

Dear Prospective Parents/Caregivers,

Thank you for your interest in enrolling your children at Bellmere State School.

We welcome all new families who live within the Bellmere catchment area.

Bellmere State School offers all our students a world class education facility focusing on personalised learning, using innovative teaching and technology. Our goal is to provide students with every opportunity to reach their potential, in a safe, supportive learning environment.

If you would like to continue through the process of enrolment, we invite you to make an appointment for an enrolment interview. Please call our office on 5498 0666 and our staff will be happy to assist in this regard.

There are certain documents we require to finalise your enrolment. Could you please bring the following to the interview (as well as the completed enrolment forms):

- Birth certificate
- Proof of residency (tenant agreement or rates notice)
- Proof of identity (driver's licence, passport, utility accounts, bank statements, etc.)
- If not an Education Queensland student, past report cards
- Any specialist documentation on the development of your child (i.e. speech reports, paediatrician reports, etc.)
- Court order papers/custody papers

We look forward to welcoming you to Bellmere State School.

Regards,



Harley Dawson  
Principal



# Bellmere State School

## Parent Enrolment Checklist

Students Name: \_\_\_\_\_ Year Level \_\_\_\_\_

\*All enrolment forms to be completed and returned prior to interview

**Documentation Required Checklist:**

<input type="checkbox"/> Enrolment Application Form (signed)	<input type="checkbox"/> Prep Questionnaire
<input type="checkbox"/> Enrolment Agreement	<input type="checkbox"/> Student Resource Scheme
<input type="checkbox"/> Media Consent	<input type="checkbox"/> Medical Information Forms/Plans
<input type="checkbox"/> Online Consent Form	<input type="checkbox"/> Specialist Reports/School Reports
<input type="checkbox"/> Student Internet Agreement	<input type="checkbox"/> Voluntary Contribution
<input type="checkbox"/> Student Participation Agreement (BYO iPad)	

<b>Preferred Email for sending Correspondence:</b>	<b>Preferred SMS Mobile:</b>
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<b>Debtor responsible for paying fees:</b> 100%	<b>QParent Account Owner:</b>
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**Proof of Residential Address:**

1 document from **Category A** plus 1 document from **Category B**.

**Category A**

- A Current Rates Notice
- A Current Lease Agreement
- A Contract of Sale
- Statutory Declaration witnessed by JP  
(indicating residential address)

**Category B**

- A Current Bond / Rent Receipt
- A Letter from Conveyancing Solicitor
- A Confirmation Letter from Real Estate
- Electoral Office Correspondence
- Australian Tax Office Correspondence
- Centrelink Correspondence
- Family Assist Correspondence
- Water Rates Notice
- Telecommunication Statement
- Electricity Service Provider Notice
- Gas Service Provider Correspondence
- Bank Statement
- Driver's Licence

**Additional Information:**

<input type="checkbox"/> Family Law Documents	<input type="checkbox"/> Authority to Care
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### Prep Parent Questionnaire

Thank you for choosing Bellmere State School for child as they prepare to begin their schooling journey. We welcome this opportunity, through our enrolment and transition program, to get to know a little more about your child and share information to assist you in preparing for them to begin school.

We acknowledge that children learn in various ways and bring with them many skills, abilities and interests. We take the great pride in structuring opportunities your child to quickly develop their sense of belonging and connect with our Early Years Team. A

vital part of this process is the sharing of information as it assists us in making informed decisions when placing your child in a class, welcoming them to our school and supporting them to settle.

Please take the opportunity to share information through completing the following questions. If you have any further information that you would like to share with us, please attach it to this questionnaire or bring it along with you to your interview. We also ask that you consider providing us with your child's Transition Statement either as a copy provided by your Kindergarten provider or by granting permission for them to share this information.

We look forward to meeting you at one of our Parent information sessions.

Student's Full Name:	Date of birth: ____ / ____ / ____
Parent's/Carer's Names:	
Other significant adults:	
Custody/ Guardianship information:	
Is your child the <input type="checkbox"/> youngest <input type="checkbox"/> eldest <input type="checkbox"/> middle <input type="checkbox"/> only child in your family?	
Names and year levels of siblings:	
Who are the people your child lives with? e.g. parents, grandparents, siblings, aunt and uncle	
Have there been recent changes in your family? e.g. recent move, new house, baby, marriage, divorce, loss of a relative	
How will your child usually travel to and from school? <input type="checkbox"/> car <input type="checkbox"/> bus <input type="checkbox"/> walk <input type="checkbox"/> bike <input type="checkbox"/> OSHC	
Has your child participated in a Queensland Government – approved Kindergarten program? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, which Centre? <input type="checkbox"/> Bellmere Early Learning Centre <input type="checkbox"/> Busy Bees Bellmere <input type="checkbox"/> C & K Apex Park/ Caboolture <input type="checkbox"/> Happy Hearts Child Care <input type="checkbox"/> Other – please name _____	
How many <u>days per week</u> has your child attended? _____	
If your child attended a Kindergarten program, please complete the permission below allowing us to contact your child's centre to gather information to support their transition to schooling.	

**Parental Permission**

I hereby give permission for Bellmere State School Staff to liaise with my child's Pre-Prep provider to gather information which will inform class placements and assist in planning for a smooth transition to schooling.

Parent/Carer's Name: \_\_\_\_\_

Parent/Carer's Signature: \_\_\_\_\_

**PHYSICAL DEVELOPMENT**

Was your child born at full term?  Yes  No If premature, how early?

Did your child have a normal or difficult birth?

At what age did your child crawl?

Walk?

Has your child had any serious illnesses, operations or accidents?  Yes (please provide details)  No

Does your child have any allergies?  Yes (please provide details)  No

Does your child still have a daytime rest/sleep?  Yes  No

Can your child toilet themselves?  Yes  No

Do you have any concerns about your child's development? Please provide details if applicable

**Eyesight**  Yes  No

**Hearing**  Yes  No

**Speech**  Yes  No

**Physical Co-ordination**  Yes  No

**Other:** (Diagnosis / NDIS)

Please provide documentation

**Four-year-old health checks:** Any arising issues?

**LANGUAGE DEVELOPMENT**

If not English, what is the main language spoken at home?

At what age did your child start to talk?

How well does your child listen to and follow instructions?

Can they generally follow a  1 step  2 step  3 step instruction?

Can your child recognise their own name when spoken?  Yes  No

Can your child recognise their own name when written?  Yes  No

Write their own name?  Yes  No

Can your child verbally identify  most colours  some colours  favourite colour/s only?

**MOTOR SKILL DEVELOPMENT**

Does your child tend to favour their  left hand  right hand?

Does your child independently and confidently use a  knife  fork and/or  spoon?

Can your child use scissors?  Yes  No Use a glue stick?  Yes  No

Does your child willingly attempt to draw or write using pencils, pens or crayons?  Yes  No

**SOCIAL AND EMOTIONAL DEVELOPMENT**

How does your child react when you leave them in someone else's care?

How do you think your child will react to starting Prep?

What opportunities has your child had to socialise with other children their own age?

Day Care Centre     Family Day Care     Kindergarten     Other

Does your child like to  play alone or  with others?

How does your child react to change, challenges, frustration and/or limited success?

Do you have any concern about your child's social/emotional development?

**HOME ACTIVITIES**

What are your child's favourite toys, games, books, movies and TV programs at the moment?

How often does your child....?

Watch TV/ movies .....  Never     Sometimes     Regularly     Most of the time

Read books or is read to.....  Never     Sometimes     Regularly     Most of the time

Draw or colour in .....  Never     Sometimes     Regularly     Most of the time

Use scissors/glue for craft .....  Never     Sometimes     Regularly     Most of the time

Engages in physical activities outside....  Never     Sometimes     Regularly     Most of the time

Help around the house.....  Never     Sometimes     Regularly     Most of the time

What 'out of school' activities does your child participate in, e.g. little athletics, swimming etc.?

What sort of technology (e.g. computer, iPad etc) does your child use at home? How often?

**SPECIALIST SERVICES**

Has your child been seen by a	Yes	No	Please provide relevant details:
Speech Language Pathologist?			
Occupational Therapist?			
Physiotherapist?			
Paediatrician?			
Audiologist?			
Optometrist?			
Specialist not listed above?			
Awaiting / seeking external therapies and services			

**CULTURAL CONSIDERATIONS****Does your child require any special considerations****Please provide relevant details:**

- Food
- Celebrations
- Clothing
- Sports activities
- Other

***Please take a moment to share what you would like to see your child achieve in their first year at school.***

***Please take a moment to share how we might be able to support both you and your child transition to school.***

***Thank you for taking the time to fill out this questionnaire.  
Please return it to the office with your completed enrolment forms.***

**OFFICE USE**

Date of enrolment interview:

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

Commencement year:

Details entered into spreadsheet:

 Yes  No

Copy provided to class teacher:

 Yes  No

# 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

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

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

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

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

<b>PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)*</b>			
<b>Privacy Statement</b>			
<p>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.</p> <p>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.</p> <p>Should the prospective student need to take routine medication during school hours, the <i>Parent consent to administer medication at school</i> 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.</p>			
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

<b>COURT ORDERS*</b>		
<b>Out-of-Home Care Arrangements*</b>		
<p>Under the <i>Child Protection Act 1999</i>, 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.</p>		
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	

<b>COURT ORDERS* (continued)</b>		
<b>Family Court Orders*</b>		
Are there any current orders made pursuant to the <i>Family Law Act 1975</i> concerning the welfare, safety or parenting arrangements of the prospective student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	
	End date	
<b>Other Court Orders*</b>		
Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	
	End date	

<b>APPLICATION TO ENROL*</b>			
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			

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

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

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

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

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

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

**Defence Forces** commissioned officer

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Service** [aged/disabled/refugee/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

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

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

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

**Office assistants, sales assistants and other assistants:**

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

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

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

**Labourers and related workers**

**Defence Forces** ranks below senior NCO not included above

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

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

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

## State schools standardised medical condition category list

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

## Application to enrol in a Queensland state school

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

### Entitlement to enrolment

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

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

### Prospective student

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

### Parent's occupation and education

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

### Court Orders

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

### Name on enrolment form

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

### Gender

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

### Religious Instruction

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



## Enrolment Agreement – Bellmere State School

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

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

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

### ***Responsibility of parents to:***

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

### ***Responsibility of school staff to:***

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set high standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Code of Conduct and the Student Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students

- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school’s homework policy
- contact parents and carers as soon as possible if the school is concerned about the child’s school work, behaviour, attendance or punctuality
- notify parents of an unexplained absence of their child as soon as practicable on the day of the student’s absence (allowing time for parents to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with departmental policy, Customer complaints management
- treat students and parents with respect.

I accept the policies and procedures of Bellmere State School as stated in the school policies that have been provided to me as follows:

- Student Code of Conduct
- Student Dress Code
- Homework Policy
- School charges and voluntary contributions
- Student Access to the Bellmere State School’s ICT facilities and devices
- Bellmere State School Student iPad Agreement
- Parent Prospectus (available on the school website – [www.bellmeress.eq.edu.au](http://www.bellmeress.eq.edu.au))
- State School Consent Form
- Social Media Policy
- Sun Safety Policy

I acknowledge:

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

Student Signature:

Parent/Carer Signature:

On behalf of Bellmere State School

.....

.....

.....

### State School Consent Form

#### Introduction to the State School Consent Form (attached) for Bellmere State School

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

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

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

Your child's student materials:

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

#### Purpose of the consent

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

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

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

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

It should be noted that in some instances the school may be required by the *Education (General Provisions) Act 2006* (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: [www.bellmeress.eq.edu.au](http://www.bellmeress.eq.edu.au)
- Facebook: [www.facebook.com/bellmeress](https://www.facebook.com/bellmeress)
- YouTube: <https://www.youtube.com/channel/UCpmE3T-l16Zwh9Kod936ixA>
- 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 front office administration staff at [admin@bellmeress.eq.edu.au](mailto:admin@bellmeress.eq.edu.au).

The office 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: duration of enrolment.

## 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.





**2027**

### **Introduction to the Online Services Consent Form for Bellmere State School**

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

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

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

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

### **About the online services**

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

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

### *Student information*

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

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

### *Student works*

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

### *Parent information*

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

## **Purpose of the consent**

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

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

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

## **Voluntary consent provision**

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

## **Consent may be limited or withdrawn**

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

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

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

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

## **Duration of consent**

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

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

## **Who to contact**

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact the office at [admin@bellmeress.eq.edu.au](mailto:admin@bellmeress.eq.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 authorised or required by law. If you wish to access or correct any of the personal information on this form, or discuss how it has been dealt with, please contact your student's school in the first instance.

### This form is to be completed by:

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

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

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

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

### 2. INFORMATION COVERED BY THIS CONSENT FORM

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

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

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

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

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

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

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

### 3. APPROVED PURPOSE

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

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



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

#### 4. TIMEFRAME FOR CONSENT

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

#### 5. CONSENT FOR ONLINE SERVICES

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

Service name:	<b>Showbie</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.showbie.com/">https://www.showbie.com/</a>				
Purpose of use:	Showbie is a learning management system and classroom workflow application. This service provides file sharing and collaboration features with assessment, communication and sharing tools for use within a classroom community				
Terms of use:	<a href="https://www.showbie.com/terms/">https://www.showbie.com/terms/</a>				
Privacy policy:	<a href="https://www.showbie.com/privacy/">https://www.showbie.com/privacy/</a> <a href="https://support.showbie.com/en/articles/1737458-data-processor-agreement">https://support.showbie.com/en/articles/1737458-data-processor-agreement</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name and surname <input type="checkbox"/> The following parent personal information is disclosed: N/A <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other: N/A				

Service name:	<b>Passtab</b>	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="http://www.passtab.com">www.passtab.com</a>				
Purpose of use:	Passtab is a customisable visitor management system that controls school sign-in and sign-out of parents, visitors, staff and students. Product features include: administrator dashboard and reporting; first aid tracking; late arrival and early departures; induction, compliance and validation process for contractors, temporary staff or visitors; notifications and alerts; asset and key register; and Photo ID card and visitor badge printing				
Terms of use:	<a href="http://passtab.com/terms.html">passtab.com/terms.html</a>				
Privacy policy:	<a href="https://passtab.com/privacy.html">https://passtab.com/privacy.html</a>				
Additional consent is being sought for the following reasons:	<input type="checkbox"/> Student image, video, and/or recording are stored and published. <input type="checkbox"/> Student works are stored and published.				



(as per Section 2b)	<input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name and surname <input type="checkbox"/> The following parent personal information is disclosed: N/A <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other: N/A		
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Service name:	<b>StudyLadder</b>	Data hosting:	Offshore			
Url:	<a href="https://www.studyladder.com.au/">https://www.studyladder.com.au/</a>					
Purpose of use:	Free online educational activities created by Australian teachers to support teachers and students.					
Terms of use:	<a href="https://www.studyladder.com.au/about/terms">https://www.studyladder.com.au/about/terms</a>					
Privacy policy:	<a href="https://www.studyladder.com.au/about/privacy">https://www.studyladder.com.au/about/privacy</a>					
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are stored and published. <input type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name and surname <input type="checkbox"/> The following parent personal information is disclosed: N/A <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other: N/A			<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent	

Service name:	<b>Class Dojo</b>	Data hosting:	Offshore			
Url:	<a href="https://www.classdojo.com/en-gb">https://www.classdojo.com/en-gb</a>					
Purpose of use:	ClassDojo connects teachers with students to build online classroom communities which can be shared with parents. Teachers can use this application for classroom tools, reward systems, student digital portfolios and to share classroom updates and student work					
Terms of use:	<a href="https://www.classdojo.com/en-gb/terms/">https://www.classdojo.com/en-gb/terms/</a>					
Privacy policy:	<a href="https://www.classdojo.com/en-gb/privacy/">https://www.classdojo.com/en-gb/privacy/</a>					
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name and surname, age <input type="checkbox"/> The following parent personal information is disclosed: N/A <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other: N/A			<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent	

Service name:	<b>Seesaw</b>	Data hosting:	Offshore			
Url:	<a href="http://seesaw.me/">http://seesaw.me/</a>					
Purpose of use:	A digital portfolio that enables students to create, reflect on, and share their learning process in conjunction with teachers and family members. Teachers can share photos, videos, links and files in private messages to family members or announcements to the whole class.					
Terms of use:	<a href="https://web.seesaw.me/terms-of-service">https://web.seesaw.me/terms-of-service</a>					
Privacy policy:	<a href="https://web.seesaw.me/privacy">https://web.seesaw.me/privacy</a>					
Additional consent is being sought for the following	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published.			<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent	



reasons: (as per Section 2b)	<input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name and surname, age, email address <input type="checkbox"/> The following parent personal information is disclosed: N/A <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other: N/A		
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Service name:	<b>Boom Cards</b>	Data hosting:	Offshore			
Url:	<a href="https://wow.boomlearning.com/">https://wow.boomlearning.com/</a>					
Purpose of use:	Boom Cards are self-grading exercises that are gamified for students and provide the data to teachers.					
Terms of use:	<a href="https://wow.boomlearning.com/legal">https://wow.boomlearning.com/legal</a>					
Privacy policy:	<a href="https://wow.boomlearning.com/privacy">https://wow.boomlearning.com/privacy</a>					
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are stored and published. <input type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name <input type="checkbox"/> The following parent personal information is disclosed: N/A <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other: N/A			<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent	

Service name:	<b>Teach Starter</b>	Data hosting:	Offshore			
Url:	<a href="https://www.teachstarter.com/au/blog/assess-the-online-learning-tool-for-teachers-free-au/">https://www.teachstarter.com/au/blog/assess-the-online-learning-tool-for-teachers-free-au/</a>					
Purpose of use:	Assess is the perfect online learning tool for curriculum-aligned activities and lessons.					
Terms of use:	<a href="https://www.teachstarter.com/about/terms-and-conditions/">https://www.teachstarter.com/about/terms-and-conditions/</a>					
Privacy policy:	<a href="https://www.teachstarter.com/about/privacy-policy/">https://www.teachstarter.com/about/privacy-policy/</a>					
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are stored and published. <input type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name and surname <input type="checkbox"/> The following parent personal information is disclosed: N/A <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other: N/A			<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent	

Service name:	<b>Soundwaves</b>	Data hosting:	Offshore			
Url:	<a href="http://www.soundwavesonline.com.au/">http://www.soundwavesonline.com.au/</a>					
Purpose of use:	Online teaching and learning curriculum-aligned resources for primary schools (Prep to Year 6) designed to improve spelling and reading skills using the phonemic-grapheme approach					
Terms of use:	<a href="https://www.fireflyeducation.com.au/about/terms">https://www.fireflyeducation.com.au/about/terms</a>					
Privacy policy:	<a href="https://www.fireflyeducation.com.au/about/privacy">https://www.fireflyeducation.com.au/about/privacy</a>					
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are stored and published. <input type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name and surname			<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent	



	<input type="checkbox"/> The following parent personal information is disclosed: N/A <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other: N/A		
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Service name:	<b>Tinkercad</b>	Data hosting:	Offshore			
Url:	<a href="https://www.tinkercad.com/">https://www.tinkercad.com/</a>					
Purpose of use:	Tinkercad is a free 3D design, electronics, and coding application					
Terms of use:	<a href="https://www.autodesk.com/company/legal-notices-trademarks/terms-of-service-autodesk360-web-services/terms-of-service-for-tinkercad">https://www.autodesk.com/company/legal-notices-trademarks/terms-of-service-autodesk360-web-services/terms-of-service-for-tinkercad</a>					
Privacy policy:	<a href="https://prismic-io.s3.amazonaws.com/tkv3/b8d327a5-6b2a-481e-92aa-2d5b75a9d139_2020.03.18+-+Tinkercad+DPA+%28non-US%29.pdf">https://prismic-io.s3.amazonaws.com/tkv3/b8d327a5-6b2a-481e-92aa-2d5b75a9d139_2020.03.18+-+Tinkercad+DPA+%28non-US%29.pdf</a>				<input type="checkbox"/>	<input type="checkbox"/>
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, class <input type="checkbox"/> The following parent personal information is disclosed: N/A <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other: N/A				I give consent	I do not give consent

Service name:	<b>Epic!</b>	Data hosting:	Offshore			
Url:	<a href="https://www.getepic.com/educators">https://www.getepic.com/educators</a>					
Purpose of use:	Online library of teacher created collections featuring eBooks, videos and quizzes. Teachers can track students' progress through the resources and activities.					
Terms of use:	<a href="https://www.getepic.com/tos">https://www.getepic.com/tos</a>					
Privacy policy:	<a href="https://www.getepic.com/privacy">https://www.getepic.com/privacy</a>				<input type="checkbox"/>	<input type="checkbox"/>
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are stored and published. <input type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, class <input type="checkbox"/> The following parent personal information is disclosed: N/A <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other: N/A				I give consent	I do not give consent

Service name:	<b>Scratch</b>	Data hosting:	Offshore			
Url:	<a href="https://scratch.mit.edu/">https://scratch.mit.edu/</a>					
Purpose of use:	Scratch is a visual programming tool and online learning community that allows users to program and share interactive media such as stories, games and animations.					
Terms of use:	<a href="https://scratch.mit.edu/terms_of_use">https://scratch.mit.edu/terms_of_use</a>					
Privacy policy:	<a href="https://scratch.mit.edu/privacy_policy">https://scratch.mit.edu/privacy_policy</a>				<input type="checkbox"/>	<input type="checkbox"/>
Additional consent is being sought for the following reasons:	<input type="checkbox"/> Student image, video, and/or recording are stored and published. <input type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: Gender				I give consent	I do not give consent



(as per Section 2b)	<input type="checkbox"/> The following parent personal information is disclosed: N/A <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other: N/A		
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Service name:	<b>Prodigy</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://prodigygame.com">https://prodigygame.com</a>				
Purpose of use:	Prodigy is a game based learning platform to engage students in maths.				
Terms of use:	<a href="https://www.prodigygame.com/main-en/terms-and-conditions/">https://www.prodigygame.com/main-en/terms-and-conditions/</a>				
Privacy policy:	<a href="https://www.prodigygame.com/Privacy-Policy">https://www.prodigygame.com/Privacy-Policy</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are stored and published. <input type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: Name <input type="checkbox"/> The following parent personal information is disclosed: N/A <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other: N/A				

Service name:	<b>Minecraft: Education Edition</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://education.minecraft.net/">https://education.minecraft.net/</a>				
Purpose of use:	A game-based learning platform that promotes creativity, collaboration, and problem-solving in an immersive digital environment. Educators in more than 115 countries are using Minecraft: Education Edition across the curriculum!				
Terms of use:	<a href="https://www.microsoft.com/servicesagreement">https://www.microsoft.com/servicesagreement</a>				
Privacy policy:	<a href="https://go.microsoft.com/fwlink/?LinkId=521839">https://go.microsoft.com/fwlink/?LinkId=521839</a>				

Service name:	<b>Smart Learning Suite</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.smarttech.com/en/smart-learning-suite">https://www.smarttech.com/en/smart-learning-suite</a>				
Purpose of use:	Smart Learning Suite features interactive lessons, game-based activities, collaboration tools and formative assessments for education. Teachers can add their own lesson content. Students can interact using their own devices from a web browser or Microsoft Teams.				
Terms of use:	<a href="https://www.smarttech.com/en/legal/sls-terms">https://www.smarttech.com/en/legal/sls-terms</a>				
Privacy policy:	<a href="https://www.smarttech.com/en/legal/siso-privacy">https://www.smarttech.com/en/legal/siso-privacy</a>				

Service name:	<b>Spiral.ac</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://spiral.ac/">https://spiral.ac/</a>				
Purpose of use:	Engage students in lessons and at home with simple-to-use, everyday learning activities.				
Terms of use:	<a href="https://spiral.ac/support/terms">https://spiral.ac/support/terms</a>				
Privacy policy:	<a href="https://spiral.ac/support/privacy">https://spiral.ac/support/privacy</a>				

Service name:	<b>IXL</b>	Data hosting:	Offshore	<input type="checkbox"/>	<input type="checkbox"/>
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Url:	<a href="https://au.ixl.com/">https://au.ixl.com/</a>	I give consent	I do not give consent
Purpose of use:	IXL provides learning activities for Mathematics and English. Teachers can monitor students' progress using diagnostic information and learning analytics.		
Terms of use:	<a href="https://au.ixl.com/termsofservice">https://au.ixl.com/termsofservice</a>		
Privacy policy:	<a href="https://au.ixl.com/privacypolicy">https://au.ixl.com/privacypolicy</a>		
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are stored and published. <input type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, surname <input type="checkbox"/> The following parent personal information is disclosed: N/A <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other: N/A		

Service name:	<b>Nessy</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.nessy.com/">https://www.nessy.com/</a>				
Purpose of use:	Nessy provides learning activities for English phonics. Teachers can monitor student progress using diagnostic information and learning analytics.				
Terms of use:	<a href="https://www.nessy.com/uk/terms-and-conditions/">https://www.nessy.com/uk/terms-and-conditions/</a>				
Privacy policy:	<a href="https://www.nessy.com/uk/privacy-policy/">https://www.nessy.com/uk/privacy-policy/</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are stored and published. <input type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, surname and date of birth <input type="checkbox"/> The following parent personal information is disclosed: N/A <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other: N/A				

Service name:	<b>Blooket</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.blooket.com/">https://www.blooket.com/</a>				
Purpose of use:	Blooket is a game-based learning platform that allows educators to create and host learning games and quizzes to review content taught in the classroom. Teachers can create their own question set, import one or select from pre-made question sets from the database. Students can win points and coins to spend in the game. Games can be played as a whole class or solo as an assigned homework.				
Terms of use:	<a href="https://www.blooket.com/terms">https://www.blooket.com/terms</a>				
Privacy policy:	<a href="https://www.blooket.com/privacy">https://www.blooket.com/privacy</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are stored and published. <input type="checkbox"/> Student works are stored and published. <input type="checkbox"/> The following additional student personal information is disclosed: N/A <input type="checkbox"/> The following parent personal information is disclosed: N/A <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other: N/A				



Service name:	<b>Clickview</b>	Data hosting:	Onshore		
Url:	<a href="https://www.clickview.com.au/">https://www.clickview.com.au/</a>				
Purpose of use:	Clickview produces curriculum-aligned video and interactive content for teachers and students. Educators can search the video library, including recorded free-to-air TV programmes, for relevant clips or to create their own interactive video content and activities.				
Terms of use:	<a href="https://www.clickview.com.au/terms-and-conditions/">https://www.clickview.com.au/terms-and-conditions/</a>				
Privacy policy:	<a href="https://www.clickview.com.au/privacy-policy/">https://www.clickview.com.au/privacy-policy/</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are stored and published. <input type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, surname, year level, EQ email address, MIS ID <input type="checkbox"/> The following parent personal information is disclosed: N/A <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other: N/A			<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent

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

## 6. CONSENT AND AGREEMENT

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

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

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

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

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



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

consenter:

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

Signature or mark of student\*: \_\_\_\_\_

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

*\*Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent***SPECIAL CIRCUMSTANCES**

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

A) required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent **and/or:**

B) when the person giving consent is an independent student under the age of 18.

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

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

witness:

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

witness:

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

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

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

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

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

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

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





## Student iPad Participation Agreement

- I REQUEST MY CHILD TO USE A SCHOOL ISSUED IPAD
- I INTEND TO SUPPLY MY CHILD WITH A PERSONAL IPAD TO USE AT SCHOOL

*\* Please select one of the above options*

### For all iPad Users (School Fleet or Personal)

#### General Use

1. I understand it is recommended that I **bring my personal iPad to school each day** – *Bellmere SS expectations are for parents to provide an iPad for their child to use at school as soon as possible.*
2. I will hold the **iPad with two hands** when carrying it and **will always walk with it.**
3. I will **keep food and drinks away from the iPads** at school.
4. I will **immediately report any accidents or breakages** to my teachers.
5. I will **seek permission from individuals** prior to taking photos and recording sound or videos.
6. I will **follow all staff directions** in relation to the use of the iPad.

#### Content

1. I will use the iPad only to **support my school learning program** whilst at Bellmere State School.
2. I understand that teachers have full access to **perform checks** to monitor that I have not accessed inappropriate content and to check the websites that I visit. I understand there will be **consequences** for inappropriate use including, but not limited to, loss of privilege of using the iPad for a period.
3. I understand that teachers will **monitor and manage the iPad** I am using through the '**Classroom**' application. I agree to stay enrolled in my teacher's 'classroom' on the iPad during school time.
4. I agree to follow the school expectations around the use of **Showbie & Seesaw (or the like)** to store and complete class work.

#### Safety and Security

1. Whilst at school, I will **only go to websites at school that support my learning activities**, as allowable per the online services consent.
2. I will only use my **school email account** for mail related to my learning.
3. I will be **cyber safe** and **cyber smart** when using the internet.
4. I will demonstrate **etiquette** when using the iPad / other equipment regarding other people.
5. I will only **take photos and record sounds and videos when granted permission** by my teacher and the person I want to record.
6. Students must not use the school's name, crest or uniform in any way that would result in a negative impact on the school and its community. I will not post photos, audio, or video of such.
7. I will use my iPad lawfully and in accordance with the Appropriate Use/Behaviour of School Network guidelines regarding **ethical use** of equipment, technology, use of legal software, use of the internet and the protection of personal data.
8. For security reasons, I am **not to share account names and passwords with anyone else** unless requested by Bellmere State School staff for the purpose of servicing the iPad.
9. I am **responsible for the security and use of the iPad** whilst using it and agree to store it in the lockable storage units when I have finished using the iPad.

**BYO USERS**

1. I understand it is recommended that I **bring my personal iPad to school each day.**
2. I will ensure I have a fully charged **iPad** and ready to use before the beginning of each school day.
3. I will ensure I keep my **iPad in my school bag** on my trip **to and from school.**
4. I am responsible for ensuring **my iPad is backed up.**
5. Whilst at school, I will only connect my iPad to Education Queensland’s Managed Internet Service. I am not permitted to access personal and Third-Party network services at school (i.e. – SIM card)

**Please tick the following:**

- I understand that if any damage to a device (BYO or school-owned) is caused through substantiated negligence of the school, the school will cover the cost of repair.
- If damage occurs as a result of deliberate or careless actions by a student (whether the owner, user, or another student), the cost of repairs will be the responsibility of those involved. Appropriate behaviour consequences may also apply. Determination of responsibility for repair costs will be made by the Principal following a thorough investigation.
- I have read and understood the Bellmere SS iPad Agreement and the Bellmere SS Code of Conduct for Students. I agree to abide by the guidelines outlined by both documents.
- I am aware that non-compliance or irresponsible behaviour, as per the intent of the Charter and Code of Conduct for Students, will result in consequences relative to the behaviour determined by the school.
- I understand that these expectations also apply when using other school technological equipment.

<i>Name of Student</i>		<i>Student Signature</i>	
<i>Name of Parent</i>		<i>Parent Signature</i>	
<i>Date</i>		<i>Class</i>	

## Student Access to the Bellmere State School's ICT facilities and devices

### **Student:**

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

While I have access to the school's ICT services, facilities and devices:

- I will use it only for educational purposes;
- I will use the school-specified apps and programs, such as Showbie and the online learning subscription programs, appropriately and for the intended purposes;
- I will not undertake or look for anything that is illegal, dangerous or offensive; and
- I will not reveal my password or allow anyone else to use my school account.

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

If I receive any inappropriate emails at school, I will tell my teacher or an appropriate staff member. If I receive any at home, I will tell my parents/guardians.

When using email or the internet I will not:

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

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

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

I have read and understood this procedure/policy/statement/guideline and the [Student Code of Conduct](#). I agree to abide by the above rules/the procedure/policy/statement/guideline.

\_\_\_\_\_ (Student's name)

\_\_\_\_\_ (Student's signature) \_\_\_\_\_ (Date)

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

### **Parent or Guardian:**

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

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

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

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

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

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

I have read and understood this procedure/policy/statement/guideline and the [Student Code of Conduct](#). I agree to abide by the above rules / the procedure/policy/statement/guideline.

\_\_\_\_\_ (Parent/Guardian's name)

\_\_\_\_\_ (Parent/Guardian's signature) \_\_\_\_\_ (Date)

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

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

The information will only be accessed by authorised school employees to ensure compliance with its [Information privacy and right to information](#) procedure. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.

# Student Resource Scheme - Participation Agreement Form

## The Student Resource Scheme

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

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

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

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

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

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

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

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

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

## Payment

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

## Participation

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

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

<b>School Name</b>	
<b>Form Return Date</b>	
<b>Student Name</b>	
<b>Year Level</b>	
<b>Parent Name</b>	
<b>Parent Signature</b>	
<b>Date</b>	

## Privacy Statement

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



## Terms and Conditions

### Definition

- Reference to a “parent” is in accordance with the definition in the *Education (General Provisions) Act 2006* and refers equally to an independent student.

### Purpose of the SRS

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

### Participation in the SRS

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

### Non-Participation in the SRS

- Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.
- The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
- All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
- As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

### The Resources

- SRS funds received by the school will only be expended on student resources outlined in the school’s SRS and will not be expended on other items or used to raise funds for other purposes.
- In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
- The resources, as determined and advised by the school maybe:
  - retained by the student and used at their discretion; or
  - used/consumed by the student in the classroom; or

- hired to the student for their personal use for a specified period of time.

- All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.
- Parents are responsible for ensuring that any hired SRS resources provided for their child’s temporary use are kept in good condition.
- The school administration office must be notified immediately of the loss or damage to any hired item.
- Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
- The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
- Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

### Payment Arrangements

- Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.
- Payment of the participation fee must be made as per the payment methods nominated by the school.
- Any concessions relating to the participation fee will be at the discretion of the Principal.

### Debt Management

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

### Parents’ Experiencing Financial Hardship

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

## Additional Information

### Textbook and Resource Allowance (TRA)

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

