



Bucasia State School
Oceans of Success | Live & Learn

Bucasia State School

Enrolment Application Checklist

Welcome to Bucasia State School. In this pack you will find a number of forms to be completed and signed by you and/or your child; others are for your information only.

PLEASE ENSURE THAT ALL FORMS ARE COMPLETED AND SIGNED WHERE APPLICABLE.

Student Name: _____ Previous School: _____

☐ Parent/Caregiver responsible for Student Accounts/Fees _____ (100% / 50/50%)

_____ (100% / 50/50%)

CRITERIA UNDER WHICH ENROLMENT IS SOUGHT: Please tick the appropriate boxes.

Student lives within the defined enrolment catchment area? ☐ Yes ☐ No

Have you provided supporting documentation?

- | | |
|--|--|
| ☐ Birth certificate | ☐ Court Orders |
| ☐ Evidence of Residential Address | ☐ Medical Information |

Birth Certificate – Administration must sight your child's Birth Certificate and record the number

☐ Yes ☐ No Number: _____

Have you provided the necessary signatures?

- | | |
|--|--|
| ☐ Enrolment Forms | ☐ ICT Agreement |
| ☐ Third Party Agreement | ☐ State School Consent Form |
| ☐ Student Resource Scheme Participation | ☐ Student Dress Code |
| ☐ Student Code Of Conduct | ☐ Enrolment Agreement |

Administration Checklist Only

- ☐ Parent added to email/newsletter
- ☐ Parent added to SMS
- ☐ Parent added to QParents
- ☐ Child invoiced for fees/excursions

Students who do not meet the Admission Criteria will be placed on a waiting list and accepted for further available places in chronological order of receipt of completed Application for Student Enrolment Form.

Application for student enrolment form

INSTRUCTIONS

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

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

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

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

PRIVACY STATEMENT

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

- assessing whether your application for enrolment should be approved
- meeting reporting obligations required by law or under Federal – State Government funding arrangements
- administering and planning for providing appropriate education, training and support services to students
- assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- 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?	☐ No ☐ Aboriginal ☐ Torres Strait Islander ☐ Both Aboriginal and Torres Strait Islander
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FAMILY DETAILS

Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	☐ 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
1 st Phone contact number*	Work/home/mobile	Work/home/mobile
2 nd Phone contact number*	Work/home/mobile	Work/home/mobile
3 rd Phone contact number*	Work/home/mobile	Work/home/mobile
Email		
Occupation		
What is the occupation group of the parent/carer?	☐ (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter '8')	☐ (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '8')
Employer name		
Country of birth		
Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	☐ 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	Postcode
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')		
Address line 1		
Address line 2		
Suburb/town		
State	Postcode	Postcode
Parent/carer school education	What is the <i>highest</i> year of schooling parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')	What is the <i>highest</i> year of schooling parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')
Year 9 or equivalent or below	☐	☐
Year 10 or equivalent	☐	☐
Year 11 or equivalent	☐	☐
Year 12 or equivalent	☐	☐
Parent/carer non-school education	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?	What is the level of the <i>highest</i> qualification parent/carer 2 has completed?
Certificate I to IV (including trade certificate)	☐	☐
Advanced Diploma/Diploma	☐	☐
Bachelor degree or above	☐	☐
No non-school qualification	☐	☐

COUNTRY OF BIRTH*

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)		
1 st phone contact number*	Work/home/mobile	Work/home/mobile
2 nd phone contact number*	Work/home/mobile	Work/home/mobile
3 rd phone contact number*	Work/home/mobile	Work/home/mobile

PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)***Privacy Statement**

The Department of Education (DoE) is collecting this medical information in order to address the medical needs of students during school hours as well as during school excursions, school camps, sports and other school activities. DoE will not use this information to make a decision about a prospective student's eligibility for enrolment. The information will only be used by authorised employees of the department and DoE will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2006.

It is essential that the school is advised before the prospective student's first day of attendance if the prospective student has any medical conditions. The school administration staff must also be informed of any new medical conditions or a change to medical conditions as soon as they are known.

Should the prospective student need to take routine medication during school hours, the *Parent consent to administer medication at school* form must be completed before school staff can administer medication. All medication must be provided in the original container with a pharmacy label providing clear instructions for administration. For emergency medication the school will also require a doctor's letter containing detailed instructions and or a signed Action Plan / Emergency Health Plan. Parent consent and health plans must be reviewed annually. All original documentation will be retained at the office and copies of Action or Emergency Health Plans kept with the student.

No known medical conditions	☐		
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
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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/refugee/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

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

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

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

Office assistants, sales assistants and other assistants:

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

Assistant/aide [trades' assistant, school/teacher aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

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

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

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

State schools standardised medical condition category list

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

Application to enrol in a Queensland state school

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

Entitlement to enrolment

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

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

Prospective student

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

Parent's occupation and education

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

Court Orders

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

Name on enrolment form

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

Gender

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

Religious Instruction

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

School-specific ICT responsible use procedure

The Use of ICT systems procedure provides direction to school principals around formulating a school procedure on access to the department's/school's ICT services, facilities and devices for parents and/or students to understand and acknowledge. This may take the form of a procedure, policy, statement or guideline and may require consultation with the school community. Acknowledging through signing seeks to support an understanding of what is lawful, ethical and safe behaviour when using or accessing the department's network and facilities by students and their parents. Principals may seek sign-off either on enrolment of students or alternatively at the start of each school year. Students should be reminded of their responsibilities at the beginning of each school year.

The following dot points are to assist schools to formulate their own procedure. Further guidance on drafting this section can be sought from the Use of ICT facilities and devices guideline.

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).
- 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.

Sign-off

The sign-off process for school students and their parents/guardians should occur on enrolment and annually. The following is a suggested format, with the signature block to be placed at the end of the agreement.

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

Student:

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

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

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

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

When using email or the internet I will not:

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

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

I understand that if the school decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the school's 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)



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 – Bucasia State School

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

Responsibility of student to:

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

Responsibility of parents/carers to:

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

Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set high standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Code of Conduct and the Student Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as possible if the school is concerned about the child's school work, behaviour, attendance or punctuality



- notify parents/carers of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents/carers to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with departmental policy
- treat students and parents/carers with respect.

- ☐ Student Code of Conduct
- ☐ Student Dress Code
- ☐ Parent and Community Code of Conduct
- ☐ Homework Policy
- ☐ School charges and voluntary contributions
- ☐ Advice for state schools on acceptable use of ICT facilities and devices
- ☐ Absences
- ☐ School excursions
- ☐ Complaints management
- ☐ Religious instruction policy statement
- ☐ Chaplaincy and student welfare worker services – policy statement
- ☐ Department insurance arrangements and accident cover for students
- ☐ Obtaining and managing student and individual consent
- ☐ School instructions for school access

I acknowledge:

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

Student Signature:

Parent/Carer Signature:

On behalf of Bucasia State School

.....

.....

.....



Bucasia State School
Oceans of Success | Live & Learn

General Permissions

STUDENT DRESS CODE AGREEMENT

I, _____ (parent/guardian) understand that this school has an endorsed uniform policy. I agree to support the school by having my child wear the correct uniform.

Parent Signature: _____ Date: / /

STUDENT CODE OF CONDUCT AGREEMENT

I, _____ (parent/guardian) understand that this school has a Student Code of Conduct (formerly known as the Responsible Behaviour Plan). This document is available in the enrolment pack and on the school website.

Parent Signature: _____ Date: / /

29th of July 2025

Introduction to the State School Consent Form (attached) for Bucasia State School

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

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

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

Your child's student materials:

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

Purpose of the consent

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

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

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

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

It should be noted that in some instances the school may be required by the *Education (General Provisions) Act 2006* 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://bucasiass.eq.edu.au>
- Facebook: <https://www.facebook.com/BucasiaStateSchool/>
- YouTube: <https://www.youtube.com/channel/UCp-rxevhgaGXLQt9g-Fmzuw?>
- Instagram:
- Twitter:
- Other: Microsoft Teams
- 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 Rebekkah Pollard, Principal, 4969 7888 or principal@bucasiass.eq.edu.au.

Rebekkah Pollard should be contacted if you have any questions regarding consent.

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

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

(a) Full name of individual:

(b) Date of birth:

(c) Name of school:

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

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

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

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

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

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

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

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

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

4 TIMEFRAME FOR CONSENT

School representative to complete.

- (a) Timeframe of consent: duration of enrolment.
- (b) Further identified activities not listed in the form and letter for the above timeframe:

5 LIMITATION OF CONSENT

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

6 CONSENT AND AGREEMENT

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

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

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

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

Print name of student

Print name of consenter.....

Signature or mark of consenter.....

Date

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

Date

SPECIAL CIRCUMSTANCES

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

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

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

Print name of witness

Signature of witness

Date

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

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

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

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

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

Print name and role of person taking the consent

Signature of person taking the consent

Date

Privacy Notice

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the student's personal information 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 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.



Primary schools only

Bucasia State School

Participation

The Student Resource Scheme (SRS) provides parents with a convenient and cost-effective way to obtain/access educational resources that their child needs for school. These resources supplement the school's resources and enhance students' learning experience at school.

The School has developed a SRS for participants to access programmes such as Mathletics, Typing Tournament and other educational programmes.

For more information regarding the SRS please see <https://bucasiass.eq.edu.au>

Please indicate your intention to participate or not by selecting "yes" or "no" and completing the information in the relevant box below:

☐ Yes

I wish to participate in the above-named Student Resource Scheme for the duration of my child's enrolment at the school. I have read and understand the Terms and Conditions (see reverse) and agree to abide by them and to pay the annual participation fee. I understand that the school will provide me with information about the SRS costs and inclusions each year when the invoice is issued.

I understand that I can opt out of SRS participation in any year by completing a new Participation Agreement Form before the invoice due date.

I wish to make payment each year by:

- ☐ A single payment for the full year's fee
- ☐ Term instalments (paid over the first 3 terms)
- ☐ An instalment plan as negotiated with the school
(e.g. via direct debit, centrepay or other periodical payment method)
please contact Rebekkah Pollard or Karen Carvolth to arrange
- ☐ I am experiencing financial hardship and wish to meet with the school to discuss my options (see clauses 7-11 overleaf)

☐ No

I do not wish to participate in the above-named Student Resource Scheme. I have read and understand the Terms and Conditions (see reverse) and acknowledge my responsibility to supply the resources required by my child. I understand the school will provide me with a list of resources required each year.

I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

Student Details

I agree to the above made selection, until such point as I inform the school otherwise

Student name: _____

Year level: _____

Parent name : _____

Parent signature: _____

Date: _____

School use only:

Negotiated instalments: _____ Approved by: _____

Terms and Conditions of the Student Resource Scheme

Privacy Statement

The Department of Education collects this information in accordance with section 51 of the *Education (General Provisions) Act 2006* ("the Act") 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.

Definitions

1. Reference to a "parent" is in accordance with the definition in the Act and refers equally to an independent student.

The Student Resource Scheme (SRS)

2. The cost of providing instruction, administration and facilities for the education of students enrolled at state schools is met by the State.
3. The school is not responsible for providing textbooks, in-class consumables and personal resources for students.
4. The SRS enables parents to access certain resources, as detailed by the school, for an annual fee.
5. Participation in the SRS is optional: parents are under no obligation to participate.

Parents and Citizens' (P&C) Association support of the SRS

6. All parents are invited to participate in the annual meeting of the P&C Association at which the income and expenditure report is presented and the proposed SRS inclusions and fees are tabled for approval.

Parents experiencing financial hardship

7. Principals may vary payment options and/or waive all or part of the participation fee for parents experiencing financial hardship.
8. Parents experiencing financial hardship who wish to participate in the SRS should contact the Principal to discuss options.
9. The onus of proof of financial hardship is on the parent.
10. The school may require annual proof of continuing financial hardship.
11. All discussions will be held in the strictest confidence.

Parents participating in the SRS

12. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
13. [An] invoice/s for the amount of the annual participation fee will be issued to the parent providing consent to participate in the SRS.
14. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
15. Parents must notify the school before the invoice due date if they intend to cease their participation in the SRS in any year.
16. Where a parent chooses to participate, they are agreeing to pay the annual participation fee, in accordance with the payment frequency option selected on the form. There is no provision for part-participation.
17. All SRS resources provided for the student's temporary use remain the property of the school and must be returned when requested by the school or if the student leaves the school.
18. Parents are responsible for ensuring that any SRS resources provided for the student's temporary use are kept in useable condition. Where an issued item is lost, not returned, or negligently damaged, parents will be responsible for payment to the school of the value of the item or its repair.
19. Parents must inform the school if items on the list of resources are not received.
20. 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. In such cases, the Principal may:
 - withdraw the student's participation in the SRS
 - require the return of items provided by the SRS
 - withhold the provision of any further items under the SRS
 - refuse participation in the SRS where participation fees are overdue from the previous year(s), and/or
 - exclude the student from optional, non-curricular activities and/or

- initiate debt recovery action.

Parents NOT participating in the SRS

21. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
22. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
23. Where a parent has previously indicated that they will participate in the SRS, but wishes not to participate in any year(s), the parent must notify the school prior to the invoice due date of their intention to cease participation.
24. Parents who choose not to participate in the SRS are responsible for providing their child with all items that would otherwise be provided by the SRS. School-produced resources (e.g. Student Diary) will be available for separate purchase from the school for non-participants.

Operating the SRS

25. Schools will provide all parents with a list of resources provided by the SRS to enable parents to assess the cost effectiveness of participation.
26. Schools will also provide non-participating parents with detailed lists of resources to supply for their child.
27. All items included in the SRS must be able to be independently sourced by parents who choose not to participate in the SRS, either from a third party supplier or by purchasing a school-specific resource (such as a diary or workbook) from the school.
28. Schools may distribute information and invoices to parents in the year preceding the SRS but invoices must not be due before the end of the first week of term 1 of the SRS year. All invoices must have a minimum of 30 days for payment.
29. Parents must be given the option annually to choose not participate in the SRS.
30. In return for payment of the participation fee, the SRS will provide participating students with the resources and materials as outlined in the school SRS documents.
31. SRS moneys received are to be expended only on student resources outlined in the school's SRS and must not be expended on other items or used to raise funds for other purposes.
32. As the SRS operates for the benefit of participating parents and is funded primarily from participation fees, the school retains control of the resources and determines the rules around their availability to non-participants.
33. A student entering the school during the school year is entitled to pay a pro-rata fee to participate.
34. Where participation fees have been paid and a student leaves the school during the year, schools must determine if parents will be eligible for a pro-rata refund. This calculation will also take into account any pro-rata allocation of 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, parents will be liable to pay this balance of funds.
35. The replacement cost of any resource will be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school, as detailed on the annual SRS information provided to parents.
36. Schools may initiate debt recovery action in accordance with the debt management procedure where a parent has an outstanding debt

Online Consent Form

Introduction to the Online Services Consent Form for Bucasia State School

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education network.

Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games, online collaboration and communication tools, web-based publishing and design tools, learning management systems, and file storage and collaboration services.

This letter is to inform you about the third party online services used in our school and how your child's information, including personal information and works, may be recorded, used, disclosed, and published to the services (if you provide your consent for this to occur).

The Online Services Consent Form is a record of the consent provided.

About the online services

After evaluation, the principal has deemed specific third party online services appropriate for school use. These online services are listed on the consent form.

Third party online service providers are external to the school, and the services may be hosted onshore in Australia or offshore outside of Australia. Data that is entered into offshore services may not be subject to Australian privacy laws. When considering whether to provide your consent, we encourage you to read the information provided about each online service, including the *terms of use* and *privacy policy*, which outline how information and works will be used and under what circumstances they may be shared.

Student information

The consent collected by the form covers both student personal information (e.g. name, date of birth) and school-based information (e.g., student username, email, year level) as outlined on the form.

Where permitted by the service provider, de-identified information will be used and/or efforts will be made to limit the amount of personal information disclosed and stored within online services (e.g., when registering accounts, only mandatory information will be disclosed).

Student works

Works might include materials such as student projects, assignments, portfolios, images, video or audio. Where student works will be created within, stored or published to the online service (in some cases, published information or works will be viewable by the public), this will be indicated in 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Parent information

Where your personal information (e.g. parent email, name, contact details) will be disclosed to the online service, this will be indicated in the 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Purpose of the consent

Third party online services are used for various purposes. The purpose of use for each service is outlined in Section 5 of the Online Services Consent Form. For example, teachers may use online services with students to support curriculum delivery, complete learning activities and assessment, facilitate class collaboration, and create and publish class work (e.g. projects, assignments, portfolios).

The Online Services Consent Form records your consent for your child to register accounts, use, and, where specified, publish their work to these services. The form also collects your consent for school staff to collect, store, and transmit information to online services in order to manage school operations and communicate with parents and students.

It should be noted that, in some instances, the school may be required or authorised by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent.

Voluntary consent provision

It is not compulsory to provide consent. If your consent is not given, this will not adversely affect any learning opportunities provided by the school to your child.

Consent may be limited or withdrawn

You can withdraw your consent at any time by notifying the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

You may also limit your consent by providing consent for some, but not all, online services listed on the form.

Requests to limit consent in relation to how the 'Information covered by this consent form' and the 'Approved purpose' (Section 2 and 3 of the form) are applied to a specific service, will be treated as "do not consent", as the school cannot guarantee correct implementation of individual requests.

Due to the nature of the internet, it may not be possible for all copies of information (including images and student works that have already been disclosed or published) to be deleted or restricted from use if you request it. The school may remove content that is under its direct control, however, information and works that have already been disclosed and published cannot be deleted, and the school is under no obligation to communicate changes to your child's consent circumstances to online service providers.

Duration of consent

The consent applies for the period of time specified on the form. You may review and update your consent at any time by notifying the school in writing (by email or letter).

There may be circumstances where the school issues a new consent form to seek additional consent e.g. in the event that new online services are identified for use.

Who to contact

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact **Rebekkah Pollard, Principal** using email address permissions@bucasiass.eq.edu.au or phone number **0749697888**.

Privacy notice

The Department of Education is collecting the personal information on this form in order to obtain consent regarding the use of online services. This information and completed form will be stored securely. Personal information collected on this form may also be used by or disclosed to third parties by the Department where authorised or required by law. If you wish to access or correct any of the personal information on this form, or discuss how it has been dealt with, please contact your student's school in the first instance.

This form is to be completed by:

- Parent/carer*;
- Student over 18 years; or
- Student with independent status.

(*Note: Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent.)

1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

a) Full name of student: _____

2. INFORMATION COVERED BY THIS CONSENT FORM

a) The consent collected by the form covers the following student personal information (identifying attributes):

- Student name (first name and/or last name)
- Sex/Gender
- Date of Birth, age, year of birth

AND the following school-based information (generally, non-identifying attributes*):

- Student school username
- Student school email
- Student ID number
- School
- Year Group
- Class
- Teacher
- Country

*In cases where registration and/or use requires a combination of school-based information (non-identifying) and personal information, or a combination of school-based information, the school-based information may become identifiable.

b) If an online service records, uses, discloses and/or publishes student works, parent information or additional student information (such as photographs of students), not listed above (Section 2a.), the school will specify it as part of the *Additional consent* requirements on the form. Examples may include:

- Student assessment
- Student projects, assignment, portfolios
- Student image, video, and/or audio recording
- Sensitive information (e.g., medical, wellbeing)
- Name and/or contact details (e.g. email, mobile phone number) of student's parent

3. APPROVED PURPOSE

This form records your consent for the recording, use, disclosure and publication of the information listed in item 2 above, and any information or student works listed under the 'additional consent requirements', and to transfer this information and works within Australia and outside of Australia (in the case of offshore services) to the online service providers for the following purposes:

- For your child to register an account for the online services
- For your child to use the online services in accordance with each service's *terms of use* and *privacy policy* (including service provider use of the information in accordance with their *terms of use* and *privacy policy*)
- For the school to:
 - administer and plan for the provision of appropriate education, training and support services to students,
 - assist the school and departmental staff to manage school operations and communicate with parents and students.

4. TIMEFRAME FOR CONSENT

The consent granted by this form is valid until **15/12/2028**. Consent is obtained upon enrolment and renewed when students move into a new phase of learning (i.e. Years P-3, 4-6, 7-10 and 11-12).

5. CONSENT FOR ONLINE SERVICES

For each online service listed below, please indicate your choice to **give consent** or **not give consent** for the information outlined in Section 2 to be disclosed to the online service in accordance with the purpose outlined in Section 3, and for the timeframe specified in Section 4.

Passtab

Data hosting: Onshore

URL: <https://www.passtab.com/>

Purpose of use: Passtab is a customisable visitor management system that controls school sign-in and sign-out of parents, visitors, staff and students. Product features include: administrator dashboard and reporting; first aid tracking; late arrival and early departures; induction, compliance and validation process for contractors, temporary staff or visitors; notifications and alerts; asset and key register; and Photo ID card and visitor badge printing.

Terms of use: <https://passtab.com/terms.html>

Privacy policy: <https://passtab.com/privacy.html>

Please answer:

☐ I give consent ☐ I do not give consent

Class Solver - Under reassessment

Data hosting: Onshore
URL: <https://classsolver.com/>
Purpose of use: Class Solver helps schools streamline their student placement process allowing them to digitally create class lists.
Terms of use: https://classsolver.com/wp-content/uploads/2020/09/Class_Solver_Pty_Ltd_Customer_Terms.pdf
Privacy policy: <https://www.classsolver.com/privacy-policy>
Please answer:

☐ I give consent ☐ I do not give consent

Mathletics

Data hosting: Offshore
URL: <https://login.mathletics.com/>
Purpose of use: Mathletics is a web based platform which encourages independent learning and the development of math skills through activities, games, and challenges. Teachers can review students' progress and set activities which are aligned to the Australian Curriculum.
Terms of use: <https://www.3plearning.com/terms/>
Privacy policy: <https://www.3plearning.com/privacy/>
Please answer:

☐ I give consent ☐ I do not give consent

Mathseeds - Under reassessment

Data hosting: Offshore
URL: <https://mathseeds.com.au>
Purpose of use: Mathseeds is an online numeracy education program for early childhood.
Terms of use: <https://readingeggs.com.au/terms>
Privacy policy: <https://readingeggs.com.au/privacy>
Please answer:

☐ I give consent ☐ I do not give consent

Typing.com - Under reassessment

Data hosting: Offshore
URL: <https://www.typing.com/>
Purpose of use: Online typing tutor, digital literacy and coding platform with curriculum resources available for teachers and students. Educational activities aim to develop keyboarding and digital technology skills and teach online safety and coding fundamentals.
Terms of use: <https://www.typing.com/termsofservice>
Privacy policy: <https://www.typing.com/privacypolicy>
Please answer:

☐ I give consent ☐ I do not give consent

ClickView

Data hosting: Onshore
URL: <https://www.clickview.com.au/>
Purpose of use: Clickview produces curriculum-aligned video and interactive content for teachers and students. Teachers can search the video library, including recorded free-to-air TV programmes, for relevant clips or to create their own interactive video content and activities.
Terms of use: <https://www.clickview.com.au/clickview-online-terms/>
Privacy policy: <https://www.clickview.com.au/privacy-policy/>
Please answer:

☐ I give consent ☐ I do not give consent

Canva for Education

Data hosting: Offshore
URL: <https://www.canva.com/education/>
Purpose of use: Available on web and mobile, Canva is a design platform for creating graphics, presentations, posters and other visual content with a library of images, fonts, templates and illustrations. Canva for Education provides eligible school members free access to full features of Canva Pro version.
Terms of use: <https://about.canva.com/terms-of-use/>
Privacy policy: <https://about.canva.com/privacy-policy/>
Please answer:

☐ I give consent ☐ I do not give consent

ePublisher

Data hosting: Offshore
URL: <https://epublisher.net.au/public/user/login>
Purpose of use: School communications platform enabling schools to connect with parents through eNewsletter, eSign Digital Forms, Surveys, Calendars and eFlash message functionality, with an online platform interoperable to any device.
Terms of use: <http://www.epublisher.net.au/app/content/terms/>
Privacy policy: <https://epublisher.net.au/module/OrderForm/view/order-form/order-form/privacy.phtml>

Please answer:

☐ I give consent ☐ I do not give consent

Prodigy Game - Under reassessment

Data hosting: Offshore
URL: <https://prodigygame.com>
Purpose of use: Prodigy is a game based learning platform to engage students in maths.
Terms of use: <https://www.prodigygame.com/main-en/terms-and-conditions/>
Privacy policy: <https://www.prodigygame.com/Privacy-Policy/>

Please answer:

☐ I give consent ☐ I do not give consent

Hour of Code

Data hosting: Offshore
URL: <https://hourofcode.com/>
Purpose of use: Computer science coursework for Prep to Year 12 students. Visual programming, JavaScript, CSS, HTML and Hour of Code tutorials, CS in Algebra, Sprite Lab, Artist and Dance Party.
Terms of use: <https://code.org/tos>
Privacy policy: <https://code.org/privacy#how-we-share-or-transfer-information>

Please answer:

☐ I give consent ☐ I do not give consent

Adobe Creative Cloud K-12

Data hosting: Offshore

URL: <https://www.adobe.com/au/>

Purpose of use: Creative Cloud is a suite of over 20 desktop and web-based design applications used for graphic design, video editing, web development, photography and animation. Applications include: Acrobat Pro, Photoshop, Illustrator, InDesign, Premiere Pro, After Effects, Lightroom, XD, Animate, Lightroom Classic, Dreamweaver, Dimension, Audition, InCopy, Character Animator, Capture, Fresco, Bridge, Adobe Express, Photoshop Express, Media Encoder, Aero, Scan, Fill & Sign, Acrobat Reader NOTE: This assessment does not encompass Generative AI features

Terms of use: <https://www.adobe.com/au/legal/terms.html>

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

Please answer:

☐ I give consent ☐ I do not give consent

6. CONSENT AND AGREEMENT

School name: Bucasia State School

Form due date: 27/06/2025

Person giving consent – I am: *

☐ 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 parent*

SPECIAL CIRCUMSTANCES

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

1. required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent **and/or**:
2. when the person giving consent is an independent student under the age of 18.

- **WITNESS - for consent from an independent student or where the explanatory letter and the form were read**

I have witnessed the signature or mark of an independent student, or the accurate reading of the explanatory letter and the Online Services Consent Form was completed in accordance with the instruction of the person giving consent. The person giving consent has had the opportunity to ask questions. I confirm that the person giving consent have given consent freely and I submit the person understood the implications.

Print name of witness

Signature of witness

Date

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

I have accurately read aloud the explanatory letter and the Online Services Consent Form to the person giving consent, and to the best of my ability made sure that the person understands that the following will be done:

- *The identified information will be used in accordance with the Online Services Consent Form*
- *The school will cease using the information from the date that the school receives a written withdrawal of consent.*

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

A copy of the explanatory letter has been provided to the person giving consent.

Print name and role of person taking the consent

Signature of person taking the consent

Date