



**Maleny**  
STATE HIGH SCHOOL



**YEARS 10-12**  
**2026**  
**ENROLMENT BOOKLET**

**PLEASE RETURN COMPLETED ENROLMENT  
APPLICATION BOOKLET TO  
MALENY STATE HIGH SCHOOL MAIN OFFICE**

## ENROLMENT CHECKLIST

### FORMS TO BE RETURNED

- |  |   |
|--|---|
| <input type="checkbox"/> Application for Student Enrolment | <input type="checkbox"/> State School Consent       |
| <input type="checkbox"/> Enrolment Agreement               | <input type="checkbox"/> ICT Responsible Use Policy |
| <input type="checkbox"/> Student Resource Scheme           | <input type="checkbox"/> Online Services Consent    |
| <input type="checkbox"/> BYOD Agreement                    | <input type="checkbox"/> Chaplaincy Services        |

### ADDITIONAL DOCUMENTS TO BE PROVIDED BY YOU

- Original Birth Certificate or Passport** – students will not be able to commence school until one of these is provided
- Proof of Residence** – under the School Enrolment Management Plan students are required to live within the Maleny SHS catchment area. Please visit our website to view the catchment area and/or School Enrolment Management Plan. One of each of the following are required:
  - 1 x Primary Source – rates notice, rental/lease agreement or unconditional contract of sale
  - 1 x Secondary Source – utility bill showing the same address as above and parent/legal guardian's name.

*\*The Principal may request further sources if required.*

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Learning For Living*

## Chaplaincy and student welfare worker services Parent/Student Consent Form

Maleny State High School provides a Chaplaincy service, which is approved by our school's Parents and Citizens Association and is available to all students. The chaplain is employed through 'Your Dream School Program'. Chaplains provide social, emotional and spiritual support to students and the school community and is inclusive of and shows respect for all religious and non-religious beliefs and other stances represented in the school community.

Chaplaincy provides services such as Breakfast Club, lunchtime programs, family hampers and student, staff and family support. **These activities are undertaken free from religious, spiritual and ethical content.**

If a student is referred to meet, or has indicated interest in meeting with the Chaplain on a regular or ongoing basis, the focus of these meetings, will be determined by their needs; however, Chaplains are not allowed to provide counselling (these check ins may occur during lesson time or within the broader school day). If a referral to an external agency or service is required, the Chaplain must have the approval of the Principal, Deputy Principal or Guidance Officer, along with your consent. The meetings with the Chaplain are confidential and the Chaplain may record what happened or what is said during the meetings. These notes will be securely stored at the school and may be viewed by the student, if requested.

There may be times when the Chaplain is required to disclose confidential information provided by a student to the Principal. The Principal may be required to inform parent/guardian, the Queensland Police Service and/or Child Safety Services. This would happen if a student has, or plans, or is at risk of harm to themselves or someone else or if a law has been broken.

**Student Name** \_\_\_\_\_ **Year Level / Class:** \_\_\_\_\_

Please indicate whether you consent to ongoing individual meetings with the chaplain, should the need arise. You can change your preference at any time by letting the Principal know in writing.

I consent to student name \_\_\_\_\_ meeting with the chaplain.

I do not consent to student name \_\_\_\_\_ meeting with the chaplain.

Parent's/Guardian's/ Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name \_\_\_\_\_

Yours sincerely

Deborah Stewart  
**Principal**

Information about the school chaplaincy, including definitions, is located on the department's website at:

<https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-welfare-worker-services>.

**Chaplains may also be involved in activities with spiritual and/or ethical content and additional consent will be sought from parent/guardian for these specific activities, at the time of event.**

### Privacy Notice

The Department of Education is collecting personal information about the student in this form for the purpose of recording consent for participation in one-on-one meetings with the school's chaplain. This form will be stored securely at school and only be accessed by the chaplain, the school's student support team and the Principal. The personal information collected here will not otherwise be used or disclosed unless you consent, or the use or disclosure is authorised by law.



## INSTRUCTIONS

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

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

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

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

### PRIVACY STATEMENT

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

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

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

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

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

### PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

<b>Legal family name*</b> (as per birth certificate)			
<b>Legal given names*</b> (as per birth certificate)			
<b>Preferred family name</b>		<b>Preferred given names</b>	
<b>Gender*</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Date of birth*</b>	____ / ____ / ____
<b>Copy of birth certificate available to show school staff*</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Enrolment may not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate.</p> <p>The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted.</p> <p>For international students approved for enrolment by EQI, a passport or visa will be acceptable.</p>	
<b>For prospective mature age students, proof of identity supplied and copied*</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Prospective mature age students must provide photographic identification which proves their identity:</p> <ul style="list-style-type: none"> <li>• current driver's licence; or</li> <li>• adult proof of age card; or</li> <li>• current passport.</li> </ul>	

**APPLICATION DETAILS**

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

**INDIGENOUS STATUS**

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

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

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/enrolment-in-state-primary-secondary-and-special-schools-procedure> to ensure you have the most current version of this document

## FAMILY DETAILS (continued)

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

## COUNTRY OF BIRTH\*

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

## PROSPECTIVE STUDENT LANGUAGE DETAILS

Does the prospective student speak a language other than English at home?	<input type="checkbox"/> No, English only
	<input type="checkbox"/> Yes, other – please specify _____

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

<input type="checkbox"/> Permanent resident	Complete passport and visa details section below	
<input type="checkbox"/> Student visa holder	Date of arrival in Australia ____ / ____ / ____	Date enrolment approved to: ____ / ____ / ____
	EQI receipt number: _____	
<input type="checkbox"/> 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	
<input type="checkbox"/> Other, please specify _____		

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

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

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

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

Passport number		Passport expiry date	____/____/____
Visa number		Visa expiry date (if applicable)	____/____/____
Visa sub class			

**PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY**

Where does the prospective student come from?	<input type="checkbox"/> Queensland <input type="checkbox"/> interstate <input type="checkbox"/> overseas
Previous education/activity	<input type="checkbox"/> Kindergarten <input type="checkbox"/> School <input type="checkbox"/> VET <input type="checkbox"/> Home education <input type="checkbox"/> Full-time employment <input type="checkbox"/> Part-time employment <input type="checkbox"/> Other
Please provide name and address of education provider/activity provider/employer	

**RELIGIOUS INSTRUCTION\***

<p>From Year 1, the prospective student may participate in religious instruction if it is available.</p> <p>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.</p> <p>Parents/carers may change these arrangements at any time by notifying the principal in writing.</p>	<p>Do you want the prospective student to participate in religious instruction?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>If 'Yes', please nominate the religion:</p>

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

## COURT ORDERS\*

### Out-of-Home Care Arrangements\*

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

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

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**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	<u>    /    /    </u>	<u>    /    /    </u>	<u>    /    /    </u>

**Office use only**

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

## Parental occupation groups for use with parent/carer details

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

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

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

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

**Defence Forces** commissioned officer

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

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

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

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

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

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

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

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

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

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

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

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

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

**Defence Forces** senior Non-Commissioned Officer.

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

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

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

**Skilled office, sales and service staff:**

**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]

**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

**Service** [aged/disabled/refuge/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour

### 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 - Thalassemia
Blood disorders - Other
Cancer/oncology
Coeliac disease
Cystic Fibrosis
Diabetes - type one
Diabetes - type two
Ear/hearing disorders - Otitis Media (middle ear infection)
Ear/hearing disorders - Hearing loss
Ear/hearing disorders - Other
Epilepsy - Seizure
Eye/vision disorders
Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid
Heart/cardiac conditions - Heart valve disorders
Heart/cardiac conditions - Heart genetic malformations
Heart/cardiac conditions - other
Mental Health - Depression
Mental Health - Anxiety
Mental Health - Oppositional defiant disorder
Mental Health - Other
Muscle/bone/musculoskeletal disorders - spasticity (Baclofen Pump)
Muscle/bone/musculoskeletal disorders - Other
Skin Disorders - eczema
Skin Disorders - psoriasis
Swallowing/dysphagia - requiring modified foods
Swallowing/dysphagia - requiring artificial feeding
Transfer & positioning difficulties
Travel/motion sickness
Other

## Application to enrol in a Queensland state school

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

### Entitlement to enrolment

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

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

### Prospective student

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

### Parent's occupation and education

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

### Court Orders

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

### Name on enrolment form

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

### Gender

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

### Religious Instruction

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

## **Enrolment Agreement – Maleny State High School**

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

### ***Responsibility of student to:***

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from 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 schoolwork, 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 [www.malenyshs.eq.edu.au](http://www.malenyshs.eq.edu.au)
- Student Dress Code
- School charges
- Advice for state schools on acceptable use of ICT facilities and devices
- Absences
- School excursions
- 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 Maleny State High School:

.....

## **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 below. Information is also provided on the Textbook and Resource Allowance (TRA) where applicable.

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

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

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

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

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

## **Payment**

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

# Participation

**School name:** Maleny State High School

**Form due date:** 05/09/2025

Please answer \*

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

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

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Student name

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Parent name

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Parent signature

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Date

## Privacy Notice

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



**Maleny State High School BYOD Responsible Use Agreement**

Please note, this form is to be signed and returned each year to maintain device connection.

The following is to be read and completed by both the STUDENT and PARENT/CAREGIVER:

- I have read and understood the BYOD Student Charter
- I have read and understood the school Student Code of Conduct
- I agree to abide by the guidelines outlined by both documents.
- I am aware that non-compliance or irresponsible behaviour, as per the intent of the Student Code of Conduct, will result in consequences relative to the behaviour.

Student's name: ..... Year: .....  
(Please print)

School Logon Username: .....  
(Example: jsmit222)

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

Parent's/Caregiver's name: .....  
(Please print)

Parent's/caregiver's signature: ..... Date: / /

## State School Consent

### Introduction to the State School Consent Form for Maleny 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://malenyshs.eq.edu.au>
- Facebook: <https://facebook.com/malenyshs>
- YouTube: <https://www.youtube.com/channel/UCpLWlu6LPPfREAZUCcBpAmg/about>
- Instagram: <https://www.instagram.com/malenyshs/>
- Other:
  - o <https://www.canva.com/> Canva (for photo editing purposes)
- 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 consent, express a limited consent, or withdraw consent please contact **Teresa Kronk, Business Manager** using email address [studentservices@eq.edu.au](mailto:studentservices@eq.edu.au) or phone number **54998111**.

**Teresa Kronk** 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)

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Full name of individual

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Date of birth

Name of school: **Maleny State High School**

Name to be used in association with the person's personal information and material \*

Full Name  First Name  No Name  Other Name

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If other name, please provide the name to be used

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

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

### 2. PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

Personal information that may identify the person in section 1:

- Name (as indicated in section 1), image/photograph, school name, recording (voices and/or video), year level
- Materials created by the person in section 1:
- Sound recording, artistic work, written work, video or image, software, music score, dramatic work

### 3. APPROVED PURPOSE

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
  - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
  - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
  - Any other activities identified in section 4(b) below.

- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
  - the school's newsletter and/or website;
  - social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
  - year books/annuals and school photographs;
  - promotional/advertising materials; and
  - presentations and displays.

**4. TIMEFRAME FOR CONSENT**

- Timeframe of consent: **duration of enrolment.**

**5. LIMITATION OF CONSENT**

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

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**6. CONSENT AND AGREEMENT**

**School name:** Maleny State High School

**Form due date:** 31/12/2025

CONSENTER - I am: \*

- parent/carer of the identified person in section 1
- the identified person in section 1 (if a mature/independent student)
- 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.

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Print name of student

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Print name of consenter

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Signature or mark of consenter

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Date

---

Signature or mark of student

---

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.

**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 the 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



## Maleny State High School ICT Responsible Use Policy

### 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, are permitted connection of personally-owned laptop devices to the department's BYOD dedicated network, where this benefits the student's educational program. To connect such a device, school students and parents/guardians must understand and agree to the BYOD Charter (included with all year level enrolment packages).

### Authorisation and controls

The principal reserves the right to restrict student access to the school's ICT facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program.

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

The department may conduct security audits and scans and restrict or deny access to the department's 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.
- The school will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to behave in line with these safe practices.
- Use of the school's ICT network is secured with a username and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).
- Students cannot use another student or staff member's username or password to access the school network. This includes not browsing or accessing another person's files, home drive, email or accessing unauthorised network drives or systems. Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
- Students need to understand that copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

## **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, 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, or place into box provided where these devices are not being used in a teacher directed activity to enhance learning
- use personal mobile device for private use before or after school, or during recess and lunch breaks
- 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 the mobile device in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use of obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions for the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-phone or BYO laptop/tablet cameras anywhere a normal camera would be considered inappropriate, 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 or connected peripherals such as Bluetooth headphones or watches) to cheat during exams or assessments
- take into or use mobile devices at exams or during class assessment unless expressly permitted by school employees.
- use a mobile phone to circumvent the internet filtering that is in place on the school network.

### **Student:**

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

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

Specifically, in relation to internet usage, should any offensive pictures or information appear on my screen I will 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 am shown inappropriate content on another student's mobile device at school I will tell my teacher.

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

When using email or the internet I will not:

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

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

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent or guardian:**

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

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

I 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 does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any device.

I believe \_\_\_\_\_ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the Student Code of Conduct. This may include loss of access and usage of the school's ICT facilities and devices for some time. I understand that any proven deliberate damage to the school's ICT facilities may result in the associated costs being billed to the student's account.

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 Name: \_\_\_\_\_

Parent/Guardian 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.
- 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.

## Senior Third Party V2

### Introduction to the Online Services Consent Form for Maleny State High School

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

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

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

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

### About the online services

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

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

### Student information

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

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

### Student works

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

### Parent information

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

### Purpose of the consent

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

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

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

## Voluntary consent provision

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

## Consent may be limited or withdrawn

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

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

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

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

## Duration of consent

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

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

## Who to contact

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact **David Webster, OC Technician** using email address **dwebs43@eq.edu.au** or phone number **54998121**.

## 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, o assist the school and departmental staff to manage school operations and communicate with parents and students.

### 4. TIMEFRAME FOR CONSENT

The consent granted by this form is valid until **31/12/2025**. Consent is obtained upon enrolment and renewed when students move into a new phase of learning (i.e. Years P-3, 4-6, 7-10 and 11-12).

### 5. CONSENT FOR ONLINE SERVICES

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

## ArcGIS

<b>Data hosting:</b>	Offshore
<b>URL:</b>	<a href="https://www.arcgis.com">https://www.arcgis.com</a>
<b>Purpose of use:</b>	ArcGIS Online enables users to design and manage solutions through the application of geographic knowledge.
<b>Terms of use:</b>	<a href="https://www.arcgis.com/home/termsfuse.html">https://www.arcgis.com/home/termsfuse.html</a>
<b>Privacy policy:</b>	<a href="https://www.esri.com/en-us/privacy/overview">https://www.esri.com/en-us/privacy/overview</a>

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

- Student image, video, and/or recording are: **stored and published**
- Student works are: **stored and published**
- The following additional student personal information is disclosed: **First name, Last name**

Please answer:

I give consent       I do not give consent

## Blooket

<b>Data hosting:</b>	Offshore
<b>URL:</b>	<a href="https://www.blooket.com">https://www.blooket.com</a>
<b>Purpose of use:</b>	A game-based learning platform that allows educators to create and host learning games and quizzes to review content taught in the classroom.
<b>Terms of use:</b>	<a href="https://www.blooket.com/terms">https://www.blooket.com/terms</a>
<b>Privacy policy:</b>	<a href="https://www.blooket.com/privacy">https://www.blooket.com/privacy</a>

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

- Student image, video, and/or recording are: **stored and published**
- Student works are: **stored and published**
  - The following additional student personal information is disclosed: **First name, Last name**

Please answer:

I give consent       I do not give consent

## Blurred Minds Academy (QLD)

<b>Data hosting:</b>	Onshore
<b>URL:</b>	<a href="https://qld.academy.blurredminds.com.au/">https://qld.academy.blurredminds.com.au/</a>
<b>Purpose of use:</b>	A curriculum mapped alcohol and drug education program that uses games, videos, quizzes and in-classroom activities to enhance students' knowledge about alcohol and drugs.
<b>Terms of use:</b>	<a href="https://www.blurredminds.com.au/wp-content/uploads/2021/11/Blurred-Minds-Academy-Agreement.pdf">https://www.blurredminds.com.au/wp-content/uploads/2021/11/Blurred-Minds-Academy-Agreement.pdf</a>
<b>Privacy policy:</b>	<a href="https://www.griffith.edu.au/about-griffith/corporate-governance/plans-publications/griffith-university-privacy-plan">https://www.griffith.edu.au/about-griffith/corporate-governance/plans-publications/griffith-university-privacy-plan</a>

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

- The following additional student personal information is disclosed: **First name, Last name**

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: An online tool for designing and publishing. It has a drag-and-drop editor and content libraries of images, fonts, and templates.  
Terms of use: <https://www.canva.com/policies/terms-of-use/>  
Privacy policy: <https://www.canva.com/policies/privacy-policy/>

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

- Student image, video, and/or recording are: stored and published
- Student works are: stored and published
- The following additional student personal information is disclosed: First name, Last name

Please answer:

I give consent       I do not give consent

## Education Perfect

Data hosting: Offshore  
URL: <https://www.educationperfect.com/>  
Purpose of use: Education Perfect allows teachers to create 'learning journeys' for classes and individual students. Teachers can choose from a range of curriculum aligned resources and review analytics to understand student progress. NOTE: The department has negotiated QITC contract terms with Education Perfect.

Schools wanting to purchase Education Perfect Subscriptions should refer to KBA0033252

Terms of use: <https://www.educationperfect.com/standard-terms-and-conditions/>  
Privacy policy: <https://www.educationperfect.com/privacy-policy/>

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

- Student image, video, and/or recording are: **stored and published**
- Student works are: **stored and published**
- The following additional student personal information is disclosed: **First name, Last name**

Please answer:

I give consent       I do not give consent

## ICAS and Reach Assessment

Data hosting: Offshore  
URL: <https://www.icasassessments.com>  
Purpose of use: ICAS Assessments, including ICAS Competition and Reach Assessments, provide online academic assessments for students in Digital Technology, English, Mathematics, Science, Spelling, Writing and Grammar and Punctuation.  
Terms of use: <https://www.icasassessments.com/support-icas/>  
Privacy policy: <https://www.icasassessments.com/support-icas/>

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

- Student image, video, and/or recording are: **stored and published**
- Student works are: **stored and published**
- The following additional student personal information is disclosed: **First name, Surname, DOB**
- The following parent personal information is disclosed: **Email address**

Please answer:

I give consent       I do not give consent

## I'M ALERT

**Data hosting:** Onshore  
**URL:** <https://www.imalert.com.au>  
**Purpose of use:** I'M ALERT Food Safety is an online food safety training program.  
**Terms of use:** <https://www.imalert.com.au/terms.php>  
**Privacy policy:** <https://www.imalert.com.au/privacy.php>

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

- The following additional student personal information is disclosed: **First name, Last name**

Please answer:

I give consent       I do not give consent

## JacPlus

**Data hosting:** Offshore  
**URL:** <https://jacplus.com.au/>  
**Purpose of use:** JacPLUS is a platform for accessing all Jacaranda digital resources, including images, videos, assessments, academic reporting, and curriculum materials aligned with the Australian curriculum.  
**Terms of use:** <https://www.jacplus.com.au/jsp/general-nav/terms/terms>  
**Privacy policy:** [https://www.jacplus.com.au/jsp/general-nav/copyright/privacy\\_policy](https://www.jacplus.com.au/jsp/general-nav/copyright/privacy_policy) Additional consent is being sought for the following reasons (as per Section 2b):

- Student image, video, and/or recording are: **stored and published**
- Student works are: **stored and published**
- The following additional student personal information is disclosed: **First name, Surname**

Please answer:

I give consent       I do not give consent

## Kahoot! for Schools

**Data hosting:** Offshore  
**URL:** <https://kahoot.com>  
**Purpose of use:** Kahoot! for Schools, allows educators to play, create and host learning games, quizzes or polls (kahoots) or choose from ready-to-play games, templates and question banks. Students can play virtually or in class as individuals in self-paced mode or in teams in game mode. Kahoots can be used to revise or reinforce content, introduce new topics or collect feedback and results are collated in basic reports. #NOTE: This assessment is based on the Education product offered to schools and teachers for all plan types: Individual plans for teachers (School Services); and School or District site licence plans - Kahoot! EDU.  
**Terms of use:** <https://trust.kahoot.com/terms-and-conditions/>  
**Privacy policy:** <https://trust.kahoot.com/privacy-policy>

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

- Student image, video, and/or recording are: **stored and published**
- Student works are: **stored and published**
- The following additional student personal information is disclosed: **First name, Surname and DOB**

Please answer:

I give consent       I do not give consent

## Mathletics

**Data hosting:** Offshore  
**URL:** <https://www.mathletics.com/au/>  
**Purpose of use:** Mathletics is an online maths program which encourages independent learning and the development of math skills through activities, games, and challenges.

**Terms of use:** <https://www.3plearning.com/terms/>

**Privacy policy:** <https://www.3plearning.com/privacy/>

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

- The following additional student personal information is disclosed: **First name, Surname**

Please answer:

I give consent  I do not give consent

## MathsOnline

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

**Terms of use:** <https://www.mathsonline.com.au/terms-conditions>

**Privacy policy:** <https://www.mathsonline.com.au/privacy-policy> Additional consent is being sought for the following reasons (as per Section 2b):

- The following additional student personal information is disclosed: **First name, Last name**

Please answer:

I give consent  I do not give consent

## Mathseeds

**Data hosting:** Offshore  
**URL:** <https://mathseeds.com.au/>  
**Purpose of use:** Mathseeds is an online maths program for early childhood with interactive lessons that teach foundational maths and problem-solving skills.

**Terms of use:** <https://readingeggs.com.au/terms/>

**Privacy policy:** <https://readingeggs.com.au/privacy/>

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

- The following additional student personal information is disclosed: **First name, Last name**

Please answer:

I give consent  I do not give consent

## Mathspace

**Data hosting:** Offshore  
**URL:** <https://mathspace.co/>  
**Purpose of use:** Mathspace provides curriculum aligned maths content through digital textbooks, videos and interactive practice questions supported by step-by-step hints.

NOTE: This assessment applies to Mathspace for schools and does not include the AI math tutor.

**Terms of use:** <https://mathspace.co/au/terms-of-use>

**Privacy policy:** <https://mathspace.co/au/privacy-policy>

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

- The following additional student personal information is disclosed: **First name, Surname**
- The following parent personal information is disclosed: **Email address**

Please answer:

I give consent  I do not give consent

## OnGuard Safety Training

**Data hosting:** Offshore  
**URL:** <https://www.onguardsafety.com.au/index.html>  
**Purpose of use:** This service provides Workplace Health and Safety training resources. The platform includes online training instruction, knowledge testing, training registers, machine operation demonstration registers, proficiency assessment registers and machine inspection registers.  
**Terms of use:** <https://www.onguardsafety.com.au/licensing.html>  
**Privacy policy:** <https://www.onguardsafety.com.au/privacy.html> Additional consent is being sought for the following reasons (as per Section b):

- The following additional student personal information is disclosed: **First name, Surname**

Please answer:

I give consent       I do not give consent

## Reading Eggs

**Data hosting:** Offshore  
**URL:** <https://readingeggs.com.au/>  
**Purpose of use:** Reading Eggs is an online phonics-based letters and sounds reading program for early childhood.  
**Terms of use:** <https://readingeggs.com.au/terms/>  
**Privacy policy:** <https://www.3plearning.com/privacy/>

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

- The following additional student personal information is disclosed: **First name, Last name**

Please answer:

I give consent       I do not give consent

## SketchUp for Schools

**Data hosting:** Onshore  
**URL:** <https://edu.sketchup.com/app?auth=msft>  
**Purpose of use:** SketchUp for Schools (via Microsoft Education) is a browser-based 3D modelling application specifically for K-12 use.  
**Terms of use:** <https://www.trimble.com/en/legal/offering-terms/terms>  
**Privacy policy:** <https://www.sketchup.com/en/legal/privacy-notice/>

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

- Student image, video, and/or recording are: **stored and published**
- Student works are: **stored and published**
- The following additional student personal information is disclosed: **First name, Surname**

Please answer:

I give consent       I do not give consent

## State Library of Queensland

**Data hosting:** Onshore  
**URL:** <https://www.slq.qld.gov.au/>  
**Purpose of use:** State Library of Queensland (SLQ) is a library service which offers online access to eBooks, resources, journals, newspapers, manuscripts, movies and images. One Search, the State Library's catalogue, provides access to all of the State Library's collections.  
**Terms of use:** <https://www.slq.qld.gov.au/services/membership/>  
**Privacy policy:** <https://www.slq.qld.gov.au/home/privacy>

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

- The following additional student personal information is disclosed: **First name, Last name, Address**

Please answer:

I give consent       I do not give consent

## Stile Education

**Data hosting:** Onshore  
**URL:** <https://stileapp.com/>  
**Purpose of use:** A curriculum-based learning platform tailored for science education. It encompasses lesson plans, assessments, learning activities, quizzes and collaboration tools for students to work together.  
**Terms of use:** <https://stileeducation.com/au/other/terms/>  
**Privacy policy:** <https://stileeducation.com/au/other/privacy/#privacy-policy--stile>

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

- Student image, video, and/or recording are: **stored and published**
- Student works are: **stored and published**
- The following additional student personal information is disclosed: **First name, Last name**

Please answer:

I give consent  I do not give consent

## Tinkercad

**Data hosting:** Offshore  
**URL:** <https://www.tinkercad.com/>  
**Purpose of use:** Tinkercad is a free 3D design, electronics, and coding application.  
**Terms of use:** <https://www.autodesk.com/company/legal-notices-trademarks/terms-of-service- autodesk360-web-services/terms-of-service-for-tinkercad>  
**Privacy policy:** [https://prismic-io.s3.amazonaws.com/tkv3/b8d327a5-6b2a-481e-92aa-2d5b75a9d139\\_2020.03.18+-+Tinkercad+DPA+\(non-US\).pdf](https://prismic-io.s3.amazonaws.com/tkv3/b8d327a5-6b2a-481e-92aa-2d5b75a9d139_2020.03.18+-+Tinkercad+DPA+(non-US).pdf)

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

- Student image, video, and/or recording are: **stored and published**
- Student works are: **stored and published**
- The following additional student personal information is disclosed: **First name, Last name**

Please answer:

I give consent  I do not give consent

## Turnitin

**Data hosting:** Offshore  
**URL:** <https://www.turnitin.com/>  
**Purpose of use:** An assignment submission service with inbuilt tools designed to track submissions, detect plagiarism and deliver formative and summative assessment feedback.  
**Terms of use:** [https://help.turnitin.com/Privacy\\_and\\_Security/Privacy\\_and\\_Security.htm%23Usage\\_Policy](https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm%23Usage_Policy)  
**Privacy policy:** [https://help.turnitin.com/Privacy\\_and\\_Security/Privacy\\_and\\_Security.htm%23Privacy\\_Policy](https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm%23Privacy_Policy)

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

- Student image, video, and/or recording are: **stored and published**
- Student works are: **stored and published**
- The following additional student personal information is disclosed: **First name, last name**

Please answer:

I give consent  I do not give consent

## TV4Education

**Data hosting:** Onshore  
**URL:** <https://www.functionalsolutions.com.au/TV4Education>  
**Purpose of use:** TV4Education is a video library service for teachers and students. Teachers can access lesson plans, reporting, generate their own resources and develop learning activities relating to video content.

**Terms of use:** <https://www.functionalsolutions.com.au/tsandcs.html>

**Privacy policy:** <https://www.functionalsolutions.com.au/Privacy.html> Additional consent is being sought for the following reasons (as per Section 2b):

- Student image, video, and/or recording are: **stored and published**
- Student works are: **stored and published**
- The following additional student personal information is disclosed: **First name, Last name**

Please answer:

I give consent  I do not give consent

## MyFuture

**Data hosting:** Onshore  
**URL:** <https://myfuture.edu.au/>  
**Purpose of use:** Provides resources to explore career pathways and tools for students to help their career decision-making.

**Terms of use:** <https://myfuture.edu.au/footer/terms-of-use>

**Privacy policy:** <https://myfuture.edu.au/footer/privacy-policy> Additional consent is being sought for the following reasons (as per Section 2b):

- The following additional student personal information is disclosed: **First name, Last name**

Please answer:

I give consent  I do not give consent

## SmartSuite Library

**Data hosting:** Onshore  
**URL:** <https://www.functionalsolutions.com.au/SmartSuite>  
**Purpose of use:** Is a library management and federated search service. Users can reserve books in their library collection, view content or book recommendations and display book reviews for other users.

**Terms of use:** <https://www.functionalsolutions.com.au/TsandCs.html>

**Privacy policy:** <https://www.functionalsolutions.com.au/Privacy.html>

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

- The following additional student personal information is disclosed: **First name, Last name**

Please answer:

I give consent  I do not give consent

## Oxford Digital

**Data hosting:** Onshore  
**URL:** <https://www.oxforddigital.com.au/>  
**Purpose of use:** Oxford Digital provides digital learning resources for primary and secondary students and educators. It offers interactive materials, ebooks, videos, and assessment tools designed to enhance learning.

**Terms of use:** <https://www.oxforddigital.com.au/terms.html>

**Privacy policy:** <https://www.oxforddigital.com.au/privacy.html> Additional consent is being sought for the following reasons (as per Section 2b):

- The following additional student personal information is disclosed: **First name, Last name**

Please answer:

I give consent  I do not give consent

## QTAC

**Data hosting:** Onshore  
**URL:** <https://www.qtac.edu.au>  
**Purpose of use:** The QTAC website provides senior students with tertiary course information and the ability to submit an application.  
**Terms of use:** <https://www.qtac.edu.au/about-us/policies>  
**Privacy policy:** <https://www.qtac.edu.au/about-us/policies>

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

- The following additional student personal information is disclosed: **First name, last name**

Please answer:

I give consent  I do not give consent

## Online Assessment and Reporting Service - OARS

**Data hosting:** Onshore  
**URL:** <https://oars.acer.edu.au/>  
**Purpose of use:** ACER Online Assessment and Reporting Platform (OARS) provides a suite of educational assessment and reporting tools for schools.  
**Terms of use:** <https://oars.acer.edu.au/terms-conditions>  
**Privacy policy:** <https://www.acer.org/privacy>

Please answer:

I give consent  I do not give consent

## DaVinci Resolve 19

**Data hosting:** Offshore  
**URL:** <https://www.blackmagicdesign.com/products/davinciresolve/>  
**Purpose of use:** DaVinci Resolve 19 software solution provides video editing, colour correction, visual effects, motion graphics and audio post production tools.  
**Privacy policy:** <https://www.blackmagicdesign.com/au/privacy>

Please answer:

I give consent  I do not give consent

## GeoGebra

**Data hosting:** Offshore  
**URL:** <https://www.geogebra.org/?lang=en-AU>  
**Purpose of use:** This service provides interactive mathematics software and classroom resources for all levels of education covering topics, including geometry, algebra, spreadsheets, graphing, statistics and calculus.  
**Terms of use:** <https://www.geogebra.org/tos>  
**Privacy policy:** <https://www.geogebra.org/privacy>

Please answer:

I give consent  I do not give consent

## Binnacle Training

**Data hosting:** Onshore  
**URL:** <https://www.binnacletraining.com.au>  
**Purpose of use:** A Registered Training Organisation (RTO) that provides online educational resources for Vocational Education and Training (VETS) programs.  
**Terms of use:** <https://www.binnacletraining.com.au/wp-content/uploads/2024/08/Binnacle- Training-Policy-Manual-2022-v1.pdf>  
**Privacy policy:** <https://www.binnacletraining.com.au/privacy/>

Please answer:

I give consent  I do not give consent

## ASX Education

**Data hosting:** Onshore  
**URL:** <https://www.asx.com.au/education/shares-education.htm>  
**Purpose of use:** An educational platform which enables users to develop knowledge in the financial market exchange through online courses, webinars, videos and educational games.  
**Terms of use:** <https://www.asx.com.au/about/terms-use.htm>  
**Privacy policy:** <https://www.asx.com.au/about/privacy-statement.htm>

Please answer:

I give consent  I do not give consent

## Amplify Desmos Math

**Data hosting:** Offshore  
**URL:** <https://learning.amplify.com>  
**Purpose of use:** Amplify Desmos Math offers an online teaching and learning platform and curriculum resources supporting student math proficiency.  
**Terms of use:** <https://amplify.com/customer-terms>  
**Privacy policy:** <https://amplify.com/customer-privacy>

Please answer:

I give consent  I do not give consent

## Firefly Education Online

**Data hosting:** Onshore  
**URL:** <https://online.fireflyeducation.com.au/services/login>  
**Purpose of use:** Offers teaching and learning materials for mathematics, spelling and literacy for staff and student use.  
**Terms of use:** <https://www.fireflyeducation.com.au/company/terms>  
**Privacy policy:** <https://www.fireflyeducation.com.au/company/privacy>

Please answer:

I give consent  I do not give consent

## Ableton

**Data hosting:** Offshore  
**URL:** <https://www.ableton.com>  
**Purpose of use:** Ableton Live provides music development software for production and performance.  
**Terms of use:** <https://www.ableton.com/en/gtc/>  
**Privacy policy:** <https://www.ableton.com/en/privacy/>

Please answer:

I give consent  I do not give consent

## Canvas

**Data hosting:** Offshore  
**URL:** <https://www.instructure.com/canvas/en-au>  
**Purpose of use:** The Canvas learning management platform enables schools to build a digital learning environment for teaching; learning; assessment; calendaring and to connect staff, student and parents through communication tools and notifications.  
**Terms of use:** <https://www.instructure.com/policies/terms-of-use>  
**Privacy policy:** <https://www.instructure.com/policies/privacy>

Please answer:

I give consent  I do not give consent

## Canvas

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**Terms of use:** <https://www.instructure.com/policies/terms-of-use>  
**Privacy policy:** <https://www.instructure.com/policies/privacy>

Please answer:

I give consent  I do not give consent

## Grok Academy

**Data hosting:** Onshore  
**URL:** <https://groklearning.com/>  
**Purpose of use:** Grok Academy is an online learning platform used to deliver curriculum-aligned digital technologies and computer science education to students. The platform provides interactive coding activities, courses, and assessments designed to build computational thinking, programming skills, and digital literacy. The school uses Grok Academy for the following purposes: To deliver structured lessons and activities aligned with the Australian Curriculum v9 (Digital Technologies and Mathematics strands). To monitor student progress and provide formative and summative feedback on coding tasks and problem-solving activities. To differentiate learning through self-paced, scaffolded challenges and automated support tools. To support teacher professional development in digital technologies and computational thinking. To enable students to participate in national initiatives such as the NCSS Challenge and other coding competitions. Student data stored on the platform is used solely for educational purposes and performance tracking. All data is hosted onshore in Australia, in compliance with Australian privacy legislation and departmental requirements.  
**Terms of use:** <https://groklearning.com/>  
**Privacy policy:** <https://groklearning.com/policies/privacy/>

Please answer:

I give consent  I do not give consent

## VIA Institute on Character

**Data hosting:** Offshore  
**URL:** <https://www.viacharacter.org/>  
**Purpose of use:** The VIA Character Strengths platform is used to support students' personal development, wellbeing, and social-emotional learning through the identification and reflection of individual character strengths. It provides scientifically validated surveys and reports that help individuals recognise their core strengths and how they can be applied in learning, relationships, and goal-setting.  
**Terms of use:** <https://www.viacharacter.org/terms-of-service>  
**Privacy policy:** <https://www.viacharacter.org/privacy-policy>

Please answer:

I give consent  I do not give consent

## Australian Maths Trust

**Data hosting:** Offshore  
**URL:** <https://www.amt.edu.au/>  
**Purpose of use:** The Australian Maths Trust (AMT) website and associated platforms are used to deliver mathematics enrichment programs, competitions (such as the AMC and CAT), and problem-solving resources to students. Schools use AMT to register students, access teaching materials, and support the development of higher-order mathematical thinking and engagement in national challenges. The platform collects limited personal data for the administration of competitions and certification purposes. While AMT is an Australian organisation, some data may be backed up or stored offshore, and use of the platform should align with school privacy policies and may require informed consent.  
**Privacy policy:** <https://www.amt.edu.au/privacy-policy>

Please answer:

I give consent  I do not give consent

## Australian Sports Commission

**Data hosting:** Onshore  
**URL:** <https://www.ausport.gov.au/>  
**Purpose of use:** The Australian Sports Commission (ASC) platform is used to support the delivery of national sport programs, learning and development initiatives, and research activities that promote participation and performance in Australian sport. Schools and organisations use ASC tools and resources to access training modules, manage program participation, and contribute to national data collection efforts such as AusPlay. The platform collects limited personal information to facilitate these services and track engagement. Data is primarily hosted on secure cloud infrastructure located within Australia, with any overseas disclosures occurring only under strict privacy safeguards and compliance with Australian privacy laws.  
**Privacy policy:** [https://www.ausport.gov.au/legal\\_information/privacy\\_policy](https://www.ausport.gov.au/legal_information/privacy_policy)

Please answer:

I give consent  I do not give consent

## Ultimate Guitar

**Data hosting:** Offshore

**URL:** <https://www.ultimate-guitar.com/>

**Purpose of use:** Ultimate Guitar (ultimate-guitar.com) is used as an educational tool to support music learning by providing students with access to a vast library of guitar, bass, and ukulele tablature, chords, lyrics, and interactive features such as playback and tempo adjustment. It enhances student engagement, independent practice, and musical analysis in both classroom and individual learning settings. The platform may collect personal data for account creation and customisation. However, all data is hosted offshore, primarily in the United States and Europe, and is therefore subject to international data protection laws rather than Australian data sovereignty requirements.

**Terms of use:** <https://www.ultimate-guitar.com/about/tos.htm>

**Privacy policy:** <https://www.ultimate-guitar.com/about/privacy.htm>

Please answer:

I give consent       I do not give consent

## Avid Technology

**Data hosting:** Offshore

**URL:** <https://www.avid.com/>

**Purpose of use:** Avid is used as a professional-grade platform for audio and video editing, post-production, and media collaboration, supporting student learning in media arts, music production, and digital technologies. Tools such as Pro Tools and Media Composer allow students to engage with industry-standard workflows in sound design, film editing, and multimedia creation. The platform may collect user data for licensing, cloud collaboration, and personalised learning environments.

However, as Avid is a U.S.-based company and does not publicly confirm Australian-based data hosting, all data should be assumed to be stored offshore and subject to international data protection laws.

**Terms of use:** <https://www.avid.com/legal/terms-of-use>

**Privacy policy:** <https://www.avid.com/legal/privacy-policy-statement>

Please answer:

I give consent       I do not give consent

## Career Tools

**Data hosting:** Onshore

**URL:** <https://www.malenyshscareers.com/>

**Purpose of use:** Career Tools (careertools.com.au) is used to support student career education by providing personalised tools for career exploration, goal setting, resume building, and managing senior education and training plans (SET plans). Schools use the platform to facilitate meaningful career conversations, track student progress, and provide access to up-to-date labour market information and post-school pathway planning resources. The platform collects personal information to deliver customised services and maintain student profiles. All data is securely hosted onshore in Australia, in compliance with national privacy laws and education data sovereignty requirements.

**Privacy policy:** <https://www.malenyshscareers.com/terms-policy>

Please answer:

I give consent       I do not give consent

## Muse Score

**Data hosting:** Offshore  
**URL:** <https://musescore.com/>  
**Purpose of use:** serves as an online community and platform for sharing, discovering, and interacting with sheet music. It allows users—from students to professional musicians—to upload, browse, play back, embed, comment on, and download musical scores, fostering collaboration and creative learning. The site supports both free and Pro accounts, with tiered access to features and content, and operates under a structured user agreement and privacy framework to protect user rights and content ownership.  
**Terms of use:** <https://musescore.com/legal/terms>  
**Privacy policy:** <https://musescore.com/legal/privacy>

Please answer:

I give consent  I do not give consent

## Lego Education Spike

**Data hosting:** Offshore  
**URL:** <https://spike.legoeducation.com/>  
**Purpose of use:** LEGO Education SPIKE is used to support hands-on STEM learning through coding, robotics, and problem-solving activities aligned with the Australian Curriculum. It enables students to design, build, and program interactive models using block-based or Python code, fostering collaboration, creativity, and computational thinking. The SPIKE app stores all student work locally on the device and does not collect personal data, with only anonymised usage analytics potentially transmitted to LEGO Education. As no identifiable student data is stored or transmitted, the platform aligns with common school privacy and data minimisation requirements, though any transmitted analytics may be hosted offshore.  
**Terms of use:** <https://spike.legoeducation.com/prime/settings/terms>  
**Privacy policy:** <https://spike.legoeducation.com/prime/settings/privacy>

Please answer:

I give consent  I do not give consent

## Esports Australia

**Data hosting:** Onshore  
**URL:** <https://esportsaustralia.org.au/>  
**Purpose of use:** The purpose of [<https://esportsaustralia.org.au/>](<https://esportsaustralia.org.au/>) is to support and promote the growth of esports in Australia by serving as a national governing body that advocates for integrity, inclusivity, and sustainable development within the industry. The site provides resources, news, and guidance for players, teams, organisers, and stakeholders, aiming to foster a connected and professional esports ecosystem. It also outlines governance structures, strategic objectives, and opportunities for community engagement, helping to elevate Australian esports to a globally competitive standard.  
**Terms of use:** <https://www.aesa.org.au/terms-of-use/>  
**Privacy policy:** <https://www.aesa.org.au/privacy-policy/>

Please answer:

I give consent  I do not give consent

## Aviation Australia

**Data hosting:** Offshore  
**URL:** <https://www.aviationaustralia.aero/>  
**Purpose of use:** Aviation Australia is a Registered Training Organisation that specifies in aircraft engineering, pilot, cabin crew and remote pilot training courses.  
**Terms of use:** <https://aviationaustralia.aero/terms-of-use/>  
**Privacy policy:** <https://aviationaustralia.aero/privacy-policy/>

Please answer:

I give consent  I do not give consent

## ICAS and Reach Assessment

**Data hosting:** Offshore  
**URL:** <https://www.icasassessments.com>  
**Purpose of use:** ICAS Assessments, including ICAS Competition and Reach Assessments, provide online academic assessments for students in Digital Technology, English, Mathematics, Science, Spelling, Writing and Grammar and Punctuation.  
**Terms of use:** <https://www.icasassessments.com/support-icas/>  
**Privacy policy:** <https://www.icasassessments.com/support-icas/>

Please answer:

I give consent       I do not give consent

### 6. CONSENT AND AGREEMENT

**School name:** Maleny State High School

**Form due date:** 12/12/2025

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. \*

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Print name of student

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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