



CLONCURRY STATE SCHOOL P-12



ENROLMENT PACK

Application for student enrolment form

INSTRUCTIONS

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

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

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

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

PRIVACY STATEMENT

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

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

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

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

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

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name			Preferred given names
Gender*	<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 EQI, 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"> • current driver's licence; or • adult proof of age card; or • current passport.

APPLICATION DETAILS

Has the prospective student ever attended a Queensland state school?	<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 st Phone contact number*	Work/home/mobile	Work/home/mobile
2 nd Phone contact number*	Work/home/mobile	Work/home/mobile
3 rd Phone contact number*	Work/home/mobile	Work/home/mobile
Email		
Occupation		
What is the occupation group of the parent/carer?	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter '8')	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '8')
Employer name		
Country of birth		
Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____
Needs interpreter?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<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 I to IV (including trade certificate)	<input type="checkbox"/>			<input type="checkbox"/>	
Advanced Diploma/Diploma	<input type="checkbox"/>			<input type="checkbox"/>	
Bachelor degree or above	<input type="checkbox"/>			<input type="checkbox"/>	
No non-school qualification	<input type="checkbox"/>			<input type="checkbox"/>	

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

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

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)*	
<input type="checkbox"/> Permanent resident	Complete passport and visa details section below
<input type="checkbox"/> Student visa holder	Date of arrival in Australia ____/____/____ Date enrolment approved to: ____/____/____
	EQI receipt number: _____
<input type="checkbox"/> Temporary visa holder	Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI
<input type="checkbox"/> Other, please specify _____	

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

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

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

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

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

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

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

RELIGIOUS INSTRUCTION*

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

PROSPECTIVE STUDENT ADDRESS DETAILS*

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

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

	Emergency contact	Emergency contact
Name		
Relationship (e.g. aunt)		
1 st phone contact number*	Work/home/mobile	Work/home/mobile
2 nd phone contact number*	Work/home/mobile	Work/home/mobile
3 rd phone contact number*	Work/home/mobile	Work/home/mobile

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

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

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

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

No known medical conditions	<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	

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

COURT ORDERS* (continued)		
Family Court Orders*		
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	___ / ___ / ___
Other Court Orders*		
Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?	<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 - Thalassaemia
Blood disorders - Other
Cancer/oncology
Coeliac disease
Cystic Fibrosis
Diabetes - type one
Diabetes - type two
Ear/hearing disorders - Otitis Media (middle ear infection)
Ear/hearing disorders - Hearing loss
Ear/hearing disorders - Other
Epilepsy - Seizure
Eye/vision disorders
Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid
Heart/cardiac conditions - Heart valve disorders
Heart/cardiac conditions - Heart genetic malformations
Heart/cardiac conditions - other
Mental Health - Depression
Mental Health - Anxiety
Mental Health - Oppositional defiant disorder
Mental Health - Other
Muscle/bone/musculoskeletal disorders - spasticity (Baclofen Pump)
Muscle/bone/musculoskeletal disorders - Other
Skin Disorders - eczema
Skin Disorders - psoriasis
Swallowing/dysphagia - requiring modified foods
Swallowing/dysphagia - requiring artificial feeding
Transfer & positioning difficulties
Travel/motion sickness
Other

Application to enrol in a Queensland state school

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

Entitlement to enrolment

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

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

Prospective student

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

Parent's occupation and education

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

Court Orders

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

Name on enrolment form

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

Gender

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

Religious Instruction

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



CLONCURRY STATE SCHOOL P-12

'Excellence in Education in the Outback'

ENROLMENT AGREEMENT

The below enrolment agreement sets out the responsibilities of the student, parent/carer and the school staff about the education of students enrolled at Cloncurry State School P-12.

Responsibility of student to:

- Attend school regularly, on time, ready to learn and take part in school activities. Act at all times with respect and show tolerance towards other students and staff.
- Work hard and comply with requests or directions from the teacher and principal.
- Abide by school rules, meet homework requirements and wear the correct school uniform.
- Respect the school environment and not leave the school grounds without permission.

Responsibility of parents to:

- Support my child to abide by the school rules, meet homework requirements and wear the correct school uniform.
- Let the school know if there are any problems that may affect my child's ability to learn.
- Inform the school of any absence and of any medical condition that may impact on my child's learning.
- Support the authority and discipline of the school enabling my child to achieve maturity, self-discipline and self-control.
- Treat school staff with respect and tolerance.
- Abide by the school's policy regarding access to school grounds before, during and after school hours. Communicate with the class teachers to support my child's learning.

Responsibility of school to:

- Develop each individual student's talent as fully as possible.
- Inform parents and carers regularly about how their children are progressing.
- Inform students, parent and carers about what the teachers aim to teach the students each term and/or semester.
- Teach effectively and to set the highest standards in work and behavior.
- Take reasonable steps to ensure the safety, happiness and self-confidence of all students.
- Be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community.
- Clearly articulate the school's expectations regarding the responsible behavior plan for students and the school's dress code policy.
- Ensure that the parent is aware of the school's record-keeping policy including the creation of a transfer note should the student enrol at another school.
- Set, mark and monitor homework regularly in keeping with the school's homework policy.
- Contact parents/carers as soon as possible if the school is concerned about the child's school work, behavior, attendance or punctuality.
- Deal with complaints in an open, fair and transparent manner. Consult parents on any major issues affecting students.
- Treat students and parents with respect and tolerance.

I accept the rules and regulations of Cloncurry State School P-12 as stated in the school policies that are provided on the School Website, Enrolment form or in the School Handbook:

Student Code of Conduct	Absences/Attendance
Student Dress Code	Homework Policy
Subject levies and school charges	School Trips/excursion and School Representation
Complaints and concerns management	Use of mobile phones
Medicines in school	Chaplaincy Program

Student usage of school computers, network, internet and email as stated below:

- I will use it only for educational purposes that relate to the subjects I am taught
- I will not look for anything illegal, dangerous or offensive
- I will not reveal home addresses or phone numbers – mine or anyone else’s
(I understand that it is illegal to do so)
- I will not use the internet or email for personal use
- I understand that if the Principal decides that I have broken these rules, appropriate action will be taken, which may include temporary or permanent loss of my school Internet and /or email access.

Students Name: Student Signature:..... Date:

Parent/Guardian Name:Signature: Date:

Cloncurry State School P-12 Staff

Staff Name:Signature: Date:



Cloncurry State School P-12

Technology/Devices Program



07 4742 8333

administration@cloncurryss.eq.edu.au

<https://cloncurryss.eq.edu.au/>

CONTENTS

Overview	3
-----------------------	---

General Information	5
----------------------------------	---

Alignment with Departmental Policies.....	3
---	---

Care of Device / Software.....	4
--------------------------------	---

Responsibilities of stakeholders involved in the program.....	5
---	---

Web filtering.....	6
--------------------	---

Digital citizenship	6
---------------------------	---

Data security and back-ups.....	7
---------------------------------	---

Acceptable computer and Internet use.....	7
---	---

Passwords	7
-----------------	---

Cybersafety	8
-------------------	---

Misuse and breaches of acceptable usage	8
---	---

Responsible use of devices	10
----------------------------------	----

Privacy and confidentiality.....	11
----------------------------------	----

Intellectual property and copyright.....	11
--	----

Parental Confirmation for 2026	12
---	----

Third Party Consent Form	13
---------------------------------------	----

Further Information: Email: tcald46@eq.edu.au

OVERVIEW

Cloncurry State School (P–12) aim to support digital learning, students from Years 3–12 may participate in the school's 1-to-1 device program, using school-approved iPads (years 3 – 9) or Laptops (years 7 – 12). Devices must be used responsibly, solely for educational purposes, and in accordance with the school's ICT Acceptable Use Agreement. Students are expected to keep devices charged daily at school provided charging stations, maintain devices in good condition, and follow all cyber safety guidelines. Parents are responsible for device costs and repairs. Misuse may result in restricted access

Ipads:

From Years 3–6, students use iPads to build digital skills through school-based programs like Office 365, focusing on data entry, safe online practices, NAPLAN preparation, and navigating department platforms with confidence.

In Years 7–9, students expand their digital capabilities by using platforms like OneNote and Microsoft Teams to access curriculum content, complete assessments, and collaborate on classroom projects. They also explore real-world applications of digital technologies, gaining insight into how these tools are used across various industries and careers.

Laptops:

In Years 10–12, students use laptops to access online curriculum, complete senior assessments, and engage in independent study. With access to distance education and digital platforms, they can tailor their learning pathways, explore specialized subjects, and prepare for further education, training, or employment in a connected world

Devices remain the property of Cloncurry State School for a period of 4 years and must remain at school during this time unless specific agreements have been met, at the end of this 4-year period students will be given the opportunity to purchase their device at a lower cost.

Year 12 students or any student finalizing their schooling must be made aware that upon their oneschool changing to a discontinued status they will *no longer be able to access any departmental programs – including school based email addresses*.

Alignment with Queensland Department of Education Policies

Cloncurry State School's 2026 iPad & Laptop Program is designed in accordance with the policies and procedures outlined by the Queensland Department of Education (QDoE). These policies ensure that all ICT practices within schools uphold the highest standards of privacy, security, asset management, and responsible digital citizenship.

The following departmental policies underpin this program:

- **Information Management, Privacy and Security Policy**
This policy outlines the responsibilities for protecting personal and sensitive information, ensuring secure access to ICT systems, and maintaining confidentiality across all digital platforms.
<https://ppr.qed.qld.gov.au/pp/information-management-privacy-and-security-policy>
- **ICT Asset Management Procedure**
This procedure governs the acquisition, use, maintenance, and disposal of ICT assets. It ensures that devices provided to students are managed responsibly and in line with departmental expectations.
<https://ppr.qed.qld.gov.au/pp>
- **Technology and Information Management Policies**
This category includes a range of policies that support safe and effective use of technology in schools, including acceptable use, consent management, and cyber safety.
<https://ppr.qed.qld.gov.au/>

By participating in this program, students and parents acknowledge their responsibilities under these policies and agree to uphold the standards set by both the school and the department

Support Provided by School

- Cloncurry State School's program will support printing, filtered Internet access, and file access and storage while at school as well as technical support for diagnosis of hardware/software issues school owned devices
- We also provide a liaison service with distance education providers and outside school services.

Responsibility for Care of Device

- The student is responsible for taking care of and securing the device and accessories in accordance with school policy and guidelines.
- Responsibility for loss or damage of a device at home, in transit or at school belongs to the student.
- Advice should be sought regarding the inclusion in your home and contents insurance policy for loss and for accidental damage if the laptop is purchased from a store retailer and not via one of our vendor portals.
- Any damage to a device, whether issued to the individual or assigned to another person, may result in the individual being held liable for the costs of repair or replacement.

Software

Main Programs

When a student/parent signs the agreements, the school will provide information and support with respect to the following software packages where agreements have been entered into between Education Queensland and the vendors for the purpose of providing student software for personally owned devices:

- *Microsoft Office* – Every student in Education Queensland schools is entitled to download and install Microsoft Office onto all student devices
- *Adobe Creative Cloud* – Our students can obtain a free license for a range of programs in this suite, if required in their school subjects only. This is organized by liaison with classroom teachers at the beginning of the year and again mid-year.
- *Tracking programs*– In order to minimise risk and in accordance with loss prevention protocols, Computrace tracking software has been installed on all devices. Any suspected theft of a device, or any activation or alert generated by the Computrace system, will be reported to law enforcement authorities for investigation and potential recovery action.

Suggestions of additional software you may wish to install

- *Antivirus software* - Although Windows 11+ devices have *Microsoft Defender* as default virus protection, you may wish to install an alternative antivirus program such as Avast or AVG. Please ensure only 1 antivirus suite is installed – having more than one will cause conflicts.
N.B. If you install a third-party antivirus, *Microsoft Defender* will automatically “step down”

GENERAL INFORMATION

Responsibilities of Stakeholders Involved in the Program

The School

- Laptop program induction — including information on connection, care of device at school, appropriate digital citizenship and cybersafety
- Network connection at school
- School network and cloud storage
- School email address
- Internet filtering (when connected via the school's computer network)
- Technical support for all students (BYOD limitation as laptop is not school owned)
- Free software - Microsoft Office (all students) and Adobe products (if required in subject)
- Approved online memberships – e.g. Education Perfect, etc.
- Printing facilities and limited print credit
- Provide appropriate charging station per class.
- Asset management- school maintains internal register of all ICT assets and who they are assigned to.

Student

- Participation in specific device program induction
- Acknowledgement that core purpose of device at school is for educational purposes
- Care and safe handling of device
- Appropriate digital citizenship and online safety
- 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
- Maintaining a current back-up of data – especially assessment
- Charging of device – it is expected that students make sure their device is charging when placed in stations
- Abiding by intellectual property and copyright laws (including software/media piracy)
- Internet filtering (when not connected to the school's network)
- Ensuring device will not be shared with another student for any reason
- No use of mobile phones to hot-spot to deliberately circumvent the cyber protections put in place for students on campus by Education Queensland

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)
- Encouraging and supporting appropriate digital citizenship and cyber safety with child
- Ensuring that the child develops the habit of charging the laptop overnight in readiness for the next day's lessons and remembers to bring the device

Web Filtering

At all times students, while using ICT facilities and devices, will be required to act in line with the requirements of the school's [Student Code of Conduct](#). (school website)

To protect students (and staff) from malicious web activity and inappropriate websites, Education Queensland operates a comprehensive web filtering system with their schools. Any device connected to the Internet through the school network will have filtering applied.

The filtering system provides a layer of protection to students and staff against:

- inappropriate web pages
- spyware and malware
- peer-to-peer sessions
- scams and identity theft

Whilst this filtering approach represents global best-practice in Internet protection measures, despite internal departmental controls to manage content on the Internet, illegal, dangerous or offensive information may be accessed or accidentally displayed. Students are required to report any Internet site accessed that is considered inappropriate. Any suspected security breach involving students, users from other schools, or from outside the Queensland DET network must also be reported to the school.

Privately owned devices have access to home and other out of school Internet services which may not include any Internet filtering. Parents/caregivers are encouraged to install a local filtering application (compatible with the school's BYOx network) on the student's device for when they are connected in locations other than school. Parents/caregivers are responsible for appropriate Internet use by students outside the school.

In relation to this, students and parents need to be aware of the following:

- Students are not permitted to hot-spot their phones for Internet connectivity, as this negates the very benefits that are designed to protect them from being vulnerable whilst online at school. Students caught doing this will face consequences.
- It is totally unacceptable for students to download programs onto their computer that are designed to circumvent the filtering protection provided by Education Queensland on the school campus.
- Using VPN (Virtual Private Network) software **will** conflict with the school wireless connectivity process – i.e. they will not be able to access the Internet or necessary network drives whilst on campus.

Digital Citizenship

- Students should be conscious creators of the content and behaviors they exhibit online and take active responsibility for building a positive online reputation. They should be conscious of the way they portray themselves, and the way they treat others online.
- Students should be mindful that the content and behaviors they have online are easily searchable, accessible and may form a permanent online record into the future.
- Interactions within digital communities and environments should mirror normal interpersonal expectations and behavioral guidelines, such as when in a class or the broader community.
- Parents are requested to ensure that their child understands this responsibility and expectation. The school's behavior policies also support students by providing school related expectations, guidelines and consequences.

Data Security and Back-ups

- Students must understand the importance of backing up data securely. Should a hardware or software fault develop, important assignment work may be lost.
- The student is responsible for the backup of all data. While at school, students are able to save data to the school's network which is safeguarded by a scheduled nightly backup and therefore strongly encouraged as the most reliable form of backup.
- Education Queensland also provides every student with approximately 2TB of secure cloud storage (*OneDrive*) which of course is accessible on and off campus.
- Whilst other forms of back-up such as USB drives, external hard drives are an option, these do not have the security and reliability of *OneDrive* and the school server. They are volatile in the sense that they can be damaged, data corrupted and are easily misplaced.
- Students who are part of the school iPad/laptop program should also be aware that in the event that any repairs need to be carried out on the laptop relating to the hard drive, data stored on the laptop could be lost.

Acceptable Computer and Internet 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 relevant policies of Education Queensland.

Communication through internet and online communication services must comply with the [Student Code of Conduct](#) available on the school website.

There are conditions that students are required to adhere to. Students should not:

- create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
- use unauthorized programs or intentionally download unauthorized software, graphics or music
- intentionally damage or disable computers, computer systems or Queensland DET networks
- use the device for unauthorized commercial activities, political lobbying, online gambling or any unlawful purpose.

Note: Students' use of Internet and online communication services may be audited at the request of appropriate authorities for investigative purposes surrounding inappropriate use.

Passwords

- Passwords must not be obvious or easily guessed; they must be kept confidential, and changed when prompted or when known by another user.
- Student Passwords must be 10 digits long, contain at least; one capital letter, one lower case letter, one number, and one symbol. Passwords containing user's name or chronological letters or numbers will not be accepted.
- Personal accounts cannot be shared. Students should not allow others to use their personal account for any reason. Students should log off at the end of each session to ensure no one else can use their account or laptop.

Cyber-safety

If a student believes they have received a computer virus, spam (unsolicited email), or they have received a message or other online content that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent or caregiver as soon as is possible.

Students must also seek advice if another user seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student.

Bullying Reporting – All students are strongly encouraged to report any incidents of online or physical bullying. Reports can be also made confidentially through Stymie at <https://about.stymie.com.au/>. The school takes all reports seriously and will take appropriate action in line with its anti-bullying policy.

Students are also encouraged to explore and use the '[Cyberbullying help button](#)' on school devices to talk, report and learn about a range of cyber safety issues. Cyber safety is also addressed in Futures lessons throughout the year.

Students must never initiate or knowingly forward emails, or other online content, containing:

- a message sent to them in confidence
- a computer virus or attachment that is capable of damaging the recipient's computer
- chain letters, hoax emails or phishing emails
- spam (such as unsolicited advertising).

Students must never send, post or publish:

- inappropriate or unlawful content, which is offensive, abusive or discriminatory
- threats, bullying or harassment of another person
- sexually explicit or sexually suggestive content or correspondence
- false or defamatory information about a person or organization.

Misuse and Breaches of Acceptable Usage

- Students should be aware that they are held responsible for their actions while using the Internet and online communication services.
- Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access Internet and online communication services.
- 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.

Responsible Use

Our goal is to ensure the safe and responsible use of facilities, services and resources available to students through the provision of clear guidelines.

- Portable devices on campus should be primarily used for engagement in class work and assignments set by teachers, conducting general research for school activities and projects and communicating or collaborating with other students, teachers, parents, caregivers or experts for educational purposes.
- Information sent from our school network contributes to the community perception of the school. All students using our ICT facilities are encouraged to conduct themselves as positive ambassadors for our school.
- Parents and caregivers need to be aware that damage to portable devices owned by other students or staff may result in significant consequences in relation to breaches of expectations and guidelines in the school's behavior policies.
- The school will educate students on cyber bullying, safe Internet and email practices. Students have a responsibility to incorporate these safe practices in their daily behavior at school.
- All material on the device is subject to audit by authorized school staff. If at any stage there is a police request, the school may be required to provide the authorities with access to the device and personal holdings associated with its use.

When using any device, students **MUST NOT**:

- use the device in an unlawful manner
- create or participate in circulating content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- disable settings for virus protection, spam and/or Internet filtering that have been applied as part of the school standard
- download (or using unauthorised software for), distributing or publishing of offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory/derogatory or bullying language
- download viruses/other programs capable of breaching the Department's network security
- use the mobile device's camera or recording functions inappropriately, violating the privacy of other individuals
- covertly use Bluetooth functionality during lessons or exams
- hotspot their phone to bypass the school's protective filtering designed to ensure cyber safety
- at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission.

Data Breach Protocols and Monitoring Tools

Cloncurry State School is committed to protecting the privacy and security of student and staff information in accordance with the Queensland Department of Education's **Information Management, Privacy and Security Policy**. In the event of a suspected or confirmed data breach, the school will follow a structured response protocol to ensure timely containment, investigation, and reporting.

Breach Response Process

1. Detection and Reporting

- Any suspected breach (e.g. unauthorized access, data loss, or exposure of personal information) must be reported immediately to the school's ICT Coordinator or Principal.
- Students and staff are encouraged to report breaches via email or in person and may also use confidential reporting platforms such as Stymie.

2. Initial Assessment

- The school will assess the nature and scope of the breach, including the type of data involved, affected individuals, and potential risks.

3. Containment and Mitigation

- Access to affected systems or devices may be restricted.
- If applicable, location tracking software (e.g. Computrace) will be activated to assist in recovery of lost or stolen devices.

4. Notification

- Affected individuals will be notified as soon as practical.
- The breach may be escalated to the Department's Cyber Security Unit and/or law enforcement if required.

5. Review and Prevention

- The school will conduct a post-incident review to identify root causes and implement measures to prevent recurrence.
- Updates to protocols and staff/student training may follow.

Monitoring and Classroom Management Tools

To support safe and secure digital learning environments, the school uses the following tools:

- **Location Monitoring Software**

All school-owned devices are equipped with Computrace or equivalent tracking software to assist in theft prevention and recovery.

- **Classroom Management Software**

Teachers may use classroom management platforms to monitor student activity during lessons, ensuring appropriate use of devices and adherence to curriculum tasks. These tools allow for:

- Real-time viewing of student screens
- Restriction of access to non-educational content
- Messaging and guidance during class activities

These tools are used strictly for educational and safety purposes and comply with departmental privacy and security standards.

Privacy and Confidentiality

Students must not use another student or staff member's username or password to access the school network or another student's device. Students must not trespass in another person's files, home drive, email or accessing unauthorized network drives or systems.

Additionally, students should not divulge personal information via the Internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school. It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission. Students should also not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. They should ensure that privacy and confidentiality is always maintained.

Intellectual Property and Copyright

Students should never plagiarize information and should observe appropriate copyright clearance, including acknowledging the original author or source of any information, images, audio etc. used. It is also important that the student obtain all appropriate permissions before electronically publishing other people's works or drawings. The creator or author of any material published should always be acknowledged. Material being published on the Internet or Intranet must have the approval of the principal or their delegate and have appropriate copyright clearance.

Copying of software, information, graphics or other data files may violate copyright laws and be subject to prosecution from agencies to enforce such copyrights.

PARENTAL CONFIRMATION FOR 2026

For the commencement of each school year, all parents/carers and students will be required to complete this information/consent form which will can be reviewed on the School's Website.

Acknowledgement and Agreement

I have read and understood the terms, conditions, and responsibilities outlined in this document. I acknowledge that failure to comply with these requirements may result in consequences as described, and I agree to abide by the policies and procedures stated herein.

By signing below, each party confirms that the information provided is accurate, that they understand their obligations, and that they accept the terms of this agreement.



Student Name:

Parent/Carer Name:

Grade Level:

Relationship to Student:

Student Signature:

Parent/Carer Signature:

Date:

Date:



Principal Name:

Deputy Principal Name:

Principal Signature:

Deputy Principal Signature:

Date:

Date:



Note: This agreement is a binding acknowledgement between the student, the student's parent/carer, and the school. All parties should retain a copy for their records.

Introduction to the Online Services Consent Form for Cloncurry State School P-12

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:

IT Support, 07 4742 8331, email: admin@cloncurryss.eg.edu.au

Online Services Consent Form

Privacy Notice

The Department of Education is collecting the personal information on this form in order to obtain consent regarding the use of online services. This information and completed form will be stored securely. Personal information collected on this form may also be used by or disclosed to third parties by the Department where authorized 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:

- A Parent/carer (*); or
- A student over 18 years; or
- A 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

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.

- 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).

CONSENT FOR ONLINE SERVICES

For each online service listed below, please indicate your choice to give consent to 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.

Name of Provider: ClassDojo

Type of Service: Class Dojo is a behaviour monitoring website for students which enables parents to track student progress.

Website: <https://www.classdojo.com/>

Terms of Use: <https://www.classdojo.com/en-gb/terms/>

Privacy Policy: <https://www.classdojo.com/en-gb/privacy/>

File Storage: Cloud based servers in the USA.

Name of Provider: Reading Eggs

Type of Service: Early childhood online literacy and numeracy program

Website: <https://readingeggs.com.au/>

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

Privacy Policy: <https://readingeggs.com.au/privacy>

File Storage: Cloud based server in the USA.

Name of Provider: Clickview

Type of Service: Online video and resourcing learning platform

Website: <https://www.clickview.net/>

Terms of Use:
<https://www.clickvieweducation.com/en-au/legal/terms-and-conditions>

Privacy Policy:
<https://www.clickvieweducation.com/en-au/legal/privacy-policy>

File Storage: Australia and USA based file servers

Name of Provider: Mosyle Manager

Type of Service: iPad service provider and mobile device manager

Website: <https://school.mosyle.com/>

Terms of Use:
<https://school.mosyle.com/legal/terms>

Privacy Policy:
<https://school.mosyle.com/legal/privacy>

File Storage: Cloud based server in the USA

Name of Provider: SmartLab

Type of Service: Literacy and Numeracy, science and mathematics diagnostics and learning platform

Website: <https://www.mysmartlab.com.au/>

Terms of Use:
<https://www.mysmartlab.com.au/terms-of-service/>

Privacy Policy:
<https://www.mysmartlab.com.au/privacy-policy/>

File Storage: Cloud based server in the Australia and Microsoft Azure

Name of Provider: Scratch

Type of Service: Scratch.mit is a website teaching instructional coding.

Website: <https://www.scratch.mit.edu>

Terms of Use:

https://scratch.mit.edu/terms_of_use

Privacy Policy:

https://scratch.mit.edu/privacy_policy/

File Storage: Local storage on school server.

Name of Provider: Literacy Planet

Type of Service: Literacy Planet is a fun and engaging online learning resource for progression in Literacy.

Website: <https://www.literacyplanet.com>

Terms of Use:
<https://literacyplanet.com/au/about/privacy-policy/parents-terms>

Privacy Policy:
<https://www.literacyplanet.com/au/about/privacy-policy/>

File Storage: Cloud based servers in Sydney, Australia

Name of Provider: Mathseeds

Type of Service: Mathseeds is used to teach core maths and problem-solving skills.

Website: <https://mathseeds.com.au>

Terms of Use: <https://readingeggs.com/terms>

Privacy Policy: <https://readingeggs.com/privacy>

File Storage: Cloud based servers in the USA.

Name of Provider: Canva

Type of Service: Canva is an online design and publishing tool

Website: <https://www.canva.com/>

Terms of Use: <https://readingeggs.com/terms>

Privacy Policy:
<https://www.canva.com/policies/privacy-policy/>

File Storage: Cloud based servers in the USA and any country with Canva subsidiaries or affiliates, including Australia.

Name of Provider: Minecraft Education

Type of Service: Canva is an online design and publishing tool

Website: <https://education.minecraft.net/en-us>

Terms of Use: <https://edusupport.minecraft.net/hc/en-us/articles/4405348643092-Minecraft-Education-End-User-License-Agreements-EULA>

Privacy Policy: <https://www.microsoft.com/en-gb/privacy/privacystatement>

File Storage: Microsoft Azure

Name of Provider: Stymie

Type of Service: Online anonymous reporting system

Website: <https://about.stymie.com.au/>

Terms of Use: <https://about.stymie.com.au/terms-of-use/>

Privacy Policy:

<https://about.stymie.com.au/privacy-policy/>

File Storage: Microsoft Azure

Name of Provider: Youtube (only available for distance ed. students ages 16+)

Type of Service: Video sharing platform

Website: <https://www.youtube.com/>

Terms of Use: <https://www.youtube.com/t/terms>

Privacy Policy:

<https://policies.google.com/privacy?hl=en-GB>

File Storage: Cloud based google server

Name of Provider: Quizlet

Type of Service: interactive flash cards, practise tests and study games

Website: <https://quizlet.com/au>

Terms of Use: <https://quizlet.com/tos>

Privacy Policy: <https://quizlet.com/privacy>

File Storage: Cloud based servers in the USA

Name of Provider: Risk Assess

Type of Service: online risk assessment tool for primary and secondary schools

Website: <https://www.riskassess.com.au/>

Terms of Use:

<https://www.riskassess.com.au/info/terms>

Privacy Policy:

File Storage: Cloud based server in Australia

Name of Provider: Food allergy Training

Type of Service: online risk assessment tool for primary and secondary schools

Website: <https://foodallergytraining.org.au/>

Terms of Use:

<https://foodallergytraining.org.au/mod/page/view.php?id=22>

Privacy Policy:

<https://foodallergytraining.org.au/mod/page/view.php?id=20>

File Storage: Cloud based google server

Name of Provider: Gimkit

Type of Service: Online revision games

Website: <https://www.gimkit.com/>

Terms of Use: <https://www.gimkit.com/terms-of-service>

Privacy Policy: <https://www.gimkit.com/privacy>

File Storage: US based database

Name of Provider: Kahoot

Type of Service: Online revision games

Website: <https://kahoot.it/>

Terms of Use: [https://trust.kahoot.com/terms-and-](https://trust.kahoot.com/terms-and-conditions/?utm_name=controller_app&utm_source=controller&utm_campaign=controller_app&utm_medium=link&lang=en)

[conditions/?utm_name=controller_app&utm_source=controller&utm_campaign=controller_app&utm_medium=link&lang=en](https://trust.kahoot.com/terms-and-conditions/?utm_name=controller_app&utm_source=controller&utm_campaign=controller_app&utm_medium=link&lang=en)

Privacy Policy: https://trust.kahoot.com/privacy-policy/?utm_name=controller_app&utm_source=controller&utm_campaign=controller_app&utm_medium=link&lang=en

File Storage: Cloud based server in the USA

Name of Provider: Blooket

Type of Service: Online revision games

Website: <https://www.blooket.com/>

Terms of Use: <https://www.blooket.com/terms>

Privacy Policy: <https://www.blooket.com/privacy>

File Storage: Cloud based server in the USA

Name of Provider: Phet simulations

Type of Service: interactive science and math simulations

Website: <https://phet.colorado.edu/>

Terms of Use:

Privacy Policy:

<https://phet.colorado.edu/en/privacy-policy>

File Storage: Online SSL

Name of Provider: My QCE

Type of Service: Curriculum and assessment

Website: <https://myqce.qcaa.qld.edu.au/>

Terms of Use:

<https://myqce.qcaa.qld.edu.au/disclaimer>

Privacy Policy:

<https://myqce.qcaa.qld.edu.au/privacy>

File Storage: Department of education QLD

Name of Provider: Quartex (evolution mining)

Type of Service: Industry onboarding

Website: <https://quartexsoftware.com/>

Terms of Use:

Privacy Policy:

<https://quartexsoftware.com/privacy-policy/>

File Storage: Australian based servers

Name of Provider: Ausport

Type of Service: Online referencing and sporting pathways

Website: <https://www.ausport.gov.au/>

Terms of Use:

Privacy Policy:

https://www.ausport.gov.au/legal_information/privacy_policy

File Storage: Australian Based Database

Name of Provider: Adobe creative cloud

Type of Service: toolkit

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

Terms of Use:

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

Privacy Policy:

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

File Storage: Cloud based server in the USA

Name of Provider: Pearson

Type of Service: resources and textbooks

Website: <https://www.pearsonplaces.com.au/>

Terms of Use: <https://www.pearson.com/en-au/legal/terms-of-use.html>

Privacy Policy: <https://www.pearson.com/en-au/privacy-center.html>

File Storage: London based database

Name of Provider: Oxford

Type of Service: resources and textbooks

Website: <https://www.oxforddigital.com.au>

Terms of Use:

<https://www.oxforddigital.com.au/terms.html>

Privacy Policy:

<https://www.oxforddigital.com.au/privacy.html>

File Storage: Cloud based google server

Name of Provider: Cambridge

Type of Service: resources and textbooks

Website: <https://www.cambridge.org/go/>

Terms of Use:

<https://www.cambridge.org/legal/website-terms-of-use>

Privacy Policy:

<https://www.cambridge.org/legal/privacy>

File Storage: Cloud based storage in UK

Name of Provider: Grok Academy

Type of Service: Online Coding tool

Website: <https://groklearning.com/>

Terms of Use:

<https://groklearning.com/policies/terms/>

Privacy Policy:

<https://groklearning.com/policies/privacy/>

File Storage: Cloud based server in Australia

Name of Provider: Hour of Code

Type of Service: Coding resources

Website: <https://hourofcode.com/au>

Terms of Use: <https://code.org/en-US/terms-of-service>

Privacy Policy: <https://code.org/en-US/privacy>

File Storage: Cloud based server in the USA

Name of Provider: Onguard

Type of Service: training and safety - machinery

Website: <https://onguardv3.com.au/>

Terms of Use:

<https://onguardv3.com.au/manage/license-agreement>

Privacy Policy:

<https://onguardv3.com.au/manage/license-agreement>

File Storage: Australian based Database

Name of Provider: Cengage

Type of Service: Online textbooks and ebooks

Website: <https://au.cengage.com/>

Terms of Use:

<https://au.cengage.com/student/terms-of-service/>

Privacy Policy: <https://au.cengage.com/privacy/>

File Storage: EU based databases

Name of Provider: Dibels

Type of Service: Measuring and assessing the acquisition of literacy skills

Website: <https://dibels.amplify.com/>

Terms of Use:

amplify.com/wpengine.com/customer-terms

Privacy Policy: <https://amplify.com/customer-privacy/>

File Storage: US cloud based server and google based servers

Name of Provider: Maths Online

Type of Service: Revision for mathematics

Website: <https://www.mathsonline.com.au/>

Terms of Use:

<https://www.mathsonline.com.au/terms-conditions>

Privacy Policy:

<https://www.mathsonline.com.au/privacy-policy>

File Storage: Aus based servers

Name of Provider: DayMap

Type of Service: Communications and school management system

Website: <https://daymap.net/>

Terms of Use:

<https://www.mathsonline.com.au/terms-conditions>

Privacy Policy: <https://daymap.net/privacy-policy/>

File Storage: Microsoft Azure

Third Party Website Consent Agreement

Student's name: _____ Year level: _____

Please **tick your box of choice** for your child's information being provided to each of the third-party providers for the provision of an educational service.

	Do consent / Do not consent
Class Dojo	<input type="checkbox"/> / <input type="checkbox"/>
Reading Eggs	<input type="checkbox"/> / <input type="checkbox"/>
ClickView	<input type="checkbox"/> / <input type="checkbox"/>
Scratch.mit	<input type="checkbox"/> / <input type="checkbox"/>
Mosyle MDM	<input type="checkbox"/> / <input type="checkbox"/>
Mathseeds	<input type="checkbox"/> / <input type="checkbox"/>
Literacy Planet	<input type="checkbox"/> / <input type="checkbox"/>
Minecraft Education	<input type="checkbox"/> / <input type="checkbox"/>
SmartLab	<input type="checkbox"/> / <input type="checkbox"/>
Canva	<input type="checkbox"/> / <input type="checkbox"/>
Stymie	<input type="checkbox"/> / <input type="checkbox"/>
Youtube	<input type="checkbox"/> / <input type="checkbox"/>
Food Allergy Training	<input type="checkbox"/> / <input type="checkbox"/>
Quizlet	<input type="checkbox"/> / <input type="checkbox"/>
Risk Assess	<input type="checkbox"/> / <input type="checkbox"/>
Gimkit	<input type="checkbox"/> / <input type="checkbox"/>
Kahoot	<input type="checkbox"/> / <input type="checkbox"/>
Blooket	<input type="checkbox"/> / <input type="checkbox"/>
Phet	<input type="checkbox"/> / <input type="checkbox"/>
My QCE	<input type="checkbox"/> / <input type="checkbox"/>
Quartex	<input type="checkbox"/> / <input type="checkbox"/>
Ausport	<input type="checkbox"/> / <input type="checkbox"/>
Adobe	<input type="checkbox"/> / <input type="checkbox"/>
Pearson	<input type="checkbox"/> / <input type="checkbox"/>
Oxford	<input type="checkbox"/> / <input type="checkbox"/>
Cambridge	<input type="checkbox"/> / <input type="checkbox"/>
Grok Academy	<input type="checkbox"/> / <input type="checkbox"/>
Hour of Code	<input type="checkbox"/> / <input type="checkbox"/>
Onguard	<input type="checkbox"/> / <input type="checkbox"/>
Cengage	<input type="checkbox"/> / <input type="checkbox"/>
Maths Online	<input type="checkbox"/> / <input type="checkbox"/>
Dibels	<input type="checkbox"/> / <input type="checkbox"/>
Daymap	<input type="checkbox"/> / <input type="checkbox"/>

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

Parent/Guardian's Name

Parent/Guardian's Signature

____/____/____
Date



CLONCURRY STATE SCHOOL P-12

"Excellence in Education in the Outback"

Courtesy, Truth & Knowledge

31 Daintree Street CLONCURRY QLD 4824 P O Box 337 CLONCURRY QLD 4824 Phone: 4742 8333 Email: admin@cloncurryss.eq.edu

Date

Introduction to the State School Consent Form (attached) for Cloncurry State School P- 12

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://cloncurryss.eq.edu.au/>
- Facebook: <https://www.facebook.com/CloncurryStateSchoolP12/>
- YouTube:
- Instagram: https://www.instagram.com/cloncurry_state_school/
- Twitter:
- LinkedIn:
- Other:
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

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

Duration

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

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

Who to contact

To return a consent, express a limited consent or withdraw consent please contact The Admin office on 0747428333 or admin@cloncurryss.eq.edu.au.

admin@cloncurryss.eq.edu.au should be contacted if you have any questions regarding consent.

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

(a) Full name of individual:

(b) Date of birth:

(c) Name of school:

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

Full Name First Name No Name Other Name

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

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

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

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

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

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

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

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

4 TIMEFRAME FOR CONSENT

School representative to complete.

(a) Timeframe of consent: duration of enrolment.

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

5 LIMITATION OF CONSENT

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

6 CONSENT AND AGREEMENT

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

- parent/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

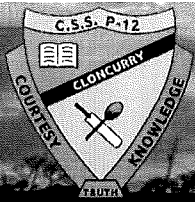
Signature of person taking the consent

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.





CLONCURRY STATE SCHOOL P-12

"Excellence in Education in the Outback"

Courtesy, Truth & Knowledge

31 Daintree Street CLONCURRY QLD 4824 P O Box 337 CLONCURRY QLD 4824 Phone: 4742 8333 Email: admin@cloncurryss.eq.edu.

Dear Parent/Carer

We would like to inform you about the religious instruction (RI) arrangements in 2026. If you wish to make any changes to your current preferences regarding your child's participation in RI or other instruction, please complete the bottom section of this form. If there are no changes to be made, there is no need to return the form to the school.

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the *Education (General Provisions) Act 2006*, schools are to provide RI each week if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has given consent and indicated a religion on the *Application for Student Enrolment Form* or in other written advice to the principal. A parent, regardless of their own faith (if any), may choose to give consent for their child to participate in one of the RI programs listed below.

Any child not participating in RI, or whose nominated religion is not represented within the RI program/s at the school, will receive other instruction by a qualified member of school staff in a separate location during the time RI is held. Other instruction will relate to subject areas that have already been covered in class.

At any time, parents may provide written instruction to the principal to change their preference for their child to participate in or be withdrawn from RI. If a parent does not update their consent by completing and returning this form, their previous written instructions to the school will continue to apply.

The faith group that provides religious instructors to deliver the program at our school is listed below:

Arrangements for programs	Name of RI program	Delivery details
Scripture Union	Christian Program	Every Friday (Primary School Students)

The school will advise parents of child/ren participating in these programs if a faith group requires funds to cover the expense of materials used in RI. You will also be notified of any changes to RI or other instruction.

If you would like further information about RI please contact the school office.

Kind Regards,

Kylie Barrett
Principal
Cloncurry State School P-12

Please complete, sign and return the attached consent form to the office.

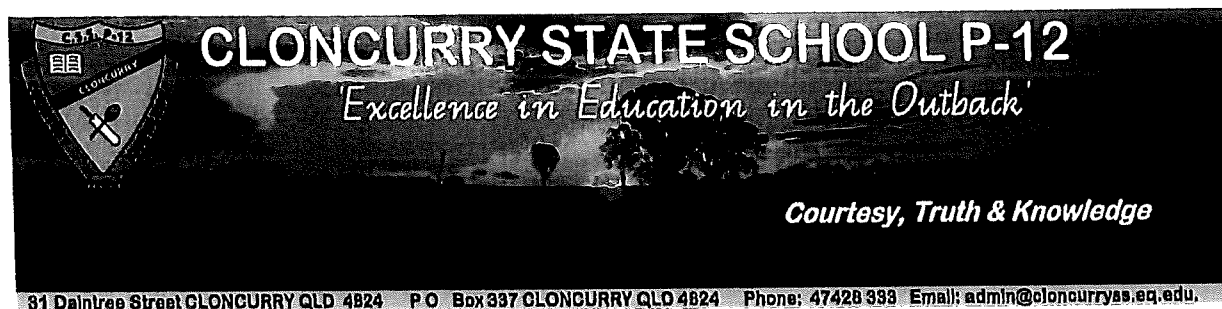
Student Name: _____ Year Level: _____

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

Parent/carer signature: _____ Date: _____

<p><u>Privacy Notice</u></p> <p>The Department of Education and Training (DET) is collecting the personal information requested in this form in order to:</p> <ul style="list-style-type: none">- obtain lawful consent for your child to participate in religious instruction or other instruction;- update school records where necessary. <p>The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Qld).</p> <p>The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorised or required by law, or you have given DET permission for the information to be disclosed.</p>
--

Activity Consent Form – Universal Sport 2025



Dear Parents/Carers,

For Semester 2 2025 through to End of Term 4 2026, all permissions for school sporting events have been combined into one form.

As part of this permission form students will utilise the Cloncurry Swimming Pool, PCYC Hall and Cloncurry showgrounds during physical education classes and whole school events. This includes walking to and from these locations. Swimming, Cross Country and Athletics carnivals are part of the normal school routine and it is an expectation that students make every effort to participate and/or support these events.

Some events and sport activities take place outside of school grounds, such as the Swimming carnival, Cross-Country course and Athletics carnival.

Swimming lessons/carnival:

- Walk from Sheaffe street crossing to the swimming pool and back (under the supervisions of adults).

Cross Country:

- Starting and finishing at CSS P-12, the course goes along Scarr street towards IOR and back to school.

Athletics:

- Field events are at school, whereas Track events are at the Cloncurry Showgrounds.

In signing this form, you give permission for your student to attend all 2025 and 2026 events and HPE classes offsite.

Swimming and Athletics Carnival and training may include high-risk activities (swimming, discus, high jump, javelin).

Activity Costs:

Pool admission fee will be covered by the school this year. There is NO additional cost to families.

If you require further information about the activity, please contact Hannah McCarthy on hmmcc0@eq.edu.au or call the administration.

Yours sincerely,

Kylie Barrett
Principal
CLONCURRY STATE SCHOOL P-12

Hannah McCarthy
Physical Education Teacher P-9
CLONCURRY STATE SCHOOL P – 12



Queensland Government

Activity Consent Form – Universal Sport 2025

Privacy Notice

The Department of Education and Training (DET) is collecting the personal information requested in this form in order to:

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

The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Qld).

The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorised or required by law, or you have given DET permission for the information to be disclosed.

Activity Risks & Insurance

Please note that the Department of Education and Training does not have personal accident insurance cover for 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 be also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow your child to participate in this activity.

Consent

By signing this form (below) I agree that:

- I have read all of the information contained in this form in relation to the activity (including any attached material) and I am aware that the Department of Education and Training does not have personal accident insurance cover for students.
- I give consent for my child, _____ <insert child's name> in class _____, to participate in the activities throughout 2025 and 2026.
- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor.
- I accept liability for all reasonable costs incurred by the Department of Education and Training in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the Department of Education and Training the full amount of those costs.
- I have provided the school all relevant details of my child's medical or physical needs on enrolment and where relevant have updated this information.

Parent/Carer Name: _____ (Please Print)

Parent/Carer's Signature: _____ Date: ____/____/____

Additional medical information

The school collected medical information about your child at 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 provide the following information*:

Name of child's medical practitioner: _____ Telephone No.: _____

Medicare No.: _____

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

*if an enrolment form for your child has been completed or updated since October 2012 this information will already be recorded in OneSchool.

I would like this additional information about my child's medical information to be recorded in OneSchool records.



Queensland Government

Uncontrolled copy. Refer to the Department of Education and Training Policy and Procedure Register at <http://ppr.det.qld.gov.au/> to ensure you have the most current version of this document.



CLONCURRY STATE SCHOOL P-12

'Excellence in Education in the Outback'

Student Wellbeing Officer Services

Parent/Student Consent Form

Parent/Carer name/s	
Student name (in full)	
Student year level	

Our school community provides a Student wellbeing service which is endorsed by the school's Parents and Citizens' Association and is made available on a voluntary basis to all students. Information about the service is available on the school's website and through newsletters.

In order to ensure coordinated case management of student support, Staff are required to liaise with representatives of the Cloncurry State School P-12 Student Support Team, the Principal, Deputy Principal Guidance Officers and or Social Worker.

Consent provided on this form will be considered valid for the duration of the Support team involvement in supporting the student, unless this period is more than one (1) school year, in which case consent will be requested at the start of the following school year. Information on this form will be stored securely.

Written informed consent is required prior to accessing the Support team. The focus of these meetings will be determined by the student's needs; however, Staff are not allowed to provide counselling, evangelise or proselytise, advocate for or denigrate a particular worldview or faith.

If you would like to discuss this matter, please contact the school Support team On 07 4742 8333.

Please indicate whether you consent to ongoing individual meetings You can change your preference at any time by letting the Support team know in writing.

- I consent to support from the Wellbeing Officers for (student name) _____
- I do not consent to support from the Wellbeing Officers for (student name) _____

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

Please print name _____

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

Privacy Statement

The Department of Education and Training is collecting student's personal information in order to determine student participation in chaplaincy and student welfare worker services at the school.

The Department collects, uses and discloses student's personal information in accordance with the confidentiality provision – s. 426 of the Education (General Provisions)Act 2006(Qld)

<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/E/EducGenPrA06.pdf>.

The Department and the chaplain/student welfare worker will only use and disclose the student's personal information in accordance with this provision.

The Information Privacy Act 2009 (Qld) <https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/I/InfoPrivA09.pdf> applies to the Department's collection, use and disclosure of the personal information of persons other than students.

