

Enrolment Pack 2025

RESPECT | EXCELLENCE | PARTICIPATION | PERSONALITY | SAFETY ***OAKEY STATE HIGH SCHOOL***

STUDENT ENROLMENT APPLICATION PACKAGE

Please read and complete this booklet and all attached forms and present the finished pack to the Administration Office.

This booklet contains:

- ✓ Application for Student Enrolment Form
- ✓ Enrolment Agreement
- ✓ Student Resource Scheme Participation Form
- ✓ State School Consent Form
- ✓ ICT Network Usage Agreement
- ✓ Chaplaincy Consent Form
- ✓ PE Permission Form
- ✓ Risk Assessment Activities Form

When returning your completed Booklet, you will need to bring a few things along for us to complete your student's enrolment:

1. The students Birth Certificate or Passport if not an Australian Citizen;
2. Details of any relevant Family Court or other Court Orders, if applicable;
3. NAPLAN Results for Non-State School students only;
4. Details of your child's medical conditions (symptoms, management and medications) or disabilities (if relevant);
5. The student being enrolled;

Enrolment interviews are required for all new students (excluding year 6 to 7 transitioning students from our catchment) and an interview appointment can be made by contacting the administration team

☐ PLEASE ENSURE THAT ALL PAGES LISTED BELOW ARE FULLY COMPLETED AND **SIGNED.**
PAGES REQUIRING A PARENT/STUDENT SIGNATURE ARE AS FOLLOWS:
6, 10, 11, 15, 18, 19, 22 - 27, 29, 35, 39 - 41

☐ If filled out digitally please print and return to the school or alternatively, email to: admin@oakeyshs.eq.edu.au so we may print it for you.

Application for student enrolment form

INSTRUCTIONS

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

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

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

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

PRIVACY STATEMENT

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

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

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DoE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014 (Qld)*.

Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the *Social Security (Administration) Act 1999 (Cth)*. De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, gender and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact the school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact the school in the first instance.

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name		**Preferred given names**	
Gender*	☐ **Male** ☐ **Female**	**Date of birth***	
Copy of birth certificate available to show school staff*	☐ **Yes** ☐ **No**	Enrolment may not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate. The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted. For international students approved for enrolment by EQI, a passport or visa will be acceptable.	
For prospective mature age students, proof of identity supplied and copied*	☐ **Yes** ☐ **No**	Prospective mature age students must provide photographic identification which proves their identity: • current driver's licence; or • adult proof of age card; or • current passport.	

APPLICATION DETAILS

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

INDIGENOUS STATUS

Is the prospective student of Aboriginal or Torres Strait Islander origin?	☐ No ☐ Aboriginal ☐ Torres Strait Islander ☐ Both Aboriginal and Torres Strait Islander

FAMILY DETAILS

Parents/carers	**Parent/carer 1**	**Parent/carer 2**
Family name*		
Given names*		
Title	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr
Gender	☐ Male ☐ Female	☐ Male ☐ Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	☐ Yes ☐ No	☐ Yes ☐ No
1st Phone contact number*	**Work/home/mobile**	**Work/home/mobile**
2nd Phone contact number*	**Work/home/mobile**	**Work/home/mobile**
3rd Phone contact number*	**Work/home/mobile**	**Work/home/mobile**
Email		
Occupation		
What is the occupation group of the parent/carer?	☐ **(Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter '8')**	☐ **(Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '8')**
Employer name		
Country of birth		
Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	☐ **No, English only** ☐ **Yes, other – please specify** _____ **Needs interpreter?** ☐ **Yes** ☐ **No**	☐ **No, English only** ☐ **Yes, other – please specify** _____ **Needs interpreter?** ☐ **Yes** ☐ **No**
Is the parent/carer an Australian citizen?	☐ Yes ☐ No	☐ Yes ☐ No
Is the parent/carer a permanent resident of Australia?	☐ Yes ☐ No	☐ Yes ☐ No

FAMILY DETAILS (continued)

Parents/carers	Parent/carer 1	Parent/carer 2
Address line 1		
Address line 2		
Suburb/town		
State	Postcode	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	State	Postcode

Parent/carer school education	What is the *highest* 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 *highest* year of schooling parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')
Year 9 or equivalent or below	☐	☐
Year 10 or equivalent	☐	☐
Year 11 or equivalent	☐	☐
Year 12 or equivalent	☐	☐
Parent/carer non-school education	**What is the level of the *highest* qualification parent/carer 1 has completed?**	**What is the level of the *highest* qualification parent/carer 2 has completed?**
Certificate I to IV (including trade certificate)	☐	☐
Advanced Diploma/Diploma	☐	☐
Bachelor degree or above	☐	☐
No non-school qualification	☐	☐

COUNTRY OF BIRTH*

In which country was the prospective student born?	☐ **Australia** ☐ **Other (please specify country)** _____ **Date of arrival in Australia**
Is the prospective student an Australian citizen?	☐ **Yes** ☐ **No** (if no, evidence of the prospective student's immigration status to be completed)

PROSPECTIVE STUDENT LANGUAGE DETAILS

Does the prospective student speak a language other than English at home?	☐ **No, English only** ☐ **Yes, other – please specify** _____

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

☐ **Permanent resident**	**Complete passport and visa details section below**	
☐ **Student visa holder**	**Date of arrival in Australia**	**Date enrolment approved to:**
	EQI receipt number:	
☐ **Temporary visa holder**	**Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI**	
☐ **Other, please specify** _____		

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

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

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

For prospective students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or 'Document to travel to Australia' with 'stay indefinite' recorded must be sighted by the school.

Passport number		**Passport expiry date**	
Visa number		**Visa expiry date** (if applicable)	
Visa sub class			

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

Where does the prospective student come from?	☐ **Queensland** ☐ **interstate** ☐ **overseas**
Previous education/activity	☐ **Kindergarten** ☐ **School** ☐ **VET** ☐ **Home education** ☐ **Full-time employment** ☐ **Part-time employment** ☐ **Other**
Please provide name and address of education provider/activity provider/employer	

RELIGIOUS INSTRUCTION*

From Year 1, the prospective student may participate in religious instruction if it is available. **If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction.** **Parents/carers may change these arrangements at any time by notifying the principal in writing.**	**Do you want the prospective student to participate in religious instruction?** ☐ **Yes** ☐ **No** **If 'Yes', please nominate the religion:**

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)		
1st phone contact number*	Work/home/mobile	Work/home/mobile
2nd phone contact number*	Work/home/mobile	Work/home/mobile
3rd 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)			
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Does the prospective student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)? This is for the purpose of informing planning for school activities such as sport and school excursions.	☐ **No** ☐ **Yes, please specify**		
Name of prospective student's medical practitioner (optional)		**Contact number of medical practitioner**	
Medicare card number (optional)		**Position Number**	
Cardholder name (if not in name of prospective student)			
Private health insurance company name (if covered) (optional)		**Private health insurance membership number** (leave blank if company name is not provided)	
I authorise school staff to contact the prospective student's medical practitioner for the purposes of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the prospective student may be on an excursion or sporting event), and to provide Medicare card details if required? (answer only if medical practitioner and Medicare card details have been provided above)		☐ **Yes** ☐ **No**	

COURT ORDERS*

Out-of-Home Care Arrangements*

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

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

COURT ORDERS* (continued)

Family Court Orders*

Are there any current orders made pursuant to the *Family Law Act 1975* concerning the welfare, safety or parenting arrangements of the prospective student?	☐ **Yes** ☐ **No**	
If yes, what are the dates of the court order? Please provide a copy of the court order.	**Commencement date**	
	End date	

Other Court Orders*

Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?	☐ **Yes** ☐ **No**	
If yes, what are the dates of the court order? Please provide a copy of the court order.	**Commencement date**	
	End date	

APPLICATION TO ENROL*

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

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

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

Office use only

Enrolment decision

Has the prospective student been accepted for enrolment? ☐ **Yes** ☐ **No (applicant advised in writing)**

If no, indicate reason:

- ☐ **Does not meet School EMP or Enrolment Eligibility Plan requirements**
- ☐ **Prospective student is mature age and school is not a mature age state school**
- ☐ **Does not meet Prep age eligibility requirement**
- ☐ **Prospective student is subject to suspension from a state school at the time of enrolment application**
- ☐ **Does not meet requirements for enrolment in a state special school**
- ☐ **Does not have an approved flexible arrangement with the school**
- ☐ **School does not offer year level prospective student is seeking to be enrolled in**
- ☐ **Prospective student has no remaining semester allocation of state education**

Date enrolment processed		**Year level**		**Roll Class**		**EQ ID**	
Independent student	☐ **Yes** ☐ **No**			**Birth certificate/passport sighted, number recorded and DOB confirmed**		☐ **Yes** ☐ **No** **Number:**	
Is the prospective student over 18 years of age at the time of enrolment?				☐ **Yes** ☐ **No**			
If yes, is the prospective student exempt from the mature age student process?				☐ **Yes** ☐ **No**			
If no, has the prospective mature age student consented to a criminal history check?				☐ **Yes** ☐ **No**			
School house/ team				**EAL/D support**		☐ **Yes** ☐ **No** ☐ **To be determined**	
FTE		**Associated unit**		**Visa and associated documents sighted**		☐ **Yes** ☐ **No**	
EQI category				**SV – student visa** **TV – temporary visa** **DS – dependent – parent on student visa**		**EX – exchange student** **DE – distance education**	

Parental occupation groups for use with parent/carer details

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

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

Public service manager [section head or above], regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces commissioned officer

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

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

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

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

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

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

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

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

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

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsperson, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals

Health, education, law, social welfare, engineering, science, computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer.

Group 3: Tradespeople, clerks and skilled office, sales and service staff

Tradespeople generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople are included in this group

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff:

- **Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Service** [aged/disabled/refuge/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]

Office assistants, sales assistants and other assistants:

- **Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]
- **Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
- **Assistant/aide** [trades' assistant, school/teacher aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].

Group 8: Have not been in paid work in the last 12 months

State schools standardised medical condition category list

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

Application to enrol in a Queensland state school

This sheet contains information on how to complete the Application for student enrolment form (SEF-1 Version 8).

Entitlement to enrolment

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

- if the school has a School Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a prospective mature age student (the applicant can only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All prospective mature age students must have a remaining allocation of state education.)
- the prospective student is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the prospective student has been excluded, or is subject to suspension from a state school at the time of the application
- the school principal reasonably believes that the prospective student presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to the Director-General)
- the school is a state special school and the prospective student does not meet the criteria for enrolment in a special school
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the *Education (General Provisions) Act 2006 (Qld)*, and the arrangement has not yet been approved
- the prospective student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the prospective student must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol)
- the school does not offer the year level that the prospective student should be enrolled in
- the prospective student has no remaining semester allocation of state education. Enrolment cannot proceed until additional semesters are applied for by the prospective student (or parent on their behalf) and granted.

Prospective student

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

Parent's occupation and education

All parents across Australia, no matter which school their child attends, are asked to provide information about family background (answering this question is optional). The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background.

Court Orders

Any court orders concerning the prospective student's welfare, safety or parenting arrangements should be provided to the school, and the school should also be provided with any new or updated orders.

Name on enrolment form

A prospective student should be enrolled under their legal name as per their birth certificate. There is provision to also record a preferred family and/or given name. The preferred name will be used on internal school documents such as class rolls. The legal name will appear on semester reports unless there is a specific request to use the preferred name only. This request can come from parents/carers or the student (if the student is independent/mature age).

Gender

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

Religious Instruction

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

OAKEY STATE HIGH SCHOOL

ENROLMENT AGREEMENT

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

Responsibility of student to: ***(please ☑ to acknowledge)*** ☐

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules/expectations as outlined in the school's Student Code of Conduct for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear school's uniform (if applicable)
- Respect the school property.

Responsibility of parents to: ***(please ☑ to acknowledge)*** ☐

- ensure your child attends school on every school day for the educational program in which they are enrolled
- advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick)
- attend open meetings for parents
- let the school know if there are any problems that may affect your child's ability to learn
- ensure your child completes homework regularly in keeping with the school's homework policy
- treat all school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise principal if your child is in out-of-home care
- keep school informed of any changes to your contact details or your child's details, such as home address, email address and phone number
- ensure the school is aware of any changes to your child's medical details.

Responsibility of school staff to: ***(please ☑ to acknowledge)*** ☐

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students, parents, and carers about what the teacher☐s aim to teach the students each term
- teach effectively and to set high standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Code of Conduct for Students and the Student Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- notify parents of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with departmental policy, Customer complaints management
- treat students and parents with respect.

I acknowledge that information about the school's enrolment agreement has been explained to me.

Student Signature:	Parent/Carer Signature:	On behalf of Oakey State High School:
_____	_____	_____

Student Resource Scheme - Participation Agreement Form

The Student Resource Scheme

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

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

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

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

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

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

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

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

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

Payment

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

Participation

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

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

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

Privacy Statement

The Department of Education collects the information you complete on the Participation Agreement Form in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with departmental employees for the purpose of debt recovery. Your information will not be given to any other person or agency unless you have given permission or the Department of Education is authorised or required by law to make the disclosure.

Queensland Government

Terms and Conditions

Definition

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

Purpose of the SRS

2. In accordance with the *Act*, the cost of providing instruction, administration and facilities for the education of students enrolled at state schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
4. The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation fee.

Participation in the SRS

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

Non-Participation in the SRS

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

The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school's SRS and will not be expended on other items or used to raise funds for other purposes.
20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
21. The resources, as determined and advised by the school may be:
    - retained by the student and used at their discretion; or
    - used/consumed by the student in the classroom; or
    - hired to the student for their personal use for a specified period of time.
22. All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.
23. Parents are responsible for ensuring that any hired SRS resources provided for their child's temporary use are kept in good condition.
24. The school administration office must be notified immediately of the loss or damage to any hired item.
25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

Payment Arrangements

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

Debt Management

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

Parents' Experiencing Financial Hardship

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

Additional Information

Textbook and Resource Allowance (TRA)

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

OAKEY STATE HIGH SCHOOL

Student Resource Scheme

Annual Parent Information Letter

Dear Parents/Guardians,
This letter contains important information about the **2025 Student Resource Scheme (SRS)** including how the scheme operates and the annual participation fee.
The Queensland Government supports students' education by providing funding for:

- Instruction, e.g. teachers
- Facilities, e.g. buildings, amenities, furniture
- Administration, e.g. staffing and resources to administer the operations of the school.

Funding does not extend to individual student resources such as textbooks, computer or musical equipment for personal use, and many items used/consumed by the student in the classroom. Supply of these items is the responsibility of parents.
To provide parents with a cost-effective alternative to purchasing textbooks and/or resources elsewhere, Oakey State High School operates a SRS for 2025.
The scheme ensures that students have the resources required for them to engage with the curriculum for their education, and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the school's bulk purchasing practices and hiring arrangements. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the resources and operation of the scheme.
The scheme's operation, resource inclusions and participation fees were approved by the school's P&C Association at the meeting held on 6th August, 2024.

SRS Participation

The objective of the scheme is to provide a convenient and cost-effective way for students to access the educational resources necessary to enhance their learning experience at school. The Department encourages parents to participate in the scheme. Participation in the SRS is optional, and no obligation is placed on a parent to participate. Participation is for the duration of your child's enrolment at the school.
Student is new to the school…..
Parents are required to complete and return the SRS Participation Agreement Form when joining the scheme for the first time. If no participation form is received by the 28th of January 2025, or, upon enrolment, the school will take the view that the parent has chosen to opt out of the SRS. The parent is then required to provide the educational resources listed in the SRS for their child by the start of the school year. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.
Continuing student of the school…..
A parent's participation or non-participation in the scheme will continue as per their previously completed Participation Agreement Form. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.
If a parent has opted out of the scheme the parent is required to provide the educational resources listed in the SRS for their child by the start of the school year.

Resource Inclusions

All resources included in the SRS are detailed in the attached SRS Resource list. This list is also available on the school's website. This is a comprehensive list of all resources included in the scheme and their associated costs.
Parents must inform the school if items on the list of resources are not received by their child when resources are distributed.

Type of Resources provided

Generally, the three types of resources that could be included are:

- **Owned** – these items are retained by the student and used as required (e.g. stationery, exercise books).
- **Used** – these items are used/consumed in class by the student (e.g. industry technology/cooking/art supplies).
  - Work/items produced from these resources will remain the property of the student.

- **Hired** – these items are hired to the student for their personal use for a specific period of time (e.g. textbooks, musical instruments, laptops).
  - Hired items must be returned to the school in good condition at the end of the hire period or if the student leaves the school.
  - A repair or replacement cost may be charged to the parent for any hired items that are damaged or not returned.

Costing Methodology

The schools SRS fee is calculated based on:

1. A flat fee for all students in the school, OR
2. A flat fee for a cohort group of students (e.g. a year level), OR
3. A fee determined by the subjects selected by the individual student.

Please refer to the SRS Resource list for the associated costings.

The Textbook and Resource Allowance (TRA)

The Department of Education provides a Textbook and Resource Allowance (TRA) to assist parents with the cost of textbooks and other education resources for eligible Years 7 to 12 students. For those students who are eligible to receive the TRA, the TRA will be applied to reduce the cost of participation in the SRS. Information on the TRA can be found on the department's website (https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance).

Year level	TRA Rate
Years 7 to 10	**$155**
Years 11 to 12	**$337**

The SRS Participation Fee

The SRS fee payable for the year is available in the attached information and published on the schools website.
This also includes the TRA component which has been deducted to reduce the SRS fee payable.
* If the cost of the SRS is equal to the TRA rate, no SRS Fee is payable.

Financial Hardship

Parents experiencing financial hardship who are currently participating or wish to participate in the SRS should contact the school to discuss available options in confidence.

Payment Arrangement

Several payment options including a single payment for the full year's fee or term instalments are available. A payment plan can also be negotiated with the school.
Any unpaid invoices, will be managed according to the department's Debt Management Procedure and may result in the student being excluded from the scheme and/or from participating in non-curricular activities until payment is made (http://ppr.det.qld.gov.au/corp/finance/accounts/Procedure%20Attachments/debt-management/debt-management.pdf).

Payment Method

SRS payments can be made by QParents/BPOINT, BPAY, EFTPOS (Credit/Debit Card), Cheque, Cash, Centrepay.

- Payment may be made through the QParents portal using a credit card. Payment will be directed from the QParents portal to BPOINT where relevant outstanding invoice information may be selected.
- When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. If unsure of the CRN, please contact the school.
- Centrepay Deductions are available to pay the SRS fees. Use Centrepay to make regular deductions from your Centrelink payment. Centrepay is a voluntary and easy payment option available to Centrelink customers. Go to humanservices.gov.au/centrepay for more information on how to set up your Centrepay deductions.

Contact Us

For all queries regarding the SRS and its inclusions, please contact and arrange an appointment with **the Business Manager.**

Please complete the SRS Fee Payment Arrangement Form on next page.

OAKEY STATE HIGH SCHOOL

SRS Fee Payment Arrangement Form

Section 1: Student Details

Student Name	
Student ID	
Year Level	

Section 2: SRS Category

SRS Category	**YR 7-10**	**YR 11-12**
Student Resource Scheme Charge – *can include textbook/book hire, some staple cooking/art supplies, consumables, administration fees, ID card*	**$150**	**$200**
User Charge – *can include computer programs i.e. Adobe/Stymie, student printing*	**$ 50**	**$50**
Amount Payable for years 7, 8, 9 and 10 *(NB: years 8-12 will also incur elective subject fees)*		**$200**
Amount Payable for years 11-12 *(NB: years 8-12 will also incur elective subject fees)*		**$250**
*Annual Fee for Years 7, 8, 9 and 10: TRA $155 + $200 SRS = $355 **not payable by parent/guardian* *Annual Fee for Years 11 and 12: TRA $337 + $250 SRS = $587 **not payable by parent/guardian*		

***** Please be aware, a voluntary camp for Year 7's and 12's will be held in the first few weeks of Term 1. Approx. cost $250 – payment due prior to attending camp*****

Section 3: Payment Arrangement - Please select the preferred payment options:

Payment options	**Instalments**	**Amounts**	**Option Selected**
1. A single payment for the full year's fee	Instalment 1: due by 04/04/2025		☐
2. Term instalments (invoiced once and paid over the first 3 terms)	Instalment 1: due by 04/04/2025 Instalment 2: due by 27/06/2025 Instalment 3: due by 19/09/2025		☐
3. A payment plan as negotiated with the school **if required**.	To be discussed with accounts@oakeyshs.eq.edu.au		☐

Section 4: Return of the Participation Form

Parents are reminded to complete the SRS Participation Agreement Form when joining the scheme for the first time or opting in/out during the student's enrolment.

Have you completed the SRS Participation Agreement Form? **Yes** ☐ **No** ☐

Please note if you choose to opt out of the SRS, you are still required to complete and return the Participation Agreement Form.

Section 5: Parent Signature

Parent Name	
Parent Signature	
Date	

ICT Network Usage Agreement

What is this agreement

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

Purpose statement

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

Authorisation and controls

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

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

Responsibilities for using the school's ICT facilities and devices

- Students are expected to demonstrate safe, lawful, and ethical behaviour when using the school's ICT network as outlined in the *Behaviour Management Policy*.
- Students are to be aware of occupational health and safety issues when using computers and other learning devices.
- Parents/guardians are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
- Parents/guardians are responsible for appropriate internet use by students outside the school environment when using a school owned.
- The school will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to behave in line with these safe practices.
- Use of the school's ICT network is secured with a username and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).

- Students cannot use another student or staff member's username or password to access the school network, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.
- Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfill the educational program requirements of the school.
- Students need to understand that copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

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

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

- assigned class work and assignments set by teachers;
- developing appropriate literacy, communication and information skills;
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school;
- conducting general research for school activities and projects;
- communicating or collaborating with other students, teachers, parents or experts in relation to school work; accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the Department's e-learning environment.

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

It is unacceptable for students to:

- use the IT resources in an unlawful manner
- download, distribute or publish offensive messages or pictures;
- insult, harass or attack others or use obscene or abusive language;
- deliberately waste printing and Internet resources;
- damage computers, printers or the network equipment;
- commit plagiarism or violate copyright laws;
- use unsupervised internet chat;
- use online email services (e.g. gmail), send chain letters or Spam e-mail (junk mail)
- knowingly download viruses or any other programs capable of breaching the Department's networks security.

Monitoring Software

School owned computers are monitored using classroom management software solutions such as 'AB Tutor'. OSHS will not log usage or keystrokes, it does not pilfer any personal or private information. It is strictly used as a classroom behaviour management strategy. Please refer to the '*ICT Privacy Policy*' for further information.

Additional Information

For additional information regarding ICT implementation, please refer to the following documentation:

- OSHS '*ICT Privacy Policy*'

Student ICT Network Usage Agreement:

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

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

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

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

When using email or the internet I will not:

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

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

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

I have read and understood the rules and behaviour expectations included in this agreement.
I agree to abide by the above rules identified in this agreement.

Student Name_____ Signature_____ Date_____

The Department of Education through its *Information Management (IM) Procedure* is collecting your personal information in accordance with the *Education General Provisions Act 2006* in order to ensure:

- appropriate usage of the school network

The information will only be accessed by authorised school employees to ensure compliance with its *Information Management (IM) Procedure*. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.

Parent/Guardian ICT Network Usage Agreement:

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

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

I believe my child understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the *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 the rules and behaviour expectations included in this agreement. I agree to abide by the above rules identified in this agreement.

Parent Name_____ Signature_____ Date_____

The Department of Education through its *Information Management (IM) Procedure* is collecting your personal information in accordance with the *Education General Provisions Act 2006* in order to ensure:

- appropriate usage of the school network

The information will only be accessed by authorised school employees to ensure compliance with its *Information Management (IM) Procedure*. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school



05/09/2024

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

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

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

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

Your child's student materials:

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

Purpose of the consent

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

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

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

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

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

Voluntary

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

Consent may be limited or withdrawn

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

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

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

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

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

Media sources used

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

- School website: https://oakeyshs.eq.edu.au/
- Facebook: https://www.facebook.com/OakeySHS/
- YouTube: https://www.youtube.com/channel/UCcFrr3ASZFCRpEy-uOAM4Ug
- Instagram:
- Twitter:
- LinkedIn:
- Other:
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

Duration

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

Who to contact

To return a consent, express a limited consent or withdraw consent please contact our office via email admin@oakeyshs.eq.edu.au or call (07) 4691 4100.

OSHS Media Officer should be contacted if you have any questions regarding consent.

Queensland Government

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: Oakey State High 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 only first name is chosen, only that will appear on school photos; if no selection is made, the Individual's full name will be used by the school. However, the school may choose not to use a student's name at its discretion.

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

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

▸ Name (as indicated in section 1) ▸ Image/photograph ▸ School name

▸ Recording (voices and/or video) ▸ Year level

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

▸ Sound recording ▸ Artistic work ▸ Written work ▸ Video or image

▸ Software ▸ Music score ▸ Dramatic work

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

4 TIMEFRAME FOR CONSENT

School representative to complete.

(a) Timeframe of consent: duration of enrolment.

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

5 LIMITATION OF CONSENT

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

6 *CONSENT AND AGREEMENT*

▶ **CONSENTER – I am (tick the applicable box):**

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

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.
By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student _____

Print name of consenter _____

Signature or mark of consenter _____

Signature or mark of student (if applicable) _____

Date _____

SPECIAL CIRCUMSTANCES

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

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

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

Print name of witness .....

Signature of witness .....

Date .....

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

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

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

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

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

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

Signature of person taking the consent .....

Date .....

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

Chaplaincy and Student Wellbeing Team

Form 1: Parent/Student Consent Form

Oakey State High School provides a Chaplaincy/Wellbeing Team (WBT) service, which is approved by the principal and supported by the school's Parents and Citizens' Association and is available to all students. The Chaplain and WBT support the general wellbeing of students, parents and staff and are inclusive of and show respect for all religious and non-religious beliefs and other stances represented in the school community.

Your student may be referred to meet, or may indicate interest in meeting individually, with the Chaplain/WBT on a regular or ongoing basis. For this to occur, your written informed consent is required. The focus of these meetings, which may occur during lesson time or within the broader school day, will be determined by your student's needs, however chaplains and student welfare workers are not allowed to provide counselling. If a referral to an external agency or service is required, the Chaplain/WBT must have the approval of the principal, deputy principal or guidance officer and your consent.

The meetings with the Chaplain/WBT are confidential and they may record what happened or was said during the meetings. These notes will be securely stored at the school and may be viewed by the student, if requested.

There may be times when the Chaplain/WBT is required to disclose confidential information provided by your student to the principal. The principal may be required to inform you, the Queensland Police Service and/or Child Safety Services. This would happen if:

- a person is at risk of harm, or being harmed;
- your student plans to, or is, harming themselves;
- your student has harmed, or are planning to harm, another person; or a law has been broken.

Consent provided on this form will be considered valid for the duration of Chaplain/WBT involvement in supporting your student, unless this period is more than one school year, in which case consent will be requested at the start of the following school year. Consent provided may be withdrawn at any time by notifying the school principal in writing. The reason your student may access the worker, and the outcome of any consultation with them, will not be disclosed without your consent, unless required by law.

Please complete the attached form indicating whether your student consents to ongoing individual meetings with the Chaplain/WBT and return to the school office or email to admin@oakeyshs.eq.edu.au.

If you would like to discuss this matter, please contact the school office, on (07) 4691 4100.

Yours sincerely

Mr Danny Keenan

Principal

Student name: _____**Year Level / Class:** _____

Please indicate whether you consent to ongoing individual meetings with the Chaplain/WBT. You can change your preference at any time by letting the principal know in writing.

☐ I consent to _____ meeting with the Chaplain/WBT

☐ I **do not** consent to _____ meeting with the Chaplain/WBT

Parent's/Guardian's/Student's Signature: _____ Date: _____

Please print name _____

Office Use: Retain original in the student's file and provide a copy of notice to the chaplain/student wellbeing officer.					
Does the student/parent require an interpreter?	Yes ☐ No ☐	Has an interpreter been used to explain this information?	Yes ☐ No ☐	The principal has determined that the student has the capacity to make an informed decision about their participation in ongoing one-on-one meetings with the chaplain/student wellbeing officer.	Yes ☐ No ☐

Privacy Notice

The Department of Education is collecting personal information about the student in this form for the purpose of recording consent for participation in one-on-one meetings with the school's chaplain or student wellbeing officer. This form will be stored securely at school and only be accessed by the Chaplain/WBT, the school's student support team and the principal. The personal information collected here will not otherwise be used or disclosed unless you consent, or the use or disclosure is authorised by law. Further information about the chaplaincy and student wellbeing officer program is located on the department's website at https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-wellbeing-officer-services.



Dear Parent/Caregiver,

This year all permissions for whole school sporting events and curriculum activities have been combined into one form. All students require permission to leave the campus for curriculum activities in Health and Physical Education, Sport and Recreation Studies and Physical Education. These activities include use of the Oakey Pool, iDance Studios, Oakey Primary/St Monica's School Hall and other off-campus areas.

Swimming, Cross Country and Athletics Carnivals are part of the normal school routine and it is an expectation that students make every effort to participate and/or support through attendance on those days.

Some events and sport activities take place outside of the school grounds such as swimming, dance and use of indoor halls during class time. This also includes the Swimming Carnival and a portion of the Cross Country track, therefore permission is required for your student/s to leave the school grounds on these occasions.

The Athletics Carnival and training include some high-risk activities which are detailed below.

Please complete the permission form below by ticking the permitted activities and returning to the HUB as soon as possible.

Kind Regards,

Danny Keenan
Principal OSHS

I _____ (parent/guardian), give permission for _____ (student's full name) to participate in the following activities for the duration of the student's enrolment at Oakey SHS.

- ☐ Swimming at Oakey Pool (curriculum & carnival)
- ☐ OSHS bus travel (HPE classroom teacher drives)
- ☐ School Cross Country Carnival
- ☐ Physical activity off-campus (curriculum)
- ☐ High jump – Scissors and Fosbury Flop (curriculum & carnival)
- ☐ Discus (curriculum & carnival)
- ☐ Javelin (curriculum & carnival
- ☐ Oakey SHS Gym (Gym Waiver of Liability and Medical form must also be filled out)

Parent Signature: _____ Date: _____

Safety Information

Swimming in Pools, Javelin, Discus and High Jump (Fosbury Flop) are now identified as high-risk activities and require parental/carer permission for students to participate in these activities for curriculum purposes and as part of the school's carnival programs. All safety precautions are adhered to when running these events in school as part of CARA guidelines. Any activity not conducted on school grounds like swimming, dance and cross country also needs parent/carer permission for students to participate.

Inability to participate in curriculum activities like swimming, dance, javelin and discus will impact student achievement in Health and Physical Education and Sport and Recreation Studies as these activities are part of the work program. If you do not allow your child to do one or more of these activities listed, please ensure you have indicated this by leaving the relevant tick boxes blank in the permissions section. These permissions will exist for the life of your student/s enrolment at Oakey SHS. If at any time you wish to rescind a permission – you must contact the school to make the appropriate change.

The Scissors High Jump technique will be taught to students in Health and Physical Education and Sport and Recreation classes as part of the curriculum. The Fosbury technique **will not** be taught during class times as new legislation does not allow for this. In order for students to compete and participate High Jump (Fosbury Flop) they must also have a signed Certificate of Competence. This will be required for every level competition. A Certificate of Competence will be available from the HUB for collection. Only an accredited Fosbury Flop Coach may sign off on Fosbury Flop competence and proof of that competence must be provided for a student to participate in the Fosbury Flop technique.

GYM AGREEMENT - STUDENT

I, _____, hereby agree to abide by the rules and regulations set forth by the teacher/staff supervising the gym. I understand and acknowledge the following terms:

1. **Consequences of misbehaviour**: I understand that if I am suspended from school due to misbehaviour, or have more than 6 OS behaviour I may face a ban from using the gym facilities.

2. **Attendance**: I agree to maintain at least a 90% attendance rate to continue using the gym facilities.

3. **Behaviour**: I understand that I must conduct myself in a respectful and appropriate manner while in the gym environment. I will refrain from engaging in any behaviour that may disrupt others or compromise the safety of myself or others.

4. **Equipment Usage**: I agree to return any weights or equipment I use to their designated spots after use.

5. **Cleanliness**: I agree to maintain cleanliness in the area where I am exercising, including wiping down equipment after use and disposing of any trash or debris appropriately.

6. **Privilege of Use**: I understand that the use of the gym is a privilege that is granted to me based on meeting certain criteria, including attendance requirements and adherence to the rules.

7. **Supervisor's Authority:** I acknowledge that I must comply with any rules or instructions given by the supervisor. Failure to do so, or engaging in foul language or inappropriate behaviour, may result in removal from the gym premises and potential suspension of gym privileges.

I have read and understood the terms of this agreement, and I agree to comply with all the rules and regulations outlined herein.

Student Signature: _____

Date: _____

RESPECT | EXCELLENCE | PARTICIPATION | PERSONALITY | SAFETY

WAIVER OF LIABILITY FOR OAKEY SHS GYM USE

We understand and acknowledge that participation in training, programs, and events held by the Oakey State High School Gym may entail inherent risks, including accidents, injuries, illnesses, or other adverse outcomes. We accept full responsibility for these risks, including, but not limited to, falls, contact with other participants, and the effects of weather conditions such as high heat and humidity.

Furthermore, we recognize that it is our responsibility to communicate any physical or psychological concerns that may conflict with participation in these activities. We affirm that our child/myself is physically fit and mentally capable of engaging in the physical activities they choose to participate in under the direct supervision of competent staff.

It is understood that students will always be under supervision and present to demonstrate and learn how to use gym equipment and adhere to standard gym etiquette regarding attire and footwear.

In consideration of acceptance of our participation in the Oakey State High School Gym activities, we hereby agree to HOLD HARMLESS, WAIVE, and RELEASE the Oakey SHS Gym, its officers, agents, employees, organizers, representatives, and successors from any responsibility, liabilities, demands, or claims arising from our participation in these activities.

By our signature, we affirm that we have read and understand this Waiver of Liability. We acknowledge that this document constitutes a waiver and release of liability, and we voluntarily agree to its terms.

Danny Keenan

Principal

Fernando Fermino

HOSS – Head of Student Support

I represent that I have legal capacity and authorize to act on behalf of the child named herein.

Guardian's Name (please print): _____

Guardian's Signature: _____ Date: _____

Son/Daughter's Name (please print): _____

Son/Daughter's Signature: _____ Date: _____

Dear Parent/Caregiver

A number of curriculum activities within the Curriculum, listed below, have been designated as have a high residual risk. While the school has effective control measures in place, students selecting this subject are required to follow workplace health and safety practices which include wearing the appropriate footwear for the subject and the school uniform as stated in the school's dress code. Parents/carers are required to give their signed approval for student's to participate in these courses which involve high risk activities.

INDUSTRIAL TECHNOLOGIES & DESIGN (JUNIOR & SENIOR), FURNISHING, ENGINEERING PATHWAYS, CONSTRUCTION AND AUTOMOTIVE

<table>
<tr><td>Year 7 – 10</td><td colspan="2">Industrial Technology & Design
METAL UNIT</td><td colspan="2">Industrial Technology & Design
WOOD UNIT</td></tr>
<tr><td rowspan="2">HIGH</td><td colspan="2">Metalworking Processes</td><td colspan="2">Woodworking Processes</td></tr>
<tr><td colspan="4">Fixed Machines – Lathe / Drill Press / Combination Sander
Band Saw
Dust & Particles
Compressed Air Fittings & Hardware
Portable Electric Power Tools
Spray Painting / Lacquers &/or Paints</td></tr>
<tr><td>10 ITD</td><td colspan="4">May include some of the machinery listed below</td></tr>
<tr><td>11 – 12</td><td>Engineering Pathways</td><td>Construction</td><td>Furnishing</td><td>Automotive</td></tr>
<tr><td rowspan="2">HIGH</td><td>Welding: Oxy Acetylene, MMAW, GMAW, GTAW
Gas Cutting
Plasma Cutting
Milling Machine
Hydraulic Press
Press Brake
Guillotines
Saw Cold
Metal Band Saw</td><td colspan="2">Electric Plane
Portable Electric Saws
Jackhammer
Router
Laminate Trimmer
Thicknesser
Drum Sander</td><td>Jacks
Staple Guns
Car Hoist
Spot
Welder</td></tr>
<tr><td colspan="4">Drill Press
Compressed Air
Lathe
Bench Grinders
Angle Grinders
Disc Sander
Spray Painting
Lacquers
Air Tools</td></tr>
<tr><td>EXTREME</td><td colspan="4">Saws (table, drop, combination, friction, brick) Spindle Moulder
Nail Guns, Router Table</td></tr>
</table>

While students may choose not to use equipment they do not feel confident with, demonstration of an appropriate level of maturity while using many of these types of equipment, is a part of the course. Conversely, students who do not demonstrate the appropriate level of maturity and safe operating procedures will be restricted in the use of these processes.

ESSENTIAL EQUIPMENT: Personal Protective Equipment is MANDATORY and will need to be provided for your son/daughter if they are to gain access to the workshops and activities.

- Closed 'solid' shoes constructed of either Leather or Vinyl (Junior Subjects – Years 7, 8 & 9)
- Safety capped work boots (Senior Subjects – Years 10, 11 & 12)
- Safety Glasses (All Years)
- Class 4 Hearing Protection (Years 10, 11 & 12)

If a student fails to bring glasses and/or hearing protection to class they may be issued with PPE and the cost will be invoiced to the parent/caregiver. Failure to bring the correct footwear on repeated occasions will result in the withdrawal of the student from the subject (in accordance with the Safety Policy of the ISC).

SCIENCE (INCLUDING Biology, Chemistry & Physics): This subject involves some high risk activities, namely those relating to: Biology activities, chemical hazards, maintenance and operation of a safe laboratory, maintenance of a safe work area outside the laboratory, managing and storing of hazardous materials in Science, safe operation of laboratory equipment, Science experiment activities and conducting safe work practices.

ESSENTIAL EQUIPMENT: Closed in shoes.

VISUAL ARTS: This subject involves some high risk activities, namely those relating to: the use of chemicals, for example, acids, as well as cutting tools and toxic pigments.

AGRICULTURAL PRACTICE: This subject involves some high risk activities, namely those relating to: agricultural machinery, equipment, portable generating, fencing construction, gardening and hand tools, managing hazardous materials in Agricultural Studies, stockyards, tractor driving and handling live animals in a school setting.
ESSENTIAL EQUIPMENT: Workplace clothing, hat and closed in leather shoes for practical activities.

AGRICULTURAL SCIENCE: This subject involves some high risk activities, namely those relating to biological activities, chemical hazards, maintenance and operation of a safe laboratory, maintenance of a safe work are outside the laboratory, managing and storing of hazardous materials in science, safe operation of laboratory equipment, science experiment activities, conducting safe work practices, gardening and hand tools, handling live animals in a school and stockyard setting.
ESSENTIAL EQUIPMENT: Workplace clothing, hat and closed in leather shoes for practical activities.

DESIGN & TECHNOLOGY/FOOD & NUTRITION: This subject involves some high risk activities, namely those related to: cookery, food experimentation and maintaining a safe kitchen. There is a Textile Unit which requires adhering to safe practice.

HOSPITALITY: This subject involves some high risk activities, namely those relating to: Cookery, food experimentation and maintaining a safe kitchen.

PHYSICAL EDUCATION & PHYSICAL RECREATION: This subject involves some high risk activities, namely those relating to: any physical or sporting activity.

RISK ASSESSMENT PERMISSION

I understand _____ (student's name) is undertaking practical subjects, which may involve the use of equipment designated with associated risk.

I **DO / DO NOT** give permission to use processes designated HIGH risk.

Exceptions _____, _____, _____.

I **DO / DO NOT** give permission to use processes designated EXTREME risk. **(Year 11 & 12 only)**

Exceptions _____, _____, _____.

Please list any medical conditions, and how they will affect your Childs' ability to use any particular processes.

Condition 1 _____ Effect _____

_____

Condition 2 _____ Effect _____

_____

Condition 3 _____ Effect _____

_____

I acknowledge that the Department of Education, Training and the Arts does not have Personal Accident Insurance cover for students.

Parent Signature _____ Date _____



Online Services Consent Form

Introduction to the Online Services Consent Form for Oakey State Highschool

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 Admin on 07 4691 4100 or via email at admin@oakeyshs@eq.edu.au

Online Services Consent Form

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. 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

2. 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.

3. TIMEFRAME FOR CONSENT

The consent granted by this form is for the duration of the student's current phase of learning (i.e. Years P-3, 4-6, 7-9 and 10-12). Consent is obtained upon enrolment and renewed when students move into a new phase of learning (e.g. minimum every four years).

☐ **Years 7 - 9** ☐ **Years 10 - 12**

4. CONSENT FOR ONLINE SERVICES

For all 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.

Service name:	**Career Tools, hosting oakeyshscareers.com**	Data hosting:	Onshore	☐ I give consent	☐ I do not give consent
Url:	https://careertools.com.au/				
Purpose of use:	customised career information websites for schools				
Terms of use:	https://www.careertools.com.au/privacy-policy				
Privacy policy:	https://www.careertools.com.au/privacy-policy				
Service name:	**VIA Institute on character**	Data hosting:	Onshore	☐ I give consent	☐ I do not give consent
Url:	https://www.viacharacter.org/				
Purpose of use:	Character strengths information and survey				
Terms of use:	https://www.viacharacter.org/terms-of-service				
Privacy policy:	https://www.viacharacter.org/privacy-policy				
Service name:	**Tinkercad**	Data hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.tinkercad.com/				
Purpose of use:	3D design, electronics, and coding application.				
Terms of use:	https://www.autodesk.com/company/legal-notices-trademarks/terms-of-service-autodesk360-web-services/terms-of-service-for-tinkercad				
Privacy policy:	https://prismic-io.s3.amazonaws.com/tkv3/b8d327a5-6b2a-481e-92aa-2d5b75a9d139_2020.03.18+-+Tinkercad+DPA+%28non-US%29.pdf				
Service name:	**PrintLab**	Data hosting:	Onshore	☐ I give consent	☐ I do not give consent
Url:	https://weareprintlab.com/				
Purpose of use:	3D printing for science subjects				
Terms of use:	https://classroom.weareprintlab.com/p/terms				
Privacy policy:	https://weareprintlab.com/index.php?p=privacy-policy				
Service name:	**Vernier**	Data hosting	Onshore	☐ I give consent	☐ I do not give consent
Url:	https://www.vernier.com/products/graphical-analysis/				
Purpose of use:	Analysing scientific data				
Terms of use:	https://www.vernier.com/terms-and-conditions/terms-of-use/				
Privacy policy:	https://www.vernier.com/privacy-policy/				

Service name:	**Education Perfect**	Data hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	www.educationperfect.com				
Purpose of use:	Learning Platform				
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/				
Service name:	**Code.org**	Data hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://code.org/				
Purpose of use:	Computer science coursework				
Terms of use:	https://code.org/tos				
Privacy policy:	https://code.org/privacy				
Service name:	**ClickView**	Data hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.clickview.com.au/				
Purpose of use:	Video and interactive content for students and teachers				
Terms of use:	https://www.clickview.com.au/terms-and-conditions/				
Privacy policy:	https://www.clickview.com.au/privacy-policy/				
Service name:	**Creative Cloud**	Data hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.adobe.com/creativecloud.html				
Purpose of use:	Access to Adobe CC software				
Terms of use:	https://www.adobe.com/au/legal/terms/enterprise-licensing/overview.html				
Privacy policy:	https://www.adobe.com/privacy/policy.html				
Service name:	**Blue Dog Training**	Data hosting:	Onshore	☐ I give consent	☐ I do not give consent
Url:	https://bluedogtraining.com.au				
Purpose of use:	V.E.T Training provider				
Terms of use:	https://bluedogtraining.com.au/courses/vet-in-schools				
Privacy policy:	https://bluedogtraining.com.au /storage/app/media/pdf_documents/policies/Privacy_Policy.pdf				
Service name:	**Stymie**	Data hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://about.stymie.com.au/				
Purpose of use:	Collects anonymous notifications about people who may be experiencing harm				
Terms of use:	https://about.stymie.com.au/terms-of-use/				
Privacy policy:	https://about.stymie.com.au/privacy-policy/				
Service name:	**Catapult Learning**	Data hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://catapultlearning.com.au/				
Purpose of use:	https://catapultlearning.com.au/product-category/sit/sitskillsets/				
Terms of use:	https://catapultlearning.com.au/policies/				
Privacy policy:	https://catapultlearning.com.au/policies/				
Service name:	**Digital Theatre +**	Data hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.digitaltheatreplus.com/				
Purpose of use:	Digital theatre library				
Terms of use:	https://edu.digitaltheatreplus.com/terms				
Privacy policy:	https://edu.digitaltheatreplus.com/privacy-policy				

5. ONLINE SERVICE CONSENT AND AGREEMENT

Person giving consent – I am (tick the applicable box):

☐ parent/carer of the person identified in Section 1

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

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

Print name of student:	_____
Print name of consenter:	_____
Signature or mark of consenter:	_____
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 paren*

SPECIAL CIRCUMSTANCES

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

A) required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent **and/or**:

B) 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:	____/____/_____

BYOx Participation Agreement

What is this agreement

Oakey State High School offers a BYOx program that assists students improve their learning outcomes in a contemporary educational setting.

This agreement acknowledges the benefits, purpose and risks associated with joining a personal BYO device to the school's network infrastructure and internet. The agreement must be signed and conditions of use accepted by both student and parent before the device will be allowed to join the BYO network and to participate in OSHSs BYO program.

Purpose statement

- Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs. Schools are constantly exploring new and innovative ways to incorporate safe and secure information and communication technology (ICT) use into the educational program.
- Our BYOx program assists students improve their learning outcomes in a contemporary educational setting. Assisting students to become responsible digital citizens enhances the teaching learning process and achievement of student outcomes as well as the skills and experiences that will prepare them for their future studies and careers.
- School students, only with the approval of the principal, may be permitted limited connection of personally owned BYOxs to the department's information and communication technology (ICT) network, where this benefits the student's educational program.

Authorisation and controls

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

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

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

Responsibilities for using a personal Bring Your Own Device (BYOx)

- Parents/guardians are responsible for appropriate internet use by students outside the school environment when using a school owned or provided BYOx.
- Prior to any personal BYOx being used approval is sought from the school to ensure it reflects the minimum computing specification requirements and supported operating environment.
- Students are responsible for the security, integrity, insurance and maintenance of their personal BYOxs.
- All files are to be scanned using appropriate virus software before being downloaded to the department's ICT network.
- Follow any advice provided on best security requirements e.g. password protection.
- Students and parents are to employ caution with the use of personal BYOxs particularly as these devices can store significant numbers of files some of which may be unacceptable at school e.g. games and 'exe' files. An 'exe' file ends with the extension '.exe' otherwise known as an *executable* file. When they are selected they can install programs which may start unwanted processes.
- Any inappropriate material or unlicensed software must be removed from personal BYOxs before bringing the devices to school and such material is not to be shared with other students.
- Unacceptable use will lead to the BYOx being confiscated by school employees, with its collection/return to occur at the end of the school day where the BYOx is not required for further investigation.

Acceptable/appropriate use/behaviour by a student

It is acceptable for students while at school to:

- use BYOxs for
  - assigned class work and assignments set by teachers
  - developing appropriate literacy, communication and information skills
  - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
  - conducting general research for school activities and projects
  - communicating or collaborating with other students, teachers, parents or experts in relation to school work
  - accessing online references such as dictionaries, encyclopaedias, etc.
  - researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using a BYOx
- switch off and place out of sight the BYOx during classes, where these devices are not being used in a teacher directed activity to enhance learning
- use personal BYOx for private use before or after school, or during recess and lunch breaks
- seek teacher's approval where they wish to use a BYOx under special circumstances.

Unacceptable/inappropriate use/behaviour by a student

It is unacceptable for students while at school to:

- use the BYOx in an unlawful manner
- circumvent school network restrictions
- utilise or access 3G/4G networks during school times
- download, distribute or publish offensive messages or pictures
- download, distribute or publish illegal or copyright infringing materials including pirated content
- use of obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions for the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department's networks security
- use BYOx camera without the consent of the school, anywhere a normal camera would be considered inappropriate
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- take into or use BYOxs at exams or during class assessment unless expressly permitted by school employees.

Unacceptable usage is subject to OSHSs '*Student Code of Conduct*'. If inappropriate usage of a personal device is identified, a teacher, student manager or deputy principal reserves the right to apply an appropriate consequence.

Software Installation

Curriculum Software

All students who undertake the BYO participation agreement have access to curriculum software packages supplied by Oakey State High School. These software packages are utilised across curriculum areas such as Microsoft Office. Specialist software packages will also be installed for elective subjects deemed necessary. If a BYO device does not meet the minimum specifications for the correct operation of provided software packages, a school device can be provided.

BYOx Acceptable Use Guidelines

BYO devices are used at school to ensure students always have access to ICT resources, to help engage, extend and enhance the learning environment and ensure minimal use of paper based resources.

As a student of Oakey State High School, you are required to always be prepared for learning; this includes bringing your laptop every day, charged and functional.

Being Prepared

- **Bringing laptop** – You must bring your laptop to school **every day** (as advised). Your laptop will be used for educational reasons each day. Laptop usage is subject to teacher and lesson need.
- **Charged Laptop** – It is your responsibility to ensure your laptop is charged at home. Your laptop should be charged at greater than 80% each day.
- **Maintain your Access** – Your laptop should operate effectively and remain functional. This includes making sure school software is activated and working, that you can access the internet and network. If these are not working, you are required to resolve these issues during school lunch via the school technician.
- **Repair your Laptop** – if your laptop is broken in any way, it is your responsibility to ensure it is repaired in a timely manner. A note must be provided by your parents to the school to inform house coordinators that your laptop is broken. A device borrowing slip will be organised for a maximum 2 weeks.

Students are to present to the BYOx Coordinator or the HUB, BEFORE SCHOOL (8.30am to 8.45am) in the following instances:

- If your device is below 80% charged
- Forgotten Laptop
- Broken Laptop (with a note from guardian)

If a student does not present before the beginning of school (without permissible reason), they will be given a detention, which will continue until their preparedness issues are resolved or explained by a parent or guardian.

Responsible Use

Device usage is subject to OSHSs '*Student Code of Conduct*'. Your device should not contain any illegal or pirated software, movies, music or games. You must be responsible for your own device and your use of network resources:

- Internet Access – Your internet usage is monitored and filtered through Education Queensland's departmental content filtering system. Excessive usage of internet resources will be closely monitored.
- Email – Your email access is monitored and filtered for inappropriate keywords. If your emails contain any explicit words or conversations, a student manager will inform you of consequences.
- Educational – Remember that the device is for educational purposes only.
- Games – Legally owned games that are permissible as appropriately rated for your age can be played. Game usage at school is limited to appropriate hours or rewards by teachers. Playing inappropriate games or playing during class instruction can result in a consequence issued by the teacher or student manager.

Device Damages

The school does not accept liability for any loss or damage suffered to personal BYOxs 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.

It is recommended that parents undertake accidental damage insurance as part of their BYOx purchase. Any accidental or intentional damage caused by the owner or another student is a risk worn by the device owners.

Additional Information

For additional information regarding BYO implementation, please refer to the following documentation:

- OSHS '*BYOx Handbook*'

Student BYOx Participation Agreement:

I accept I will use my BYO device appropriately as defined by this agreement. I understand that failure to do will result in consequences relative to the behaviour as defined by the '*Student Code of Conduct*'. I will not modify or purposefully disrupt the function of the device to inhibit my education, including purposeful removal of school deployed software packages that are made available for my educational benefit.

I provide consent for OSHS to monitor my school network usage which can result in blocking of internet for inappropriate use.

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.

I understand that participating in the schools BYOx program is to benefit my educational experience. As such I will abide by the expectations of being prepared by:

- Bringing my laptop every day unless advised otherwise
- Charging my laptop every night and ensuring it has 80% charge at the start of each day
- Maintaining my laptop, ensuring I have network access and correct software installed
- Repairing my laptop as required

If I am unable to bring my device, if it is not charged above 80% or is being repaired, I will present to house coordinators before school each morning to notify them of the issue. My failure to do so will result in a detention ('power lunch') for not following the school value of being responsible which will have a negative impact on my learning in class.

I will care for my device at school, carry it appropriately to each class and ensure it is maintained appropriately. In the event the device is damaged, I will report the incident to a suitable teacher or student manager and seek to resolve the problem with the school technician or parents/guardians.

I understand that if the school decides I have broken the rules for using its ICT facilities and my personal device, appropriate action may be taken as per the school's '*Student Code of Conduct*', which may include loss of access to the network (including the internet) for a period of time or removal of my device from the school.

I have read and understood this procedure/policy/statement/guideline and accept the '*BYOx policy*'.
I agree to abide by the above rules / the procedure/policy/statement/guideline.

Student Name	Signature	Date

The Department of Education through its *Information Management (IM) Procedure* is collecting your personal information in accordancewith the *Education General Provisions Act 2006* in order to ensure:

- appropriate usage of personal BYOxs within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its *Information Management (IM) Procedure*. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.

Parent/Guardian BYO Participation Agreement:

I accept my child will use their BYO device appropriately as defined by this agreement. I understand that the nature of the device being owned by my child invokes personal responsibilities to ensure the device is suitably maintained, safe and protected. I will endeavour to ensure the device is used for educational purposes at school and acknowledge that misuse andnon-compliance of appropriate use can result in consequences.

I provide consent for OSHS to monitor my child's school network usage which can result in blocking of internet for inappropriate use and misconduct as identified by the BYOx Policy and Student Code of Conduct.

If the device is damaged or broken, the device will be repaired in a timely manner, or replaced if lost or unrepairable.

I understand that the school does not accept liability for any loss or damage suffered to personal BYOx s as a result of using thedepartment's facilities. 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 understand that participating in the schools BYO program is to benefit my child's educational experience. As such I will ensurethat they abide by the expectations of being responsible for their learning by:

- Taking their laptop to school every day unless advised otherwise
- Charging their laptop every night and ensuring it has 80% charge at the start of each day
- Maintaining their laptop, ensuring it has network access and correct software installed
- Repairing the laptop as required

In the event that there are problems in meeting these expectations, I will provide a written reason for my child to submit tohouse coordinators (before school). I will then endeavour to resolve these issues in consultation with my child.

I believe my child understands their responsibilities in undertaking this program, and I hereby give my permission for him/her toparticipate in the BYO program subject to the guidelines outlined in this agreement, the '*BYOx Policy*' and '*Student Code of Conduct'*

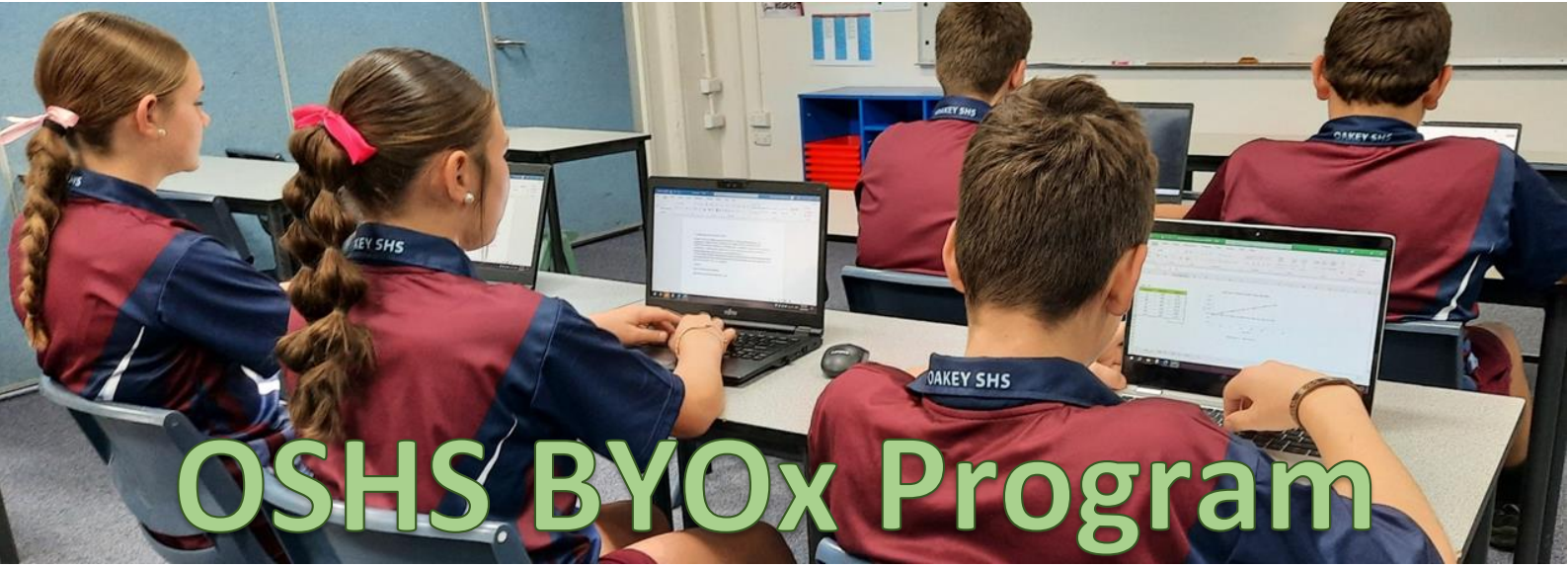
I have read and understood this procedure/policy/statement/guideline and the *Code of School Behaviour*.
I agree to abide by the above rules / the procedure/policy/statement/guideline.

Parent/Guardian Name	Signature	Date

The Department of Education through its *Information Management (IM) Procedure* is collecting your personal information in accordancewith the *Education General Provisions Act 2006* in order to ensure:

- appropriate usage of personal BYOxs within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its *Information Management (IM) Procedure*. Personalinformation collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.



Acceptance	
❑	My child's laptop meets the school's BYOx Laptop Requirements as outlined in the BYOx Program document on opposite page
❑	I have read and understood the following College BYOX documents and agree to abide by them: • OSHS BYOx Handbook • BYOX Policy • ICT Privacy Policy • Mobile and Electronic Devices Policy • OSHS Student Code of Conduct
❑	I have returned the following signed documents: • BYOx Participation Agreement Form • ICT Network Usage Agreement Form • Online Services Consent Form

Student Details		
LAST Name	**FIRST Name**	**Year Level**

Parent/Guardian Details	
Name:	
Parent Signature:	Date: