



CHECKLIST- STUDENT ENROLMENT

All student enrolment applications **MUST BE COMPLETED, SIGNED** and a **COPY PROVIDED** of all relevant documentation detailed on the student enrolment application (excluding Birth Certificates). **ORIGINAL** documentation to be sighted at the time of enrolment interview.

☒ PARENT CHECKLIST	PROOF OF RESIDENCE Please provide: <u>ONE</u> PRIMARY SOURCE + <u>ONE</u> SECONDARY SOURCE				OFFICE USE
PRIMARY SOURCE					
	Current lease agreement				
	Current Rates notice				
	Unconditional sale agreement				
SECONDARY SOURCE					
	Current utility bill (e.g. electricity, gas, water, land-line) showing the same address and parent's/caregiver's name				
NOTE: If you are NOT a Home Owner or Lease Holder please contact the Enrolment Officer for the relevant documentation you need to complete.					
☒ PARENT CHECKLIST	ENROLMENT FORMS				OFFICE USE
	Enrolment Application				
	State School Consent Form				
	School-specific ICT Responsible Use Agreement				
	Enrolment Agreement Form				
	Website Third Party Agreement Form				
	Participation Agreement Form				
	SRS & Subject Fee Payment Arrangement Form				
☒ PARENT CHECKLIST	DOCUMENTATION REQUIRED				OFFICE USE
	Birth Certificate or extract / Passport				
	NOT an Australian Citizen – Evidence of immigration status to be provided: • Passport and visa details • Temporary Visa Holders must provide "Approval to enrol in a state school" from EQI • EQI Receipt Number (if applicable)				
	Relevant legal custody orders &/or documents				
	Latest school academic report card, NAPLAN summary and/or VET qualifications (if years 10,11 or 12)				
	Medical or health plan Yes ☐ No ☐ If YES please attach Medical Action Plan				
	Has your student received Education Support? Yes ☐ No ☐ If YES please supply evidence: - In class support (e.g. English or maths support) - Support or extension program (e.g. reading, well-being, behavioural, social/emotional, gifted & talented) - Modified timetable - Specialist Reports (e.g. Psychologist, Speech Therapist, Occupational Therapist etc) - Letter of Diagnosis (e.g. Dysgraphia, Dyslexia, Autism, ADHD, Anxiety, other neurodiverse condition) - School documentation for adjustments and support (NCCD) - Guidance Officer reports - NDIS information - EALD (see enrolment officer for additional EALD student details form) If YES please provide details (i.e. support program name):				
Further information:					
Student Name:				DOB:	
Parent/Carer Name:				Year Level:	
Parent/Carer Email:				In Catchment:	Yes ☐ No ☐
Interview With:				Interview Date/Time:	
Has the student ever attended SBSHS		Yes ☐ No ☐		Start Date:	
Office Use Only					
State Wide Check/EQ ID:					
Documentation Complete:		S1 / Transfer Request / SDCS (11,12)		Medical Condition – Email Responsible Officer	
Enter Enrolment Application:		Timetable: Print 2 (8,9,10) : Student / File Email: HOY		Education Support – Scan + Email Coversheet and support documentation to: HOSES + HODs T&L JS, MS, SS	
Enter Permissions:		Invoice - SRS, Levies and Government Text		Learning / In Class Support – Scan + Email Coversheet and support documentation to: HODs T&L JS, MS, SS	



Sunshine Beach State High School

Introduction to the State School Consent Form (attached) for Sunshine Beach 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://sunshinebeachhigh.eq.edu.au/>
- Facebook: <https://www.facebook.com/sunshinebeachshs>
- YouTube: <https://www.youtube.com/channel/UCr6S86SELExcLdbwDrwauVQ>
- Instagram: <https://www.instagram.com/sunshinebeachshs/>
- Twitter: Nil
- LinkedIn: Nil
- Other: <http://dete.qld.gov.au>; <http://education.qld.gov.au>; <http://training.qld.gov.au>; <http://tafe.qld.gov.au>
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

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

Duration

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

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

Who to contact

To return a consent, express a limited consent or withdraw consent please contact Administration.

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

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- Parent/carer to complete
- Mature/independent students may complete on their own behalf (if under 18 a witness is required).

(a) Full name of individual:

(b) Date of birth:

(c) Name of school:

(d) Name to be used in association with the person's personal information and materials* (please select):

☐ Full Name ☐ First Name ☐ No Name ☐ Other Name

* Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.

** For school photos Full Name will be used unless a limitation is given in Section 5 below.

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

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

- ▶ Name (as indicated in section 1) ▶ Image/photograph ▶ School name
- ▶ Recording (voices and/or video) ▶ Year level

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

- ▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image
- ▶ Software ▶ Music score ▶ Dramatic work

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

4 TIMEFRAME FOR CONSENT

School representative to complete.

(a) Timeframe of consent: duration of enrolment.

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

5 LIMITATION OF CONSENT

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

6 CONSENT AND AGREEMENT

► CONSENTER – I am (tick the applicable box):

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

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.

By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student

Print name of consenter.....

Signature or mark of consenter.....

Date

Signature or mark of student (if applicable).....

Date

SPECIAL CIRCUMSTANCES

If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carers 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.





School-specific ICT responsible use agreement

Purpose statement :

- Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs.
- Schools are constantly exploring new and innovative ways to incorporate safe and secure ICT use into the educational program.
- School students, only with the approval of the principal, may be permitted limited connection of personally-owned mobile devices to the department's network, where this benefits the student's educational program.

Authorisation and controls

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

The Department of Education monitors access to and use of its network. For example, email and internet monitoring occurs to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

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

Responsibilities for using the school's ICT facilities and devices

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the [Student Code of Conduct](#).
- Students are to be aware of occupational health and safety issues when using computers and other learning devices.
- Parents/guardians are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
- Parents/guardians are responsible for appropriate internet use by students outside the school environment when using a school-owned or school-provided mobile device.
- The school will [educate students](#) (DoE employees only) regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to adopt these safe practices.
- Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so that it cannot be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).
- Students cannot use another student's or staff member's username or password to access the school network. This includes not browsing or accessing another person's files, home or local drive, email or accessing unauthorised network drives or systems. Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
- Students need to understand that copying software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from enforcement agencies.

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

- Prior to using any personally-owned mobile device, students must seek approval from the school principal to ensure it reflects the department's security requirements.
- Students are responsible for the security, integrity, insurance and maintenance of their personal mobile devices and their private network accounts.
- Where possible, appropriate anti-virus software has been installed and is being managed.
- Students must follow any advice provided on best security requirements e.g. password protection (see [iSecurity](#) (DoE employees only) website for details).





School-specific ICT responsible use agreement

- Students and parents are to employ caution with the use of personal mobile devices particularly as these devices can store significant numbers of files some of which may be unacceptable at school e.g. games and 'exe' files. An 'exe' file ends with the extension '.exe' otherwise known as an executable file. These files can install undesirable, inappropriate or malicious software or programs.
- Any inappropriate material or unlicensed software must be removed from personal mobile devices before bringing the devices to school and such material is not to be shared with other students.
- Unacceptable use will lead to the mobile device being [confiscated](#) by school employees, with its collection/return to occur at the end of the school day where the mobile device is not required for further investigation.

Acceptable/appropriate use/behaviour by a student

It is acceptable for students while at school to:

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

Unacceptable/inappropriate use/behaviour by a student

It is unacceptable for students while at school to:

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





School-specific ICT responsible use agreement

Student -

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

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

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

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

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

When using email or the internet I will not:

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

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

I understand that if the school decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the school's [Student Code of Conduct](#), which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this procedure/policy/statement/guideline and the [Student Code of Conduct](#).

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

_____ (Student's name)

_____ (Student's signature) _____ (Date)

The Department of Education through its [Information privacy and right to information](#) procedure is collecting your personal information in accordance with the [Education \(General Provisions\) Act 2006 \(Old\)](#) in order to ensure:

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

The information will only be accessed by authorised school employees to ensure compliance with its [Information privacy and right to information](#) 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.





School-specific ICT responsible use agreement

Parent or Guardian:

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

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

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

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

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

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

I have read and understood this procedure/policy/statement/guideline and the [Student Code of Conduct](#).

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

_____ (Parent/Guardian's name)

_____ ((Parent/Guardian's signature) _____ (Date)

The Department of Education through its [Information privacy and right to information](#) procedure is collecting your personal information in accordance with the [Education \(General Provisions\) Act 2006 \(Qld\)](#) in order to ensure:

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

The information will only be accessed by authorised school employees to ensure compliance with its [Information privacy and right to information](#) 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.

Note: The [Australian Mobile Telecommunications Association](#) has published materials which may be of use to schools.



ENROLMENT AGREEMENT

Information and Responsibilities

This enrolment agreement sets out the responsibilities of the student, parents/guardians and the school staff about the education of students enrolled at Sunshine Beach State High School.

Responsibility of student to:

- attend school regularly, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from all staff
- abide by school rules, school code of behaviour and adhere to school uniform policy
- respect the school environment

Responsibility of parents to:

- attend open evenings for parents
- let the school know if there are any problems that may affect my child's ability to learn
- inform school of reason for any absence
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling my child to achieve maturity, self discipline and self control
- abide by school's policy regarding access to school grounds before, during and after school hours

Responsibility of school to:

- develop each individual student's talent as fully as possible
- inform parents/guardians regularly about how their children are progressing
- inform students and parents/guardians about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at all reasonable times and offer opportunities for parents/guardians to become involved in the school community
- clearly articulate the school's expectations regarding the code of conduct for students and the school's dress code policy
- ensure that the parent is aware of the school's record-keeping policy including the creation of a transfer note should the student enrol at another school
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents/guardians as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- consult parents on any major issues affecting students
- treat students and parents with respect and tolerance

I acknowledge that information about the school's current policies, practices, rules, programs and services has been explained to me and that further information can be found on our school website.

Student Signature

Parent/Guardian Signature

Administration Officer/DP



THIRD PARTY WEBSITE CONSENT FORM

Third Party Website Consent

Privacy Notice

The Department of Education and Training is collecting your personal information on this form in order to obtain consent for disclosure of a student's personal information to facilitate registration and use of third party web based software identified on the form. The information will be used and disclosed by authorised school employees for the purposes outlined on the form.

Student personal information collected on this 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.

Dear Parent/Guardian,

The use of web based educational resources has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes. Our school and teachers make decisions about the best technology to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party web based providers.

Sunshine Beach SHS wishes to utilise various third party web based service provider/s to aid students' learning. For your student to use the service the teacher at times will need to register them as a user. Registering with these providers requires some student personal information to be disclosed to the provider of the service e.g. first name, year group, student's EQ email address. In the case of the services outlined below they are private companies that are hosted either onshore in Australia or outside of Australia. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws.

Upon enrolment, your permission for the registration and use of these sites by your student for educational purposes is provided. It is not compulsory for you to provide this consent. If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.

Before you complete this consent form it is important that you understand the reasons that these websites collect this information, what will be done with it, who else may have access to it and where the data is stored. This information can be found in the hyperlinks on the school website referring to each website's terms and conditions and/or privacy policy. Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student's information, please feel free to contact the HOD of Digital Learning Derek Ranclaud on dranc2@eq.edu.au.

Below are the third-party web-based service provider/s reviewed to be of medium risk at use at the school. This list is updated annually on the school website. Please sign to indicate your consent (or list in the space provided which does not apply) to your child's information being provided to the third-party providers for the provision of an educational service.

Name of Provider: Adobe Creative Cloud - software used for graphic design, video editing, web development & photography.
Website: <https://www.adobe.com/au> IXI Do Consent

Name of Provider: ASX Education - An educational platform which enables users to develop knowledge in the financial market exchange
Website: <https://www.asx.com.au> IXI Do Consent

Name of Provider: Atomi - a teaching and learning platform that provides video lessons, interactive quizzes and AI powered revision.
Website: <https://getatomi.com/au> IXI Do Consent

Name of Provider: Banquer - A financial education platform that turns the classroom into a virtual economy.
Website: IXI Do Consent

Name of Provider: Blink Learning – learning platform for Avanti Tutta in Italian.
Website: <https://www.blinklearning.com> IXI Do Consent

Name of Provider: Blooket - A game-based learning platform that allows educators to create and host learning games and quizzes.
Website: <https://www.blooket.com> IXI Do Consent

Name of Provider: Canva for Education - An online tool for designing and publishing.
Website: <https://www.canva.com> IXI Do Consent

Name of Provider: Class Dojo – This website connects teachers with students and parents to build online classroom communities.
Website: <https://www.classdojo.com> IXI Do Consent

Name of Provider: Clickview – produces curriculum-aligned video and interactive content for teachers and students.
Website: <https://www.clickview.com.au> IXI Do Consent

Name of Provider: Edublogs - Is a WordPress based tool for creating and hosting student eportfolios.
Website: <https://edublogs.org> IXI Do Consent

Name of Provider: Education Perfect - Allows teachers to create 'learning journeys' for classes and individual students.
Website: <https://www.educationperfect.com> IXI Do Consent

Name of Provider: Financial Basics Foundation - offers online financial literacy education for secondary school students
Website: <https://financialbasics.org.au> IXI Do Consent

Name of Provider: Grok Learning - Online platform for learning programming and computational thinking skills.
Website: <https://groklearning.com> IXI Do Consent

Name of Provider: Kahoot! for Schools – This website allows educators to play, create and host learning games, quizzes or polls
Website: <https://kahoot.com> IXI Do Consent

Name of Provider: Mathspace – provides maths content through digital textbooks, videos and interactive practice questions.
Website: <https://mathspace.co> IXI Do Consent

Name of Provider: Musicca – Online website designed to support the learning and teaching of music and music theory.
Website: <https://www.musicca.com> IXI Do Consent

Name of Provider: MyFuture- Provides resources to explore career pathways and tools for students to help their career decision-making.
Website: <https://myfuture.edu.au> IXI Do Consent

Name of Provider:
Website: IXI Do Consent

Name of Provider: Ongaard - Workplace Health and Safety training resources.
Website: <https://onguardv3.com.au> IXI Do Consent

Name of Provider: Padlet - Used by teachers to provide home access to class work. Students only need link and are not required to log in.
Website: <https://padlet.com> IXI Do Consent

Name of Provider: Pearson Places - Digital portal to access Pearson's suite of digital products
Website: <https://www.pearsonplaces.com.au> IXI Do Consent



THIRD PARTY WEBSITE CONSENT FORM

Name of Provider: QTAC - provides senior students with tertiary course information and the ability to submit an application.

Website: <https://www.qtac.edu.au> IXI Do Consent

Name of Provider: Quizizz – a website that allows students to participate in interactive quizzes/ assessments, lessons and games.

Website: <https://quizizz.com> IXI Do Consent

Name of Provider: Risk Assess – a web-based tool that makes performing risk assessments quick and easy.

Website: <https://www.riskassess.com.au> IXI Do Consent

Name of Provider: Scholastic Literacy Pro - measures student reading comprehension to promote reading growth.

Website: <https://au.scholastic.com/en/literacy-pro> IXI Do Consent

Name of Provider: Socrative - conduct engaging assessment of student learning in real-time through assessments, quizzes and polls.

Website: <https://socrative.com> IXI Do Consent

Name of Provider: Stile Education - A curriculum-based learning platform tailored for science education.

Website: <https://stileapp.com/login> IXI Do Consent

Name of Provider: Stymie - collects anonymous notifications about people who may be experiencing harm.

Website: <https://about.stymie.com.au> IXI Do Consent

Name of Provider: State Library of Queensland - is a library service which offers online access to eBooks, resources, journals, etc.

Website: <https://www.slq.qld.gov.au/> IXI Do Consent

Name of Provider: <https://taxsuperandyou.gov.au> - provides students with resources to help understand tax, superannuation and finances.

Website: <https://taxsuperandyou.gov.au> IXI Do Consent

Name of Provider: Verso – A tool that allows students to participate in online activities and receive feedback around their curriculum.

Website: <https://v2.versoapp.com> IXI Do Consent

Name of Provider: Zenva Schools - platform that provides teachers and students with activities and resources in digital technologies.

Website: <https://schools.zenva.com> IXI Do Consent

Name of Provider: 99Math - a platform where students can practise their math skills in a fun and engaging way

Website: <https://99math.com> IXI Do Consent

☐ I Do NOT agree/consent.

☐ I agree - As a parent or guardian of this student, I have read the terms of use and privacy policy of each of the websites listed. I understand that my student's personal information may be provided to these third party software providers for the purpose of my student's registration and use of the of the software program and that this information may be stored outside of Australia.

Parent/Guardian's Name

Parent/Guardian's Signature

Date

Limitations on Consent (optional)

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.

For further information please see the 'parents and carers' site for general information on [School fees and charges](#).

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 and resources 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 (the department) is collecting the personal information you provide in this form (including student name, school name, parent name and parent signature) for the purpose of administering the Student Resource Scheme (SRS). If you do not provide the personal information requested, we will not be able to confirm whether you have agreed or disagreed to your child participating in the SRS. In such cases, the department will deem that you do not wish for your child to participate in the SRS. The personal information collected may be shared with authorised departmental employees for the purposes of SRS administration and debt management. The personal information collected will be managed in accordance with the *Information Privacy Act 2009* and will not be used or disclosed for another purpose without your consent, or unless authorised or required by law. Information about how individuals can access and amend their personal information held by the department, together with information about how individuals can make a privacy complaint is available at <https://qed.qld.gov.au/privacy/>.



**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 required for their child to engage with the curriculum 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.
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 <https://ppr.qed.qld.gov.au/pp/debt-management-procedure>

Parents’ Experiencing Financial Hardship

32. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
33. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
34. The onus of proof of financial hardship is on the parent.
35. The school may require annual proof of continuing financial hardship.
36. 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 as either a credit to the student’s account or as a direct payment from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.



Sunshine Beach State High School

SRS & Subject Fee Payment Arrangement Form

Student Details

Student Name	
Student ID	
Year Level	

SRS & SUBJECT FEE/S: Please select the preferred payment options:

SRS Category	SRS Fee Payable		
Curriculum Resources	\$300.00		
SUBJECT FEE/S (List subject)	Subject Fee Payable		
	\$		
	\$		
	\$		
TOTAL	\$		
Payment options	Instalments	Amounts	Option Selected
1. A single payment for the full year's fee	Instalment 1:	\$	☐
2. Term instalments (paid over the first 3 terms) <i>Example SRS: Term 1 - \$100.00, Term 2 - \$100.00, Term 3 - \$100.00 = \$300.00</i>	Instalment 1: Instalment 2: Instalment 3:	\$ \$ \$	☐
3. An instalment plan as negotiated with the school (*):	\$(Amount)\Fortnight	\$	☐ BPOINT ☐ DIRECT DEPOSIT ☐ CENTREPAY ☐ QPARENTS

***Instalment Options:**

- BPOINT** - Please ensure you retain your school invoice as this will show your Customer Reference Number and Invoice Number required for payments
- DIRECT DEPOSIT** - Direct to school bank account:

ACCOUNT NAME:	SUNSHINE BEACH STATE HIGH SCHOOL
BSB NUMBER:	064-449
ACCOUNT NUMBER:	00901149
PAYMENT DETAILS:	PLEASE ENSURE THAT YOU IDENTIFY STUDENT NAME AND INVOICE NUMBER

- CENTREPAY** - Please complete a Centrepay Deduction Form.
- QPARENTS**.

Return of the Participation Form

Parents are reminded to complete and return 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 and returned 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.

Parent Signature

Parent Name	
Parent Signature	
Date	Date format: DD/MM/YYYY

