

# Year 7

## MALENY STATE HIGH SCHOOL

### 2025 Enrolment Booklet



**Please return completed Enrolment Application Booklet to**

**Maleny State High School Office**

**By 3:00 pm 23<sup>rd</sup> August 2024**

## MALENY STATE HIGH SCHOOL

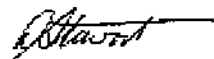
Dear Student and Parent / Care Giver,

Welcome to Year 7 and welcome to Maleny State High School. Can I start by congratulating you on selecting a great school! High school will be a different experience for you compared to primary school. You will meet and make new friends who have come from a range of primary schools. You will be supported by your subject class teachers, as well as a House Leader. These are the people in the school who look after you and can discuss with parents any issues.

This enrolment pack has been developed to capture all the forms require to be enrolled at Maleny State High School.

I hope you come to care for Maleny State High School as many of our current and ex-students do. Remember you are the next generation of students who will shape Maleny State High School.

Warm Regards



Deborah Stewart, Principal

### YEAR 7 – 2025 ENROLMENT CHECKLIST

- Application for Student Enrolment
- Enrolment Agreement
- Student Resource Scheme/Subject Selection
- State School Consent Form to use, record or disclose copyright material, image, recording, name or personal information (i.e. name to be used for school photos etc.).
- ICT Responsible Use Policy Form
- BYOD Agreement
- Activity Consent Forms - Swimming Carnival, Interschool Sport Javelin and Discus 2025
- Chaplaincy and student welfare worker services Form
- Online Services Consent Form

### DOCUMENTS TO BE PROVIDED BY YOU:-

- Original Birth Certificate or Passport** – Students who have not provided the school with a Birth Certificate **WILL NOT** be able to commence school until one is provided.
- Proof of Residence** - Under the School Enrolment Management Plan students are required to live within the Maleny State High School catchment area. Please visit our website to view the catchment area and or School Enrolment Management Plan).
  - 1 x Primary Source - Rates Notice, Rental/Lease Agreement or Unconditional Contract of Sale**
  - 1 x Secondary Source – Utility Bill showing the same address and parent's/legal guardian's name.** The Principal may request further sources of proof if required.



## 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* (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* (QCA).

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

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

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

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 '0')	<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 '0')
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

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 1 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\***

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

**PROSPECTIVE STUDENT ADDRESS DETAILS\***

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

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

	Emergency contact	Emergency contact
Name		
Relationship (e.g. aunt)		
1 <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		

COURT ORDERS* (continued)		
<b>Family Court Orders*</b>		
Are there any current orders made pursuant to the <i>Family Law Act 1975</i> concerning the welfare, safety or parenting arrangements of the prospective student?	<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.	Commencement date	/ /
	End date	/ /
<b>Other Court Orders*</b>		
Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?	<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.	Commencement date	/ /
	End date	/ /

APPLICATION TO ENROL*			
I hereby apply to enrol my child or myself at _____			
I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular, to the best of my knowledge.			
	Parent/carer 1	Parent/carer 2	Prospective student (if student is mature age or independent)
Signature			
Date	/ /	/ /	/ /

Office use only					
Enrolment decision	Has the prospective student been accepted for enrolment? <input type="checkbox"/> Yes <input type="checkbox"/> No (applicant advised in writing)				
	If no, indicate reason: <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	/ /	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/refugee/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor).

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

Drivers, mobile plant, production/processing machinery and other machinery operators  
 Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper)  
 Office assistants, sales assistants and other assistants:  
 Office (typist, word processing/data entry/business machine operator, receptionist, office assistant)  
 Sales (sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker)  
 Assistant/aide (trades' assistant, school/teacher aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)  
 Labourers and related workers  
 Defence Forces ranks below senior NCO not included above  
 Agriculture, horticulture, forestry, fishing, mining worker (farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)  
 Other worker (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor).

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

## State schools standardised medical condition category list

Acquired brain injury
Allergies/Sensitivities
Anaphylaxis
Airway/lung/breathing - Oxygen required (continuously/periodically)
Airway/lung/breathing - Suctioning
Airway/lung/breathing - Tracheostomy
Airway/lung/breathing - Other
Artificial feeding - Gastrostomy device (tube or button)
Artificial feeding - Nasogastric tube
Artificial feeding - Jejunostomy tube
Artificial feeding - Other
Asthma
Asthma – student self-administers medication
Attention-deficit /Hyperactivity disorder (ADHD)
Autism Spectrum Disorder (ASD)
Bladder and bowel - Urinary wetting, incontinence
Bladder and bowel - Faecal soiling, constipation, incontinence
Bladder and bowel - Catheterisation (continuous, clean intermittent)
Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair
Bladder and bowel - Other
Blood disorders - Haemophilia
Blood disorders - 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 school work, behaviour, attendance or punctuality

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

- Student Code of Conduct – [www.malenyshs.eq.edu.au](http://www.malenyshs.eq.edu.au)
- Student Dress Code
- Assessment Policy
- School charges
- Advice for state schools on acceptable use of ICT facilities and devices
- Attendance Policy
- School excursions
- Chaplaincy and student welfare worker services – policy statement – Enrolment Booklet
- Department insurance arrangements and accident cover for students -- Excursion & Camp Form
- Obtaining and managing student and individual consent – State School consent form
- 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:

.....

.....

.....

2025 – YEAR 7 – PLEASE RETURN TO OFFICE BY 23<sup>rd</sup> AUGUST 2024

## MALENY STATE HIGH SCHOOL

STUDENT RESOURCE SCHEME /SUBJECT SELECTION



STUDENT NAME: .....

### YEAR 7 2025 SUBJECT SELECTION FORM, INFORMATION AND INSTRUCTIONS

In Year 7, students will study all subjects ticked below. Those subjects without ticks are elective subjects. Students will be given the opportunity to complete 4 out of the 6 elective subjects during 2025. To assist in allocation of these electives, please rank your student's preferences from 1 – 6 in the participation column. For students in Music Excellence, please select Music as your first preference. The offering of each elective is dependent on student interest, staffing and resource availability.

Instrumental Music and Dance Extension are available via application. To apply please see QR code on enclosed flyer.

Subject/Activity	Code	Participation
<b>Technology</b>		
Agricultural Technology (elective)	AGS	
Food & Fibre (elective)	TFF	
Robotics (elective)	ROB	
<b>The Arts</b>		
Dance (elective)	DAN	
Media Arts (elective)	MED	
Visual Art (elective)	ART	
Music (Term 2 MEX Only)	MUS	
English	ENG	✓
Health & Physical Education	HPE	✓
Humanities	HAS	✓
Languages - Japanese	JAP	✓
Mathematics	MAT	✓
Science	SCI	✓
Music Excellence Program – By Application Only - \$40	MEX	
Altitude Science Maths Academy – By Application only. Individual students will be selected to participate in this program. cost \$100	ALT	
Dance Extension – By Application Only Consumables, photocopying/resources/costumes & software \$47	DEX	
Instrumental Music \$160 – hire of school instrument – (Optional)	ISM	
Instrumental Music \$80 – own instrument – (Optional)	ISM	

**PLEASE NOTE: All Year 7 students will be given \$1.00 towards their personal printing account. Students are then responsible for paying their future personal printing costs at the Student Services Office between 8:30-8:45am daily.**



## Student Resource Scheme - Participation Agreement Form

### The Student Resource Scheme

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

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

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

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

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

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

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

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

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

### Payment

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

### Participation

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

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

School Name	Maleny State High School
Form Return Date	
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

#### Privacy Statement

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



## Terms and Conditions

### Definition

- Reference to a "parent" is in accordance with the definition in the *Education (General Provisions) Act 2006* and refers equally to an independent student. **Purpose of the SRS**
- In accordance with the Act, the cost of providing instruction, administration and facilities for the education of students enrolled at state schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
- Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
- The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation fee.

### Participation in the SRS

- Participation in the SRS is optional and parents are under no obligation to participate.
- The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.
- Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
- Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.
- This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
- Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.
- Where a parent signs up to participate in the SRS they are agreeing to pay the annual participation fee for the items provided by the SRS.
- Payment of the participation fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.
- Where a student starts at the school during the school year, the parent may be entitled to pay a pro-rata participation fee to participate based on a 40-week school year.
- Where a participation fee has been paid and a student leaves the school during the year, the school must determine if the parent is eligible for a pro-rata refund. This will also take into account any pro-rata of the Textbook and Resource Allowance (TRA) (see Additional Information regarding TRA eligibility) and any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, the parent is liable to pay this balance of funds. **Non-Participation in the SRS**
- Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.
- The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
- All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
- As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

### The Resources

- SRS funds received by the school will only be expended on student resources outlined in the school's SRS and will not be expended on other items or used to raise funds for other purposes.
- In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.

- The resources, as determined and advised by the school may be:
  - retained by the student and used at their discretion; or
  - used/consumed by the student in the classroom; or
  - hired to the student for their personal use for a specified period of time.
- All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.
- Parents are responsible for ensuring that any hired SRS resources provided for their child's temporary use are kept in good condition.
- The school administration office must be notified immediately of the loss or damage to any hired item.
- Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
- The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
- Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school. **Payment Arrangements**
- Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.
- Payment of the participation fee must be made as per the payment methods nominated by the school.
- Any concessions relating to the participation fee will be at the discretion of the Principal.

### Debt Management

- Payment of the participation fee is a requirement for continued participation in the SRS.
- Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department's Debt Management Procedure <https://ppr.qed.qld.gov.au/pp/debt-management-procedure>

### Parents' Experiencing Financial Hardship

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

## Additional Information

### Textbook and Resource Allowance (TRA)

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



Queensland  
Government



### **Introduction to the State School Consent Form (attached) 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: N/A
- Twitter: N/A
- LinkedIn: N/A
- Other: **MSHS Electronic newsletter, promotional material**
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

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

## Duration

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

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

## Who to contact

To return a consent, express a limited consent or withdraw consent please contact Enrolments Officer on 07 5499 8111 or email [info@malenyshs.eq.edu.au](mailto:info@malenyshs.eq.edu.au).

The Enrolment Officer should be contacted if you have any questions regarding consent.



# Maleny State High School Consent Form

## 1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

(a) Full name of individual: .....

(b) Date of birth: .....

(c) Name of school: .....

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

Full Name  First Name  No Name  Other Name .....

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

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

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

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

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

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

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

## 3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

## 4 TIMEFRAME FOR CONSENT

School representative to complete.

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

.....

## 5 LIMITATION OF CONSENT

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

### 5.1 SCHOOL PHOTO CONSENT

Consent for School photos: Yes  No

Name to be used for Photos: Legal Name  First Name only  No Name

## 6 CONSENT AND AGREEMENT

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

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

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

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

Print name of student .....

Print name of consenter.....

Signature or mark of consenter.....

Date .....

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

Date .....

### SPECIAL CIRCUMSTANCES

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

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

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

Print name of witness .....

Signature of witness .....

Date .....

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

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

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

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

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

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

Signature of person taking the consent .....

Date .....

### Privacy Notice

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

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/obtaining-and-managing-student-and-individual-consent-procedure> to ensure you have the most current version of this document.





## 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.

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.





# Student BYOD Charter

## Maleny State High School

Version 8.0

*Janet H. Jones*

PO Box 601 Maleny, Queensland 4552 • 60 Bunya Street, Maleny, Queensland 4552  
P: 07 5499 8111 • F: 07 5499 8100 • E: [info@malenyshs.eq.edu.au](mailto:info@malenyshs.eq.edu.au)

[www.malenyshs.eq.edu.au](http://www.malenyshs.eq.edu.au)

CRICOS Provider Number 00608A



# Table of Contents

What is BYOD? .....	2
Minimum Device Specifications .....	3
Frequently Asked Questions.....	4
Acceptable Personal Device Use .....	4
Responsible use of BYOD.....	5
BYOD Agreement.....	6

## What is BYOD?

Bring Your Own Device (BYOD) is a new initiative supporting the delivery of a one-to-one device program. It is a term used to describe a digital device ownership model where students or staff use their personally-owned laptop or tablet devices to access the department's information and communication technology (ICT) network. While they remain personal devices, "BYODs" are to be used exclusively for educational purposes while at school.

Access to the department's ICT network is facilitated by the school based technician, provided the device meets the minimum standards outlined in this charter. These standards cover hardware requirements, software requirements and integrity of the device.

Maleny State High School has chosen to support the implementation of a BYOD model because:

- BYOD recognises the demand for seamless movement between school and home
- Our BYOD program assists students to improve their learning outcomes in a contemporary educational setting
- Assisting students to become responsible digital citizens enhances the teaching learning process and achievement of student outcomes, as well as the skills and experiences that will prepare them for their future studies and careers.

The school's BYOD program supports personally-owned mobile devices in terms of access to:

- Basic printing
- Internet
- File access and storage
- Support to connect devices to the school network.

However, the school's BYOD program does not support personally-owned mobile devices in regard to:

- Technical support
- Charging of devices at school
- Security, integrity, insurance and maintenance of private network accounts

# Minimum device specification requirements

Below are the minimum specifications for BYO devices. Devices that do not meet these criteria will not be able to be connected to our network, or will provide performance inadequate for school.

## BYOD Specifications

### Minimum

<b>Operating System</b>	Windows 10/11 (S Mode Disabled), MacOS 10.15+, iPadOS 15+
<b>Memory</b>	4GB RAM
<b>Storage</b>	Solid State Storage (SSD) is highly recommended, machines without this will generally be too old for use at school - 128GB or higher
<b>Permissions</b>	Administrator privileges on student device accounts are required Microsoft Family and similar programs may need to be disabled
<b>Software</b>	Windows built in antivirus is recommended. Paid/third party antivirus may need to be disabled to allow connection to the school network. Microsoft Office is a requirement for all student devices. It can be downloaded for free when students use their school email/password to sign into: <a href="https://www.office.com">Office.com</a>
<b>Design/Media/DigiTech Classes</b>	Students enrolled in classes that make use of demanding software will require more powerful devices to adequately run such programs
<b>Older Devices</b>	For older devices, a minimum 6 <sup>th</sup> generation Intel i3 or a recent AMD FX processor (or equivalent) is required. Devices with hard drives may need to be of a higher specification.

Please contact IT support via email with any questions or queries at:

[ITsupport@malenyshs.eq.edu.au](mailto:ITsupport@malenyshs.eq.edu.au)

## Further Requirements

### Windows 10/11 S Mode

Many new devices will come with Windows activated in "S Mode". Student BYO Devices are required to disable this so that they can access applications and printers that are managed by the school.

S Mode will only allow programs to be installed on the device that are downloaded through the Microsoft Store. More information can be found about this on Microsoft's website.

### Data integrity and back-ups

Students must ensure they have a process of backing up data securely. OneDrive is a cloud storage and backup solution that is provided to students at no cost as part of the Microsoft Office suite.

## Frequently Asked Questions

### **Is there a cost to use our BYOD network?**

No, there is **no cost** as of 2021. For students to have access to the BYOD network, parents/guardians must read the BYOD Charter and sign the BYOD Responsible Use Agreement included with enrolment packages/subject selection packages each year.

### **Do I need to purchase Microsoft Office?**

No, the Department of Education provides a fully paid version of Microsoft Office 365 to all students. More information on that can be found on the school website or please call the school.

### **My device has been damaged at school, who is responsible?**

The school does not provide any ICT services beyond the connecting of devices. Any damage (intentional or otherwise) is a behaviour management issue and will involve the school and parents. Parents are highly encouraged to purchase insurance or Accidental Damage Policies through your IT supplier.

### **Can a BYOD be charged at school?**

The school does not allow students to charge devices, this is due to the trip hazard and potential fire/electrical risk from a charger being plugged in. Chargers may be confiscated if found in use.

### **What is involved in connecting a BYOD to the school network?**

Once you have signed and submitted your BYOD Responsible Use Agreement, you will have access to begin the BYOD "on-boarding" process. Student devices can then be connected at home using the instructions available on our school website and also on the student portal (student access only).

### **My BYOD meets the requirements but still does not connect, why is that?**

Although very rare, there are devices that have trouble either connecting or maintaining the connection to the school network. This may be caused by third party software, corrupt software or VPN software. The school based technician may suggest uninstalling software to resolve the issue.

## Acceptable Personal Device Use

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give the student(s) access to the internet, based upon the policy contained within the Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems. Our ICT Acceptable Use Policy is included within each year level's enrolment package and must be signed and agreed to in conjunction with this BYOD Charter. This policy also forms part of this Student Laptop Charter. The acceptable-use conditions apply to the use of the device and internet both on and off the school grounds. Communication through internet and online communication services must also comply with the department's Code of School Behaviour, the ICT Acceptable Use Policy and the Responsible Behaviour Plan available on the school website.

Parents, caregivers and students are encouraged to read the department's Cybersafety and Cyberbullying guide for parents and caregivers. <http://behaviour.education.qld.gov.au/SiteCollectionDocuments/cybersafety/cyberbullying-cybersafetyprintfriendlyguide.pdf>

The school reserves the right to restrict/remove access of personally owned mobile devices to the intranet, internet, email or other network facilities to ensure the integrity and security of the network and to provide a safe working and learning environment for all network users. The misuse of personally owned mobile devices may result in disciplinary action which includes, but is not limited to, the withdrawal of access to school supplied services and/or device.

# Responsible use of BYOD

## Responsibilities of stakeholders involved in the BYOD program:

### *School*

- Onboarding to the network
- Internet filtering (when connected via the school's computer network)
- Relevant technical support
- Printing facilities
- Some school-supplied software e.g. Adobe, Microsoft Office 365

### *Student*

- Participation in onboarding (connection) process.
- Acknowledgement that core purpose of device at school is for educational purposes
- Care of device
- Appropriate digital citizenship and online safety (for more details, see Australian Governments Office of the eSafety Commission)
- Security and password protection — 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)
- Maintaining a current back-up of data
- Responsible charging of device
- Abiding by intellectual property and copyright laws (including software/media piracy)
- Ensuring personal login account will not be shared with another student, and device will not be shared with another student for any reason.
- Understanding and signing the BYOD Charter Agreement.

### *Parents and caregivers*

- Acknowledgement that core purpose of device at school is for educational purposes
- Internet filtering (when not connected to the school's network)
- Encourage and support appropriate digital citizenship and cybersafety with students (for more details, see ACMA CyberSmart)
- Adequate device for student use at school (see minimum device specifications)
- Required software, including sufficient anti-virus software
- Protective backpack or case for the device
- Adequate warranty and insurance of the device
- Understanding and signing the BYOD Charter Agreement.



## 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: / /

*Learning For Life*

## 2025 Sem 1. Excursion consent form – Inter-House Swimming Carnival

### **Privacy Statement**

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

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

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

Term 1, week 1, 2025, we will be holding our Inter-House Swimming Carnival at the Maleny Swimming pool as part of our Sports Program. The aims of the excursion are to promote participation and enjoyment in physical activity and sport, as well as encouraging a culture of belonging to Maleny State High School and House groups. Please note that some competitive students may be required to submit club times for events, to be able to be able to proceed to Coastal Districts.

### Excursion details:

Students will leave the school at 9.00am in the morning to walk to the Maleny Swimming Pool and will depart the Maleny Pool by 2.50pm to walk back to school. Road crossings will be managed by staff.

The carnival is made up of a number of different opportunities for students. Students can choose to participate in Age Championships events, participation only events and/or a number of novelty events.

Maleny High School staff will run the event and multiple staff members will be on deck for all pool based activities. Due to this activity being pool based, it is considered a high risk event, however there are a number of measures taken to ensure the safety of all students:

**Sun Safety:** Students are asked to wear sun safe clothing including a "rashie" type shirt, wear a hat and use sunscreen. All students are asked to wear swim shorts rather than brief swimmers. Competitive swimmers are welcome to use racing costumes, but we require all students to "cover up" when out of the pool. For safety, it is also recommended for students to wear high visibility colours where possible so they can be easily spotted within the pool area.

**Food and Drink:** While there is food and drink options available at the pool, it is vital that all students bring their own water bottle to drink from and refill throughout the day.

**Pool Surrounds:** Students are prohibited from running on the pool deck. We have a wonderful pool deck program of House dance and war-cry competitions, and students are monitored closely during these activities.

**Water-Based Activities:** Students are encouraged to swim at their own personal ability level. Staff are walking beside the swimmers throughout all events. During novelty events, multiple staff members are situated on the pool deck supervising the activity. There is no "out of event" diving or "bomb-diving" allowed. Adjustments for students with disability will be made in conjunction with the HoD: Diverse Learning.

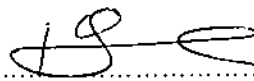
**Emergency Situations:** Staff have parental details available on site, and will contact parents if a student becomes ill or is injured during the day. Please ensure that details have been recorded on student medical forms to include all medical and individual requirements (e.g. diabetes, asthma, allergies or anaphylaxis).

### Excursion costs: No Cost

If you wish for your child/student to participate in the excursion, please complete this consent form:



Ms Deborah Stewart  
Principal



Miss Kimberley Stevens  
HoD: Health and Physical Education

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/school-excursions-procedure> to ensure you have the most current version of this document.



## Excursion consent form – Inter-House Swimming Carnival

### Activity risks and insurance

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

### Consent

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

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

Parent/Carer/Student*	Name:		
	Phone number:		
	Email address:		
	Signature:		Date:
Emergency contact information for this excursion	Name:		
	Phone number/s:		

### Additional medical information

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

---



---



---

### You may also wish to update/provide the following optional information:

Name of child/student's medical practitioner: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
 Medicare No.: \_\_\_\_\_  
 Private Health Insurance Company (if applicable): \_\_\_\_\_ Membership No.: \_\_\_\_\_

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





## 2024 Maleny SHS Year 7 & 8 Inter-School Sports Program

### Privacy Statement

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

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

Where applicable, the information is being collected in accordance with section 102 of the Education and Care Services National Regulations and the Education and Care Services Regulation 2013 (Qld).

The information will only be accessed by authorised departmental staff and stored securely. The information will be dealt with in accordance with the confidentiality requirements of, as applicable, section 426 of the Education (General Provisions) Act 2006 (Qld), the Information Privacy Act 2009 (Qld), and/or the Privacy Act 1988 (Cth). The information will not be disclosed to any other person or agency unless we have your consent or we are required or authorised by law to do so e.g. in compliance with relevant Queensland Chief Health Officer's Directions.

Throughout 2024, our Year 7 and Year 8 students will be training for and participating in an Interschool Sports Tournament with other Sunshine Coast schools. The aims of the sports program are to promote participation and enjoyment in physical activity and sport, and to encourage a culture of belonging to Maleny State High School.

### Excursion details:

**Competition Organisation:** At the beginning of the Semester, Year 7 and Year 8 students will select the sports teams in which they wish to play. Students will be able to choose from a different list of sports in Semester 1 and Semester 2. They will then work with their sports coaches to train during their allocated Sport class (as per their school timetabled class) in preparation for their competition days. The Small Schools Competition days will be held Wednesday Weeks 5 and 10 of Term 2 and 4 and could require your student to travel via bus to and from the competition venue.

This permission form allows you to grant permission for your child to play and travel with their team. If your child chooses to play a high-risk sport such as Rugby League, extra permission forms will be required to be signed by you when the team is formed.

### General Competition Information:

**Sun Safety:** Students are asked to wear full MSHS sports uniform and will be provided with a playing shirt if required by the sport. Students should wear a hat and use sunscreen while training or out in the sun.

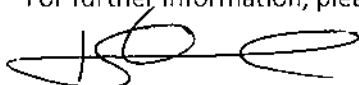
**Hydration:** It is vital that all students bring their own water bottle to drink from and refill during Sport.

**Emergency Situations:** Staff have parental details available on site, and will contact parents if a student becomes ill or is injured during the day. Please ensure that details have been recorded on student medical forms to include all medical and individual requirements (e.g. diabetes, asthma, allergies or anaphylaxis)

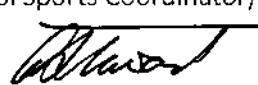
### Excursion costs: All Sports costs are included in the Student Resource Scheme

If you wish for your child/student to participate in the excursion, please complete this consent form and return all pages (including this page) to: Student Services

For further information, please contact Shari Hoey (Interschool Sports Coordinator) on 5499 8183.



Kimberley Stevens  
HOD of HPE & Sport  
Maleny State High School



Deborah Stewart  
Principal  
Maleny State High School

## ACTIVITY CONSENT FORM – 2025 Maleny SHS Year 7 & 8 Inter-School Sports Program

### Activity risks and insurance

Please note that the Department of Education does not have personal accident insurance cover for children/students. If your child is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer.

Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide the type/s and level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow the child/student to participate in this activity.

### Consent

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

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

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

### **Additional medical information**

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

You may also wish to update/provide the following optional information:

Name of child/student's medical practitioner: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Medicare No.: \_\_\_\_\_

Private Health Insurance Company (if applicable): \_\_\_\_\_ Membership No.: \_\_\_\_\_

If a registration/enrolment form for your child was completed or updated since October 2012 and these details have not changed, this information will already be recorded in OneSchool.

I would like this additional information to be recorded in OneSchool records. *\*Students that are independent, mature-age or over 18 years of age may provide their own consent and be responsible for all related costs.*



*Learning for Living*

## 2025 Sem 1 Excursion consent form – High Risk Activities – Javelin and Discus Consent Form for Athletics Carnival

### Privacy Statement

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

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

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

Dear Parents/Carers,

Maleny State High School offers a high risk event as part of the school's annual athletics carnival. The events are Discus and Javelin. Students will compete in the high risk events of Discus and Javelin during the whole school Athletics Carnival, over 2 days.

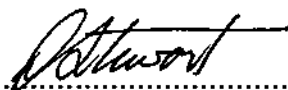
Maleny SHS recommends that only those who train / have experience in the event compete during the carnival. Both Discus and Javelin are considered as high risk activity that can result in injury if not performed correctly.

- COORDINATOR:** Mrs Shari Hoey
- DATES / TIMES:** TBC – Will be held during the schools Athletics Carnival event
- VENUE:** Maleny State High School. Meet HPE teachers in the Activities Centre on both days for roll marking and day instruction.
- Listen to announcer on the day. Additionally, a program of events can be collected from the HPE department.
- SUN SAFETY:** Students are encouraged to wear a hat, and to continuously reapply sunscreen (provided).
- RISK LEVEL:** Discus and Javelin are both a high risk event and therefore will require written permission to participate.

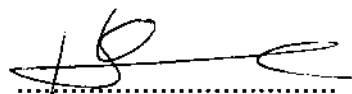
Please complete and sign the permission form if you approve for your child to compete in any of the above named event. .

For further information about the excursion, please contact the HPE Departemnt on 5499 8129 or by email Students services.

Yours sincerely,



.....  
**Deborah Stewart**  
Principal



.....  
**Miss Kimberley Stevens**  
HoD HPE/Sports Coordinator

## 2025 Sem 1 Excursion consent form – High Risk Activities – Javelin and Discus Consent Form for Athletics Carnival

### Activity risks and insurance

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

### Consent

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

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

Parent/Carer/Student*	Name:		
	Phone number:		
	Email address:		
	Signature:		Date:
Emergency contact information for this excursion	Name:		
	Phone number/s:		

### Additional medical information

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

---



---



---

### You may also wish to update/provide the following optional information:

Name of child/student's medical practitioner: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
 Medicare No.: \_\_\_\_\_  
 Private Health Insurance Company (if applicable): \_\_\_\_\_ Membership No.: \_\_\_\_\_

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

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/school-excursions-procedure> to ensure you have the most current version of this document.



*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:** \_\_\_\_\_

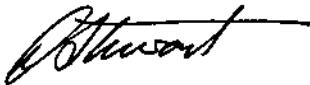
Please indicate whether you consent to ongoing individual meetings with the chaplain, should the need arise. You can change your preference at any time by letting the Principal know in writing.

- 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.

Year 7 - 9

5/08/2024

### **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 **the school office on (07) 5499 8111**.

## Online Services Consent Form

### Privacy Notice

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

This form is to be completed by:

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

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

### 1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

a) Full name of student \_\_\_\_\_

### 2. INFORMATION COVERED BY THIS CONSENT FORM

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

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

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

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

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

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

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

### 3. APPROVED PURPOSE

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

- For your child to register an account for the online services





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

#### 4. TIMEFRAME FOR CONSENT

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

#### 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.

**Please note:** If additional consent is being sought as per section 2b, the relevant box(s) will be marked with an X for that website.

Service name:	ACER Online Assessment and Reporting (OARS)	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://oars.acer.edu.au/maleny-state-high-school">https://oars.acer.edu.au/maleny-state-high-school</a>				
Purpose of use:	ACER is a recognised international leader in the development and provision of high-quality assessment and reporting tools and services for schools, universities, and TAFE institutes. Educators can purchase and administer online assessments including PAT Maths, Reading, Spelling, Vocabulary, Grammar and Punctuation, Science through this service.				
Terms of use:	<a href="https://oars.acer.edu.au/terms-conditions">https://oars.acer.edu.au/terms-conditions</a>				
Privacy policy:	<a href="https://www.acer.org/privacy">https://www.acer.org/privacy</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input type="checkbox"/> The following additional student personal information is disclosed: <input type="checkbox"/> The following parent personal information is disclosed:  <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other:				

Service name:	ArcGIS	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="http://www.arcgis.com/">http://www.arcgis.com/</a>				
Purpose of use:	ArcGIS Online enables users to design and manage solutions through the application of geographic knowledge. Features include: geographic data compilation; spatial analysis; creation and management of tabular data, imagery, 3D and online maps; data sharing; access control; customization; and integration with other enterprise technology.				
Terms of use:	<a href="https://www.arcgis.com/home/termsfuse.html">https://www.arcgis.com/home/termsfuse.html</a>				
Privacy policy:	<a href="https://www.esri.com/en-us/privacy/overview">https://www.esri.com/en-us/privacy/overview</a>				

Service name:	ASX Education	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.asx.com.au/education/shares-education.htm">https://www.asx.com.au/education/shares-education.htm</a>				
Purpose of use:	ASX offers an educational platform which enables users to access online courses, attend webinars, watch investment videos and play and practice share market games to develop knowledge in the financial market exchange.				
Terms of use:	<a href="https://www.asx.com.au/about/terms-use.htm">https://www.asx.com.au/about/terms-use.htm</a>				
Privacy policy:	<a href="https://www.asx.com.au/about/privacy-statement.htm">https://www.asx.com.au/about/privacy-statement.htm</a>				

Service name:	Canva for Education	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.canva.com/education">https://www.canva.com/education</a>				
Purpose of use:	Available on web and mobile, Canva is a design platform for creating graphics, presentations, posters and other visual content with a library of images, fonts, templates and illustrations. Canva for Education provides eligible school members free access to full features of Canva Pro version.				
Terms of use:	<a href="https://about.canva.com/terms-of-use/">https://about.canva.com/terms-of-use/</a>				
Privacy policy:	<a href="https://about.canva.com/privacy-policy/">https://about.canva.com/privacy-policy/</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input type="checkbox"/> The following additional student personal information is disclosed: <input type="checkbox"/> The following parent personal information is disclosed:  <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input checked="" type="checkbox"/> Other: The service provider requires parent consent for users aged under 13.				

Service name:	Education Perfect	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://educationperfect.com">https://educationperfect.com</a>				
Purpose of use:	Education Perfect allows teachers to create 'learning journeys' for classes and individual students. Teachers can choose from a range of curriculum aligned resources and review analytics to understand student progress.				
Terms of use:	<a href="http://www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_-_standard_terms_and_conditions_2018-07-26.pdf">www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_-_standard_terms_and_conditions_2018-07-26.pdf</a>				
Privacy policy:	<a href="https://www.educationperfect.com/legal/">https://www.educationperfect.com/legal/</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are stored and published. <input type="checkbox"/> Student works are stored and published. <input type="checkbox"/> The following additional student personal information is disclosed: <input checked="" type="checkbox"/> The following parent personal information is disclosed: Parent email <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other:				



Service name:	Grok Learning	Data hosting:	Onshore		
Url:	<a href="https://groklearning.com/">https://groklearning.com/</a>				
Purpose of use:	Online platform for learning programming and computational thinking skills.				
Terms of use:	<a href="https://groklearning.com/policies/terms/">https://groklearning.com/policies/terms/</a>				
Privacy policy:	<a href="https://groklearning.com/privacy/">https://groklearning.com/privacy/</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are stored. <input checked="" type="checkbox"/> Student works are stored. <input type="checkbox"/> The following additional student personal information is disclosed: <input type="checkbox"/> The following parent personal information is disclosed:  <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input checked="" type="checkbox"/> Other: The service provider requires parent consent for users aged under 16.			<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent

Service name:	JacPLUS	Data hosting:	Offshore		
Url:	<a href="https://www.jacplus.com.au/">https://www.jacplus.com.au/</a>				
Purpose of use:	JacPLUS is a digital bookshelf for accessing all Jacaranda digital resources including core curriculum titles, eBookPLUS, learnON, studyON, assessON, myWorld Atlas, SpyClass and Knowledge Quest. Resources are aligned to the Australian curriculum and some state curriculums.				
Terms of use:	<a href="https://www.jacplus.com.au/isp/general-nav/terms/terms.jsp">https://www.jacplus.com.au/isp/general-nav/terms/terms.jsp</a>				
Privacy policy:	<a href="https://www.jacplus.com.au/isp/general-nav/copyright/privacy_policy.jsp">https://www.jacplus.com.au/isp/general-nav/copyright/privacy_policy.jsp</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored. <input checked="" type="checkbox"/> Student works are stored. <input type="checkbox"/> The following additional student personal information is disclosed: <input type="checkbox"/> The following parent personal information is disclosed:  <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input checked="" type="checkbox"/> Other: The service provider requires parent consent to use the service.			<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent

Service name:	Kahoot!	Data hosting:	Offshore		
Url:	<a href="https://kahoot.it">https://kahoot.it</a>				
Purpose of use:	Kahoot! is a game-based learning platform. It provides the ability to create, discover, play and share fun learning quizzes, surveys and activities for any subject, in any language, on any device, for all ages.				
Terms of use:	<a href="https://kahoot.com/terms-and-conditions/">https://kahoot.com/terms-and-conditions/</a>				
Privacy policy:	<a href="https://kahoot.com/privacy-policy/">https://kahoot.com/privacy-policy/</a>				
				<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent



Service name:	Mathletics	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="http://www.mathletics.com.au">www.mathletics.com.au</a>				
Purpose of use:	Mathletics is a web-based platform which encourages independent learning and the development of math skills through activities, games, and challenges. Teachers can review students' progress and set activities which are aligned to the Australian Curriculum.				
Terms of use:	<a href="http://www.3plearning.com/terms/">http://www.3plearning.com/terms/</a>				
Privacy policy:	<a href="http://www.3plearning.com/privacy/">http://www.3plearning.com/privacy/</a>				

Service name:	Maths Online	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.mathsonline.com.au">https://www.mathsonline.com.au</a>				
Purpose of use:	Online (P-12) maths tutoring platform with video tutorials, online questions, worksheets and assessments managed through a teacher dashboard for task assignment, class groupings and individualised learning.				
Terms of use:	<a href="https://www.mathsonline.com.au/terms-conditions">https://www.mathsonline.com.au/terms-conditions</a>				
Privacy policy:	<a href="https://www.mathsonline.com.au/privacy-policy">https://www.mathsonline.com.au/privacy-policy</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are stored and published. <input type="checkbox"/> Student works are stored and published. <input type="checkbox"/> The following additional student personal information is disclosed: <input type="checkbox"/> The following parent personal information is disclosed:  <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input checked="" type="checkbox"/> Other: The service provider requires parent consent for users aged under 18.				

Service name:	Mathspace	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://mathspace.co/">https://mathspace.co/</a>				
Purpose of use:	Mathspace provides curriculum aligned maths content for students, including videos, digital textbooks, and interactive questions supported by step-by-step hints.				
Terms of use:	<a href="https://mathspace.co/terms-of-use">https://mathspace.co/terms-of-use</a>				
Privacy policy:	<a href="https://mathspace.co/au/privacy-policy">https://mathspace.co/au/privacy-policy</a>				

Service name:	Microsoft Forms	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.microsoft.com/en-us/microsoft-365/online-surveys-polls-quizzes">https://www.microsoft.com/en-us/microsoft-365/online-surveys-polls-quizzes</a>				
Purpose of use:	This service allows teachers to create surveys, quizzes, and polls, and see results as they are submitted. Teachers can create a quiz or form and invite other staff members and students to respond. As results are submitted, creators of the form can view responses.				
Terms of use:	<a href="https://www.microsoft.com/en-us/legal/terms-of-use">https://www.microsoft.com/en-us/legal/terms-of-use</a>				
Privacy policy:	<a href="https://privacy.microsoft.com/en-us/privacystatement">https://privacy.microsoft.com/en-us/privacystatement</a>				



Service name:	Microsoft Sway	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://sway.office.com/">https://sway.office.com/</a>				
Purpose of use:	This service allows users to create newsletters, presentations, communications and documentation.				
Terms of use:	<a href="https://www.microsoft.com/en-us/legal/terms-of-use">https://www.microsoft.com/en-us/legal/terms-of-use</a>				
Privacy policy:	<a href="https://privacy.microsoft.com/en-us/privacystatement">https://privacy.microsoft.com/en-us/privacystatement</a>			<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Service name:	Scratch	Data hosting:	Offshore		
Url:	<a href="https://scratch.mit.edu/">https://scratch.mit.edu/</a>				
Purpose of use:	Scratch is a visual programming tool and online learning community that allows users to program and share interactive media such as stories, games and animations				
Terms of use:	<a href="https://scratch.mit.edu/terms_of_use">https://scratch.mit.edu/terms_of_use</a>				
Privacy policy:	<a href="https://scratch.mit.edu/privacy_policy">https://scratch.mit.edu/privacy_policy</a>				

Service name:	Stile Education	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://stileapp.com/">https://stileapp.com/</a>				
Purpose of use:	The purpose of this website is a training document repository for students and staff.				
Terms of use:	<a href="https://stileeducation.com/terms">https://stileeducation.com/terms</a>				
Privacy policy:	<a href="https://www.stileeducation.com/privacy/">https://www.stileeducation.com/privacy/</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input type="checkbox"/> The following additional student personal information is disclosed: <input type="checkbox"/> The following parent personal information is disclosed:  <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other:				

Service name:	Turnitin	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.turnitin.com/">https://www.turnitin.com/</a>				
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:	<a href="https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm#Acceptable_Use_Policy">https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm#Acceptable Use Policy</a>				
Privacy policy:	<a href="https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm#Privacy_Policy">https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm#Privacy Policy</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input type="checkbox"/> The following additional student personal information is disclosed: <input type="checkbox"/> The following parent personal information is disclosed:  <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input checked="" type="checkbox"/> Other: The service provider requires parent consent for users aged under 18.				



Service name:	DaVinci Resolve 17	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.blackmagicdesign.com/au/products/davinciresolve/">https://www.blackmagicdesign.com/au/products/davinciresolve/</a>				
Purpose of use:	DaVinci Resolve 17 software solution provides video editing, color correction, visual effects, motion graphics and audio post production tools.				
Terms of use:	N/A				
Privacy policy:	<a href="https://www.blackmagicdesign.com/au/privacy">https://www.blackmagicdesign.com/au/privacy</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input type="checkbox"/> The following additional student personal information is disclosed: <input type="checkbox"/> The following parent personal information is disclosed:  <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other: The service provider requires parent consent for users aged under 18.				

Service name:	My Future	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://myfuture.edu.au/">https://myfuture.edu.au/</a>				
Purpose of use:	This service supports students (including teachers, career practitioners, parents and carers) to make career decisions, plan career pathways and manage work transitions.				
Terms of use:	<a href="https://myfuture.edu.au/footer/terms-of-use">https://myfuture.edu.au/footer/terms-of-use</a>				
Privacy policy:	<a href="https://myfuture.edu.au/footer/privacy-policy">https://myfuture.edu.au/footer/privacy-policy</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input type="checkbox"/> The following additional student personal information is disclosed: <input type="checkbox"/> The following parent personal information is disclosed:  <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other:				

Service name:	Career Tools	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://careertools.com.au/">https://careertools.com.au/</a>				
Purpose of use:	This service provides customised career information websites for schools. An optional student career planning and communication portal provides students with activities to develop career plans and create resumes, letters and ePortfolios to share online.				
Terms of use:	<a href="https://www.careertools.com.au/privacy-policy">https://www.careertools.com.au/privacy-policy</a>				
Privacy policy:	<a href="https://www.careertools.com.au/privacyinfo">https://www.careertools.com.au/privacyinfo</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input type="checkbox"/> The following additional student personal information is disclosed: <input type="checkbox"/> The following parent personal information is disclosed:  <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other:				



Service name:	State Library of Queensland	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.slq.qld.gov.au/">https://www.slq.qld.gov.au/</a>				
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:	<a href="https://www.slq.qld.gov.au/services/membership">https://www.slq.qld.gov.au/services/membership</a>				
Privacy policy:	<a href="https://www.slq.qld.gov.au/privacy">https://www.slq.qld.gov.au/privacy</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are stored and published. <input type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: Name, Address <input type="checkbox"/> The following parent personal information is disclosed: <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other:				

Service name:	Via Institute on Character	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.viacharacter.org/">https://www.viacharacter.org/</a>				
Purpose of use:	This service provides the VIA Survey of Character Strengths-a free self-assessment that takes less than 15 minutes and provides information to help users understand their qualities. VIA Reports (paid) provide personalized analysis of users' results.				
Terms of use:	<a href="https://www.viacharacter.org/terms-of-service">https://www.viacharacter.org/terms-of-service</a>				
Privacy policy:	<a href="https://www.viacharacter.org/privacy-policy">https://www.viacharacter.org/privacy-policy</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are stored and published. <input type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: Name, DOB, Gender <input type="checkbox"/> The following parent personal information is disclosed: <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other:				



Service name:	OnGuard Safety	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.onguardsafety.com.au/index.html">https://www.onguardsafety.com.au/index.html</a> <a href="https://www.onguardv3.com.au/">https://www.onguardv3.com.au/</a>				
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:	<a href="https://www.onguardsaftey.com.au/licensing.html">https://www.onguardsaftey.com.au/licensing.html</a>				
Privacy policy:	<a href="http://www.onguardsaftey.com.au/provacy.html">http://www.onguardsaftey.com.au/provacy.html</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are stored and published. <input type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: Name, Year level <input type="checkbox"/> The following parent personal information is disclosed: <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other:				





**6. CONSENT AND AGREEMENT**

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

- parent/carer of the person identified in Section 1
- the person identified in Section 1 (if student is over 18 years or has independent status)

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

Print name of student: \_\_\_\_\_

Print name of consentor: \_\_\_\_\_

Signature or mark of \_\_\_\_\_

consentor:

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:

- A) required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent and/or:
- B) when the person giving consent is an independent student under the age of 18.
- **WITNESS - for consent from an independent student or where the explanatory letter and the form were read**

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

Print name of \_\_\_\_\_

witness:

Signature of \_\_\_\_\_

witness:

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

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

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

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

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

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

Print name and role of person taking the consent: \_\_\_\_\_

Signature of person taking the consent: \_\_\_\_\_

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

