:	The purpose of this service is to offer free online surveys based on a person's characteristics and allow users to review survey results. Users can also purchase survey reports, register for online courses and have access to free resources. https://www.viacharacter.org/terms-of-service
Terms of use:	https://www.viacharacter.org/privacy-policy
Privacy policy:	

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

- Student works are: **stored**

Please answer:

I give consent I do not give consent

Oxford Digital

Data hosting: URL:	Onshore https://www.oxforddigital.com.au/
Purpose of use:	Oxford Digital offers digital learning for literature and mathematics via eBooks, interactive modules, videos, teacher support and quizzes that are structured for Primary (OxfordOWL) and Secondary (obook and assess) curriculums.
Terms of use: Privacy policy:	http://www.oxforddigital.com.au/terms.html https://global.oup.com/privacy?cc=au

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

- Student works are: **stored**

Please answer:

I give consent I do not give consent

Stymie

Data hosting: URL:	Offshore https://about.stymie.com.au/
Purpose of use:	This service collects anonymous notifications about people who may be experiencing harm. Harm includes bullying, cyberbullying, sexual assault, illegal activity, family violence, suicide, self-harm etc. https://about.stymie.com.au/terms-of-use/
Terms of use:	https://about.stymie.com.au/privacy-policy/
Privacy policy:	

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

- Student image, video, and/or recording are: **stored**
- The following additional student personal information is disclosed: **Given the nature of this service, it is not possible to provide a definitive list of information which may be disclosed to the service.**
- The following parent personal information is disclosed: **Given the nature of this service, it is not possible to provide a definitive list of information which may be disclosed to the service.**

Please answer:

I give consent I do not give consent

Royal Life Saving

Data hosting:	Onshore
URL:	https://www.royallifesaving.com.au/
Purpose of use:	Royal Life Saving's training courses include theory and practical elements, with a combination of face-to-face training and online learning.
Terms of use: Privacy policy:	https://www.royallifesaving.com.au/footer/terms-and-conditions https://www.royallifesaving.com.au/footer/privacy-policy

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

- Student works are: **stored**

Please answer:

I give consent I do not give consent

Banqer

Data hosting: URL:	Offshore https://www.banqer.co/
Purpose of use:	Banqer is an online financial education platform that turns the classroom into a virtual economy providing simulations of real life financial experiences. Students receive a mock online bank account and teachers can access curriculum linked resources. https://banqer.com.au/terms https://banqer.com.au/privacy
Terms of use: Privacy policy:	Please answer:

I give consent I do not give consent

Financial Basics Foundation

Data hosting: URL: Onshore <http://financialbasics.org.au/>

Purpose of use: Financial Basics Foundation is a charity organisation that offers online financial literacy education for secondary school students. <http://financialbasics.org.au/terms-conditions>

Terms of use: <http://financialbasics.org.au/privacy-policy.aspx>

Privacy policy:

Please answer:

I give consent I do not give consent

ReachOut Schools

Data hosting: URL: Onshore

Purpose of use: [https://schools .au.reachout.com/](https://schools.au.reachout.com/)

ReachOut Schools provides free educational resources, digital tools and practical tips to encourage the development of positive mental health and wellbeing across schools, and extend the impact of existing programs.

Terms of use:

Privacy policy: <https://au.reachout.com/our-policies/terms-and-conditions>

Please answer: <https://au.reachout.com/our-policies/privacy-policy>

I give consent I do not give consent

6. CONSENT AND AGREEMENT

School name: Mirani State High School

Form due date:

Person giving consent- I am:*

- Paren/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

Date

Signature or mark of student *

Date

* 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:

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

