



# Durack State School

(Formerly Serviceton State School)

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## DURACK STATE SCHOOL STUDENT ENROLMENT FORM

STUDENT NAME: \_\_\_\_\_

YEAR LEVEL: \_\_\_\_\_

PARENT/ CARER NAME/S: \_\_\_\_\_

### ENROLMENT PROCESS

#### Step 1

- If you fall in our catchment area, please contact our school office between 8:30am and 4:00pm to organise an interview.
- *If you live outside of our catchment, please contact our school office as you may join our waiting list.*

#### Step 2

- Complete the enrolment paperwork & provide:

<b>Student's Birth Certificate</b>	
<b>Any relevant current legal documents (copy)</b>	
<b>Passport and Visa if student is NOT an Australian Citizen (copy)</b>	
<b>Current student medical plans (copy)</b>	

#### Step 3

- The school will arrange an enrolment interview in which you and your children are required to attend. Please bring any additionally requested or outstanding paperwork.

#### Step 4

- You will be informed by the school regarding the success of your application following the interview.

#### Step 5

- Familiarise yourself with the parent handbook.

DATE RECEIVED:

DATE ENTERED:

## **FREQUENTLY ASKED QUESTIONS**

### **When are enrolments taken?**

Applications for enrolments at Inala state school can be made at any time throughout the school year. For Prep enrolments for the upcoming year, please contact the office in June for more information. Please contact the office to collect an enrolment package, as well as to set a time for an enrolment interview.

### **Is Prep compulsory?**

From 2017 it is compulsory for all Queensland children to undertake Prep prior to commencing Year 1. Making Prep compulsory ensures all children develop the knowledge and skills provided by the Prep Year that form the foundation for future learning.

### **What type of proof do I need to enrol my child in Prep?**

According to the Department, to enrol in Prep, children must be aged five years by 30 June in the year of proposed attendance (see question 4 for prep ready reckoner) and you must provide proof of your child's date of birth and you must provide proof of your child's date of birth (e.g. birth certificate, passport or visa).



### **At what age is my child ready for Prep?**

Children must be five by 30 June in the year they enrol in the Preparatory Year to determine which year your child is eligible for Prep. For more information regarding this process please visit the prep ready reckoner.

### **What is proof of address?**

Proof of address should be a document that includes both your name and address: examples are rates/electricity account, rental agreements, bank statement, driver's licence, and electoral commission enrolment.



### **What do I need to bring to the interview?**

Please bring your proof of address, your completed Student Enrolment package, your child's birth certificate or passport, any report cards or information from their previous school, and the child you are wishing to enrol.

### **What if I don't understand some of the questions in the enrolment pack?**

There is no need to stress if you don't understand some of the questions in the enrolment package. The interview is also in place for you to ask the school any questions you have, and we will happily assist you with the enrolment pack.

## ENROLMENT AGREEMENT

By enrolling my child at Durack State School, I agree to meet and adhere to the following expectations which are outlined in greater detail in the Parent Information Handbook:

- Yes** ☐ **No** ☐ Student Code of Conduct (student & parent behaviour expectation: Safe, Respectful, Learners)
- Yes** ☐ **No** ☐ Work with the school to resolve conflict respectfully by first bringing the matter to the attention of the class teacher.
- Yes** ☐ **No** ☐ Attendance: students arrive at school for 8:50am start (*arriving no earlier than 8:30am*), school finishes at 3:00pm (*collecting children no later than 3:15*). Advise school of student absences.
- Yes** ☐ **No** ☐ Parking & traffic expectations (*do not park in Stop, Drop and Go!, use parent carpark*)
- Yes** ☐ **No** ☐ Uniform policy – ensure my child attends school in full school uniform
- Yes** ☐ **No** ☐ Promptly notify the school if your personal details change (*such as phone number, email, address, legal circumstances etc*).
- Yes** ☐ **No** ☐ Be an informed parent by reading the Newsletter and returning permission forms promptly

### **Digital Devices & Internet Access Agreement**

- I understand that the Internet can provide students with valuable learning experiences.
- I also understand that it gives access to information on computers around the world, that the school cannot control what is on those computers and that a part of that information may be illegal, dangerous or offensive.
- I accept that, while teachers will always exercise their duty of care, protection against exposure to potentially harmful information must depend finally upon responsible use by students.
- I also understand that students will be taught how to use the Internet in a responsible way as part of their development of computer skills.
- Internet and Email use operate under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access.
- 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 have read and understood the guidelines and agree to abide by the above rules.

**Parent Name:** ..... **Parent Signature:** .....

### **Email & SMS Communication**

The school's preferred method of communication is email and SMS. Please provide your details so that we may communicate with you (newsletters & eNews flash, attendance, curriculum info, community updates and urgent notices):

**Parent /carer 1:** Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Parent /carer 2:** Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

### **Student Support & Family Information**

	<b>Please Tick</b>	<b>Comments</b>
Has your child received support from? <ul style="list-style-type: none"><li>• Learning Support Teacher</li><li>• Guidance Officer</li><li>• ESL Teacher</li><li>• Speech Pathologist</li></ul>	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Has your child been ascertained with a Disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Has your child been involved in an Instrumental Music Program?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Has your child been immunised against Measles, Mumps, Rubella and received a booster dose for Diphtheria, Tetanus, Pertussis and Polio	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there a member of the family that can speak English?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

## **ANTI-BULLYING COMPACT**

The Anti-Bullying Compact provides a clear outline of the way our community at Durack State School works together to establish a safe, supportive and disciplined school environment. This compact is provided to all students and their parents upon enrolment, and may be revisited with individual students if particular problems around bullying arise.

### **Durack State School – Anti Bullying Compact**

We agree to work together to improve the quality of relationships in our community at Durack State School. It is through intentional consideration of our behaviour and communication that we can reduce the occurrence of bullying, and improve the quality of the schooling experience for everyone.

The agreed national definition for Australian schools describes bullying as ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm; involving an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening; happening in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records); having immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

We believe that no one deserves to be mistreated and that everyone regardless of race, colour, religion, immigration status, nationality, size, gender, popularity, athletic capability, academic outcomes, social ability, or intelligence has the right to feel safe, secure, and respected.

I agree to:

Treat everyone with kindness and respect.

Abide by the school's anti-bullying policies and procedures.

Support individuals who have been bullied.

Speak out against verbal, relational, physical bullying and cyber bullying.

Notify a parent, teacher, or school administrator when bullying does occur.

Student's name \_\_\_\_\_ Date: \_\_\_\_\_

Parent's signature \_\_\_\_\_ Date: \_\_\_\_\_

School representative signature \_\_\_\_\_ Date: \_\_\_\_\_

# DURACK STATE SCHOOL

## Application for student enrolment form

### INSTRUCTIONS

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

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

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

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

### PRIVACY STATEMENT

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

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

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

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

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

### PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name		Preferred given names	
Gender*	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth*	____/____/____
Copy of birth certificate available to show school staff*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<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>	
For prospective mature age students, proof of identity supplied and copied*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Prospective mature age students must provide photographic identification which proves their identity:</p> <ul style="list-style-type: none"> <li>current driver's licence; or</li> <li>adult proof of age card; or</li> <li>current passport.</li> </ul>	

**APPLICATION DETAILS**

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

**INDIGENOUS STATUS**

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

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



FAMILY DETAILS (continued)					
Parents/carers	Parent/carer 1			Parent/carer 2	
Address line 1					
Address line 2					
Suburb/town					
State		Postcode			Postcode
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')					
Address line 1					
Address line 2					
Suburb/town					
State		Postcode			Postcode
Parent/carer school education	What is the <i>highest</i> year of schooling parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')			What is the <i>highest</i> year of schooling parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')	
Year 9 or equivalent or below	<input type="checkbox"/>			<input type="checkbox"/>	
Year 10 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 11 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 12 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Parent/carer non-school education	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?			What is the level of the <i>highest</i> qualification parent/carer 2 has completed?	
Certificate 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\***

From Year 1, the prospective student may participate in religious instruction if it is available.

If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction.

Parents/carers may change these arrangements at any time by notifying the principal in writing.

Do you want the prospective student to participate in religious instruction?

☐ Yes ☐ No

If 'Yes', please nominate the religion:

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

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

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



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

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

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

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

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

**COURT ORDERS\*****Out-of-Home Care Arrangements\***

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

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

**COURT ORDERS\*** (continued)**Family Court Orders\***

Are there any current orders made pursuant to the <i>Family Law Act 1975</i> concerning the welfare, safety or parenting arrangements of the prospective student?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date <span style="float: right;">/ /</span>
	End date <span style="float: right;">/ /</span>

**Other Court Orders\***

Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date <span style="float: right;">/ /</span>
	End date <span style="float: right;">/ /</span>

**APPLICATION TO ENROL\***

I hereby apply to enrol my child or myself at \_\_\_\_\_.

I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular, to the best of my knowledge.

	Parent/carer 1	Parent/carer 2	Prospective student (if student is mature age or independent)
Signature			
Date	<span style="float: right;">/ /</span>	<span style="float: right;">/ /</span>	<span style="float: right;">/ /</span>

**Office use only**

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

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

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

**Senior executive/manager/department head** in industry, commerce, media or other large organisation.  
**Public service manager** [section head or above], regional director, health/education/police/fire services administrator  
**Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]  
**Defence Forces** commissioned officer  
**Professionals** generally have degrees or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others  
**Health, education, law, social welfare, engineering, science, computing** professional  
**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]  
**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

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

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business  
**Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]  
**Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]  
**Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]  
**Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsperson, coach, trainer, sports official]  
**Associate professionals** generally have diploma/technical qualifications and support managers and professionals  
**Health, education, law, social welfare, engineering, science, computing** technician/associate professional  
**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]  
**Defence Forces** senior Non-Commissioned Officer.

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

**Tradespeople** generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople are included in this group  
**Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]  
**Skilled office, sales and service staff:**  
**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]  
**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]  
**Service** [aged/disabled/refugee/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

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

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

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

**State schools standardised medical condition category list**

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



## State School Consent Form

to use, record or disclose copyright material, image, recording, name or personal information

### 1. PARTICULARS

**Name to be used in association with the individual's personal information, image, recording or copyright material: (to be completed by parents/carer)**

☐ Full name ☒ First name only ☐ No name ☐ Other: [Print]

**Description of what is to be created, used, retained or reproduced:**

(Image or recording includes photographs, videos, film or sound recordings of the Individual)

☒ Individual's name ☒ Individual's image ☒ Individual's recording ☒ Individual's copyright material

Description of copyright material, image, recording or other personal information:

☒ sound recording ☒ artistic work ☒ written work ☒ film ☒ name ☒ photograph / image

other: Photos and video of students, teachers, educational staff and parents. Student work (artwork or written) may be photographed. The name of the school will be recorded, if applicable

**Description of how the personal and/or copyright information will be used, reproduced. Where will this information be used (e.g internet, on a website, social media, newsletter, media or brochure). How will it be distributed to, or accessed by the public?**

Photos and video of students, teachers, educational staff and parents will be used in departmental publications, brochures, posters, displays, advertising, promotional material, social media, websites and presentations promoting departmental initiatives. Other government departments may also use the photographs and video for similar purposes

**What is the timeframe the individual's copyright material, image, recording, name or other personal information is required (e.g. is it for one year, one time usage? What date or dates?):**

Ongoing, unless revoked in accordance with Section 6.

**Departmental position / name of the person responsible for the making, usage, storage, reproduction, distribution, publication or communication of the individual's copyright material, image, recording, name or other personal information:**

Durack State School, 3714 2666

**Will the individual's personal information or individual work be published on the internet, social media website or another website (i.e. permanently published to the public)?**

☒ Yes ☐ No

**If yes, which of the websites below will the individual's personal information or individual work be published on:**

☒ School / department websites: <https://durackss@eq.edu.au>

The school websites are publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its websites.

☒ School / department Facebook page:  
<https://www.facebook.com/QueenslandDepartmentofEducationandTraining/>

The school Facebook page is publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its Facebook page.

☒ School / department YouTube Channel: <https://www.youtube.com/user/DETQueensland>

The school YouTube channel is publicly accessible by all internet users. The school may share videos related to the school's programs, activities and initiatives with users through its YouTube channel. The school does not permit users to download its videos uploaded to its YouTube channel. However third party applications may be used to overcome the school's settings.

☐ School / department Twitter Profile:

## State School Consent Form

to use, record or disclose copyright material, image, recording, name or personal information

The school Twitter profile is publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its Twitter profile.

☒ Other:

Provide a short description, and the website address, of the other website/s:

<https://eqi.com.au/>, <https://studyinaustralia.gov.au>

including print, digital and social media platforms

[www.booksinhomesaustralia.com.au](http://www.booksinhomesaustralia.com.au), [www.ausenco.com](http://www.ausenco.com)

### 2. LIMITATIONS ON CONSENT

The Individual or Signatory wishes to limit the consent in the following way:

PLEASE COMPLETE THE TABLE BELOW IF YOU GIVE PERMISSION FOR IMAGES AND VIDEOS OF YOUR STUDENT TO BE USED.

#### IT IS NOT COMPULSORY FOR YOU TO PROVIDE THIS CONSENT

If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.

### 3. DETAILS

Name of Individual

Address of Individual

Name of School (at which the Individual is enrolled, employed or volunteers)

Durack State School

**Signature of the Individual** (if over 18 years of age, or if under 18 years of age and capable of understanding and giving this consent)

Date  
/ /

**Signature of the parent or guardian** (required if the Individual is under 18 years)

Date  
/ /

Name of signing parent or guardian

Address of signing parent or guardian

## State School Consent Form

to use, record or disclose copyright material, image, recording, name or personal information

### 4. CONSENT GIVEN

On behalf of the individual identified in Section 1 of this Consent Form (the Individual), the person or persons signing this Consent Form (the Signatory)\* grant consent to the Department of Education, Training and Employment (the Department), to a State School and to any other Department or Agency of the State of Queensland (the State) to use, record and disclose the Individual's:

- name, image, recording and any other identifying information specified in the Particulars section of this Consent Form (personal information); and
- copyright material, including their written, artistic or musical works or video or sound recordings specified in the Particulars section of this Consent Form (Individual work).

\*Note: If the Individual is under 18 years of age, the Signatory must be a parent or guardian of the Individual. The Individual must also sign if he or she is under 18 and able to give and understand the consent. If the Individual is 18 or older, the Signatory and the Individual will be the same person.

### 5. PURPOSE

This consent only applies to any use, recording or disclosure of the Individual's personal information or Individual work, in connection with the Department or the State, for the following purposes:

- any activities engaged in during the ordinary course of the provision of education and training (including assessment) or other purposes associated with the operation and management of the Department or the Individual's school;
- public relations, promotion, advertising, media and commercial activities. This only includes via the internet and Social Media Websites if the relevant website is identified as a permitted website for the purposes of this consent in the Particulars section of this Consent Form;
- where the material is uploaded to a Social Media website or other website:
  - any purpose, commercial or otherwise, required by the operators of the website as a condition of uploading the personal information or Individual work; and
  - transfer of the personal information outside of Australia in the course of the operation of the website.
- use by the media in relation to the Individual's participation in school activities or community events, including, for example, dramatic or musical performances, sporting activities and award ceremonies; and
- any other activities identified in the Particulars section of this Consent Form.

### 6. DURATION

If the Department, the State or another person permitted by them is using the Individual's personal information or Individual work, or has entered into contractual obligations in relation to the Department's material that incorporates the Individual's personal information or Individual work, the consent will continue in relation to that material until the use is complete or until the contractual obligations come to an end. It is not possible for the Signatory or the Individual to withdraw the Individual's personal information or Individual work or revoke this consent in relation to such existing uses of that material.

If you do wish to revoke or modify this consent in relation to any further new uses of the Individual's personal information or Individual work, the Individual or the Signatory should send a notice in writing to the person nominated in Section 8 of this Consent Form. After that notice is received, the Department and the State will still be able to continue the existing uses, but will not be able to make any further new use of the Individual's personal information or Individual work.

The Signatory acknowledges that where material is uploaded to a Social Media website or other website:

- the use and contractual obligations may be perpetual and irrevocable; and
- it may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State will not be responsible for doing so.

### 7. DEFINITIONS

- 'Use' includes:
  - to create, make copies of, reproduce, modify, adapt or retain in any form, including by camera, video, digital recorder, webcam, mobile phone or any other device; and
  - to distribute, publish or communicate in any form, including in newsletters and other print media, television and the internet and Social Media websites, in whole or in part, and to permit other persons to do so.
- The Department or the State will not pay the Signatory or the Individual for giving this consent or for the use of the Individual's personal information or Individual work.

## State School Consent Form

to use, record or disclose copyright material, image, recording, name or personal information

- This Consent Form revokes and replaces all previous consent forms in relation to the use of the Individual's personal information or Individual work.
- This Consent Form is a legally binding and enforceable agreement between the Signatory and the Department or the State,
- Nothing in this Consent Form limits the rights that the Department or the State reserve in relation to the use of the Individual's personal information, Individual work or other intellectual property under any other law.
- The 'Department' and the 'State' include the officers and employees of the Department and the State engaged in performing services for the Department and the State.
- 'Social Media Website' includes any website operated by a third party which facilitates the uploading and sharing of user generated content, including social and professional networking websites, web forums, blogs and wikis.
- This consent extends to the Department and the State:
  - disclosing the Individual's personal information and Individual work to the Department's and the State's agents, contractors and volunteers for the purpose of performing services for the Department and the State; and
  - permitting those persons to use, record and disclose such material to the same extent as the Department and the State are entitled to deal with the Individual's personal information and Individual work.

### 8. NOTE

The Department will use its best endeavours to ensure the person signing this Consent Form is authorised to do so, but takes no responsibility for circumstances in which it is misled as to the identity or authority or ability of a person to provide consent.

If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact the Principal of the school at which the Individual is enrolled or works or send a request in writing to the District Office.

### 9. INFORMATION

#### What is this consent for?

This Consent Form authorises the Department and the State to use the Individual's personal information and copyright material, together with information about the Individual's participation in Departmental and State initiatives, for any use by the Department and the State associated with the purposes identified in Section 5 of this Consent Form. The consent covers the entire or partial use of the Individual's personal information and copyright material in conjunction with other words and images.

For example, the Individual's personal information and copyright material may appear in school newsletters, magazines, websites (including Social Media Websites) and other school, departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to the Individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

#### Websites

Individuals and Signatories should be aware that publication of an Individual's personal information and Individual work on Social Media Websites is similar to publication in newsletters, magazines, brochures, etc; however publication on Social Media Websites is publication of that material to the world at large.

Individuals and Signatories should be aware that the publication of an Individual's personal information and Individual work, by the Department or the State, on a Social Media Website typically constitutes a permanent and publicly available record of that material. This means that anyone may be able to copy and use an Individual's personal information and Individual work that has been published on a Social Media Website for any purpose and without the consent or knowledge of the Department, the State or the Individual. Individuals or Signatories should not grant their consent to the Department or the State to use an Individual's personal information or Individual work in connection with a Social Media Website if the Individual or Signatory does not agree to the material being permanently available to the public.

If an Individual's personal information or Individual work is published on a Social Media Website, that material will be governed by the privacy policy and terms of use of the relevant Social Media Website. The Department or State cannot reasonably control how an Individual's personal information or Individual work is used by third parties once the material has been published on a Social Media Website.

**What is copyright material?**

An Individual's copyright material may include written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, recordings, computer programs, websites, sculptures, fashion, metal- or wood-works made by them or to which they contributed. In the case of students, it includes, but is not limited to, work that they create in the course of their studies during the time they are enrolled at a State school. These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

The Department understands that students and volunteers generally own the intellectual property rights in the material they create and that this Consent Form is not meant to transfer the Individual's ownership of the intellectual property in their copyright material.

**This Consent Form does not provide for copyright consent in relation to copyright works an Individual creates in the course of employment** (whether or not the material is created in normal work hours or using departmental facilities or equipment). Where copyright material is created by a State employee while performing their duties under the terms of their employment, the copyright is owned by the State as the employer (section 35 *Copyright Act 1968*). There are limited exceptions to this including, for example, where the copyright material is created by an employee pursuant to a prior agreement with the employer.

Generally, the deciding factor is whether the employee is performing their official duties. In addition, section 176 of the *Copyright Act 1968* applies where the work was created by or under the direction or control of the State. However, moral rights may still apply to copyright material created by an employee. The *Queensland Public Sector Intellectual Property Principles* provide further information on intellectual property. If as an employee you have any further queries about the ownership of the intellectual property in respect of the works you create you should contact the Legal and Administrative Law Branch.

**What is personal information?**

Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the Individual's name, image or video or sound recording. It also includes the Individual's educational information such as the Individual's assessment and results, and health information and court orders provided to the Department, where such information may enable the Individual to be identified.

**What happens to the Consent Form once it is completed and signed?**

The Consent Form is retained by the Department and it will be placed on the Individual's file and/or the project file. The Individual or Signatory may request a copy of the signed form by contacting the Principal of the school.

**What if I give my consent and later change my mind?**

This consent will be in effect from the date the Consent Form is signed. The Department and the State will then start using the Individual's personal information and Individual work to create material incorporating the Individual's personal information and Individual work and entering into contractual obligations in relation to that material.

If you wish to later modify or revoke this consent, the Individual or the Signatory should send a notice in writing to the person nominated in Section 8 of this Consent Form. After that notice is received, the Department and the State will not make any new additional use of the Individual work, but any existing uses will continue.

Where the Department or another person uploads material to a Social Media Website or other website, it may need to accept contractual obligations that are perpetual and irrevocable. It may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State cannot take responsibility for doing so.

**Privacy**

The consent to the recording, use and disclosure of the Individual's personal information and Individual work is required in accordance with the *Copyright Act 1968* (Cth), the *Education (General Provisions) Act 2006* and the *Information Privacy Act 2009*. Personal information will be stored securely. The Department will only disclose the Individual's personal information in accordance with your consent, except 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, or if you have a concern or complaint about the way the Individual's personal information has been collected, used, stored or disclosed, please contact the school.



# Durack State School

(Formerly Serviceton State School)

69 Inala Avenue  
Durack Qld 4077

Ph: 3714 2666

Fax: 3714 2600

Email: [chollis@durackss.qld.edu.au](mailto:chollis@durackss.qld.edu.au)

ABN: 46 640 145 370

## The Online Service Consent Form

### Privacy Notice

*The Department of Education and Training is collecting your personal information on this form in order to obtain consent for disclosure of a student's personal information to facilitate registration and use of third-party web-based software identified on the form. The information will be used and disclosed by authorised school employees for the purposes outlined on the form. Student personal information collected on this 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.*

Dear Parent/Guardian,

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 this 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 and works

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) and student works. Materials such as student projects, assignments, portfolios, images, video or audio.

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).

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 in Section 4 of this 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 6 of the Online Services Consent Form.

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.

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.

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact administration, 3714 2666.

### 1. 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 1a.), the school will specify it. Examples may include:

- Student assessment
- Student projects, assignment, portfolios
- Student image, video, and/or audio recording
- Collaboration

### 2. APPROVED PURPOSE

This form records your consent for the recording, use, disclosure and publication of the information listed in item 1 above, 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.

### 3. TIMEFRAME FOR CONSENT

The consent granted by this form is for the duration of the student's current phase of learning (Years P-2, 3-4, 5-6). Consent is obtained upon enrolment and renewed when students move into a new phase of learning.

### 4. CONSENT FOR ONLINE SERVICES

For each online service listed below, please **tick your choice** to give consent to your child's information and /or child's work being provided to each of the third-party providers for the provision of an educational service. Information about the online services is outlined in detail in Section 6.

These online services covered by section 1a support curriculum delivery.

Online service	Do Consent ✓	Do Not Consent X
Epic!		
Khan Academy		
Literacy Planet		
Plickers		
Popplet		
Prodigy		
Raz-Kids		
Reading Eggs		
Starfall		
Studyladder		
Vocabulary Spelling City		

Additional consent is required for these online services as stated in section 1b. They are used to support student works and may contain student assessment, student projects, assignments, portfolios, student image, video, audio recording and collaboration.

Online service	Do Consent ✓	Do Not Consent X
Book Creator		
IXL		
Microsoft Forms		
Nearpod		
Seesaw		

### 5. THE PERSON TO WHOM THE CONSENT RELATES,

#### CONSENT AND AGREEMENT

Student's Name: \_\_\_\_\_

Year level: \_\_\_\_\_ Class: \_\_\_\_\_

☐ I have read the form or

☐ it has been read to me by a translator. Translator's name: \_\_\_\_\_

I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. I understand that my student's personal information will be provided to these third party software providers for the purpose of my student's registration and use of the software programs and that this information may be stored outside of Australia.

Parent/carer name: \_\_\_\_\_

Signature: \_\_\_\_\_

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



## 6. THIRD PARTY WEB-BASED SERVICE PROVIDERS

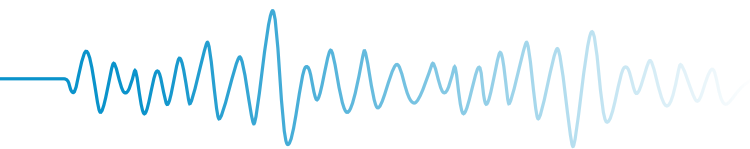
### Online Services 1a

<b>Name of Provider:</b>	Epic!
<b>Type of Service:</b>	The purpose of this website is to provide an online library with the ability to track students' progress.
<b>Website:</b>	<a href="https://www.getepic.com/educators">https://www.getepic.com/educators</a>
<b>Terms of use:</b>	<a href="https://www.getepic.com/tos">https://www.getepic.com/tos</a>
<b>Privacy Policy:</b>	<a href="https://www.getepic.com/privacy">https://www.getepic.com/privacy</a>
<b>File Storage:</b>	This service stores information in the USA.
<b>Name of Provider:</b>	Khan Academy
<b>Type of Service:</b>	The purpose of this website is to provide free online materials and resources to support personalised online education for learners of all ages.
<b>Website:</b>	<a href="https://www.khanacademy.org">https://www.khanacademy.org</a>
<b>Terms of use:</b>	<a href="https://www.khanacademy.org/about/tos">https://www.khanacademy.org/about/tos</a>
<b>Privacy Policy:</b>	<a href="https://www.khanacademy.org/about/privacy-policy">https://www.khanacademy.org/about/privacy-policy</a>
<b>File Storage:</b>	This service stores information in the USA.
<b>Name of Provider:</b>	Literacy Planet
<b>Type of Service:</b>	The purpose of this website is to allow students to learn and play interactive games to improve in English literacy. Students can participate in quests, play games and compete in competitions. Teachers can assign work, monitor students' progress and grade students.
<b>Website:</b>	<a href="http://www.literacyplanet.com.au">http://www.literacyplanet.com.au</a>
<b>Terms of use:</b>	<a href="https://www.literacyplanet.com/au/about/privacy-policy/schools-terms/">https://www.literacyplanet.com/au/about/privacy-policy/schools-terms/</a>
<b>Privacy Policy:</b>	<a href="https://www.literacyplanet.com/au/about/privacy-policy/">https://www.literacyplanet.com/au/about/privacy-policy/</a>
<b>File Storage:</b>	This website stores information in Australia but is outside the department's network.
<b>Name of Provider:</b>	Plickers
<b>Type of Service:</b>	The purpose of this website is to help teachers collect real-time formative assessment data without the need for student devices.
<b>Website:</b>	<a href="https://www.plickers.com">https://www.plickers.com</a>
<b>Terms of use:</b>	<a href="https://help.plickers.com/hc/en-us/articles/360009090913-Terms-of-Service">https://help.plickers.com/hc/en-us/articles/360009090913-Terms-of-Service</a>
<b>Privacy Policy:</b>	<a href="https://help.plickers.com/hc/en-us/articles/360009090833-Plickers-Privacy-Policy">https://help.plickers.com/hc/en-us/articles/360009090833-Plickers-Privacy-Policy</a>
<b>File Storage:</b>	This service uses cloud-based servers in the United States of America.
<b>Name of Provider:</b>	Popplet
<b>Type of Service:</b>	The purpose of this website is to provide a brainstorming and mapping tool for students.
<b>Website:</b>	<a href="http://popplet.com">http://popplet.com</a>
<b>Terms of use:</b>	<a href="http://popplet.com/terms/">http://popplet.com/terms/</a>
<b>Privacy Policy:</b>	<a href="http://popplet.com/privacy/">http://popplet.com/privacy/</a>
<b>File Storage:</b>	This service uses cloud-based servers in the United States of America.
<b>Name of Provider:</b>	Prodigy
<b>Type of Service:</b>	The purpose of this website to provide an online math game and education platform.
<b>Website:</b>	<a href="https://www.prodigygame.com/">https://www.prodigygame.com/</a>
<b>Terms of use:</b>	<a href="https://www.prodigygame.com/Terms-Conditions/">https://www.prodigygame.com/Terms-Conditions/</a>
<b>Privacy Policy:</b>	<a href="https://www.prodigygame.com/Privacy-Policy/">https://www.prodigygame.com/Privacy-Policy/</a>
<b>File Storage:</b>	This service stores data on servers in Ontario, Canada.

<b>Name of Provider:</b>	Raz-Kids
<b>Type of Service:</b>	The purpose of this website is to provide teachers with student resources (Online E-Books etc) to enhance reading skills through interactive tools.
<b>Website:</b>	<a href="https://www.raz-kids.com/">https://www.raz-kids.com/</a>
<b>Terms of use:</b>	<a href="http://help.learninga-z.com/customer/en/portal/articles/1649233-terms-of-service">http://help.learninga-z.com/customer/en/portal/articles/1649233-terms-of-service</a>
<b>Privacy Policy:</b>	<a href="http://help.learninga-z.com/customer/portal/articles/1649236-privacy">http://help.learninga-z.com/customer/portal/articles/1649236-privacy</a>
<b>File Storage:</b>	This service uses cloud-based servers in the United States of America.
<b>Name of Provider:</b>	Reading Eggs (3P)
<b>Type of Service:</b>	The purpose of this website is to promote and provide access to a product designed to develop a student's ability to read English.
<b>Website:</b>	<a href="http://www.readingeggs.com.au">http://www.readingeggs.com.au</a>
<b>Terms of use:</b>	<a href="http://www.3plearning.com/au/">http://www.3plearning.com/au/</a> (parent website)
<b>Privacy Policy:</b>	<a href="http://readingeggs.com.au/terms">http://readingeggs.com.au/terms</a>
<b>File Storage:</b>	<a href="http://readingeggs.com.au/privacy">http://readingeggs.com.au/privacy</a> & <a href="http://cdn.3plearning.com/wp-content/uploads/2013/07/3P-Learning-Data-and-Privacy-Statement-Feb15.pdf">http://cdn.3plearning.com/wp-content/uploads/2013/07/3P-Learning-Data-and-Privacy-Statement-Feb15.pdf</a> This service uses cloud-based servers in the United States of America.
<b>Name of Provider:</b>	Starfall
<b>Type of Service:</b>	The purpose of this website is to provide a platform for students to learn through exploration while having fun.
<b>Website:</b>	<a href="http://more.starfall.com">http://more.starfall.com</a>
<b>Terms of use:</b>	-
<b>Privacy Policy:</b>	<a href="https://teach.starfall.com/lv/info/privacy">https://teach.starfall.com/lv/info/privacy</a>
<b>File Storage:</b>	This service stores information in the United States of America
<b>Name of Provider:</b>	StudyLadder
<b>Type of Service:</b>	The purpose of this website is to provide students with an online learning platform for all subjects.
<b>Website:</b>	<a href="https://www.studyladder.com.au">https://www.studyladder.com.au</a>
<b>Terms of use:</b>	-
<b>Privacy Policy:</b>	<a href="https://www.studyladder.com.au/about/privacy">https://www.studyladder.com.au/about/privacy</a>
<b>File Storage:</b>	This service stores information in the United States of America
<b>Name of Provider:</b>	Vocabulary Spelling City
<b>Type of Service:</b>	The purpose of this website is to allow teachers to create word lists to help students improve spelling, vocabulary and grammar. It has audio components that assist students to pronounce and comprehend words in a sentence.
<b>Website:</b>	<a href="http://www.spellingcity.com/">http://www.spellingcity.com/</a>
<b>Terms of use:</b>	<a href="https://www.spellingcity.com/terms-of-service.html">https://www.spellingcity.com/terms-of-service.html</a>
<b>Privacy Policy:</b>	<a href="https://www.spellingcity.com/privacy-policy.html">https://www.spellingcity.com/privacy-policy.html</a>
<b>File Storage:</b>	This service stores information in the United States of America

## Online Services 1b

<b>Name of Provider:</b>	Book Creator
<b>Type of Service:</b>	This service allows users to create and collaborate on digital books by combining audio, visual and text elements.
<b>Website:</b>	<a href="http://www.bookcreator.com/">http://www.bookcreator.com/</a>
<b>Terms of use:</b>	<a href="https://www.bookcreator.com/terms-of-service/">https://www.bookcreator.com/terms-of-service/</a>
<b>Privacy Policy:</b>	<a href="https://www.bookcreator.com/pp-row/">https://www.bookcreator.com/pp-row/</a>
<b>File Storage:</b>	Cloud based servers offsite.
<b>Name of Provider:</b>	IXL
<b>Type of Service:</b>	IXL provides English and Mathematics modules aligned to the Australian Curriculum that can be personalised for student learning.
<b>Website:</b>	<a href="https://au.ixl.com/">https://au.ixl.com/</a>
<b>Terms of use:</b>	<a href="https://au.ixl.com/terms-of-service">https://au.ixl.com/terms-of-service</a>
<b>Privacy Policy:</b>	<a href="https://au.ixl.com/privacypolicy">https://au.ixl.com/privacypolicy</a>
<b>File Storage:</b>	This service stores information in the USA.
<b>Name of Provider:</b>	Microsoft Forms
<b>Type of Service:</b>	The purpose of this website is to provide teachers the ability to create customised quizzes, surveys, questionnaires and polls for educational use in their classrooms.
<b>Website:</b>	<a href="http://www.forms.office.com">www.forms.office.com</a>
<b>Terms of use:</b>	<a href="https://www.microsoft.com/en-us/legal/intellectualproperty/copyright/default.aspx">https://www.microsoft.com/en-us/legal/intellectualproperty/copyright/default.aspx</a>
<b>Privacy Policy:</b>	<a href="https://privacy.microsoft.com/en-gb/privacystatement">https://privacy.microsoft.com/en-gb/privacystatement</a>
<b>File Storage:</b>	Microsoft Forms data is stored on servers in the United States, with the exception of data for European-based tenants. The data for European-based tenants is stored on servers in Europe
<b>Name of Provider:</b>	Nearpod
<b>Type of Service:</b>	The purpose of this website is to provide users a collaborative space to create and conduct interactive online lessons for students.
<b>Website:</b>	<a href="http://www.nearpod.com/index.php">http://www.nearpod.com/index.php</a>
<b>Terms of use:</b>	<a href="https://www.nearpod.com/terms-conditions/">https://www.nearpod.com/terms-conditions/</a>
<b>Privacy Policy:</b>	<a href="https://www.nearpod.com/privacy-policy/">https://www.nearpod.com/privacy-policy/</a>
<b>File Storage:</b>	Cloud based servers in California, USA.
<b>Name of Provider:</b>	Seesaw
<b>Type of Service:</b>	The purpose of this website is to capture student work in a digital 'portfolio'.
<b>Website:</b>	<a href="http://web.seesaw.me">http://web.seesaw.me</a>
<b>Terms of use:</b>	<a href="https://web.seesaw.me/terms-of-service">https://web.seesaw.me/terms-of-service</a>
<b>Privacy Policy:</b>	<a href="https://web.seesaw.me/privacy-policy">https://web.seesaw.me/privacy-policy</a>
<b>File Storage:</b>	Cloud based servers in California, USA.



Hear and Say  
Opening worlds

# School Hearing Screening Consent Form

Please use block letters to complete form.

Child's name: First	Last	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth ____/____/____	School	Class
Home address		Postcode
Mobile	Home phone	
Email		<i>Your child's screening report will be emailed directly to you.</i>
Was your child born in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does your child identify as Aboriginal or Torres Strait Islander? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you speak English at home? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, which language do you speak?	

HEARING SCREENING	Do you have any concerns about your child's hearing? If yes, please provide details: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Has your child had a history of ear infections?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Has your child had any ear surgery or seen an Ear, Nose and Throat Specialist?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Has your child's hearing been tested before (other than newborn screening)? If yes, was a hearing loss diagnosed? _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does your child have any conditions that may affect this testing? If yes, please provide details: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

- I give permission for Hear and Say to share my child's results with the school.  
☐ NO, I DO NOT give permission to share results.
- I give permission for Hear and Say's screening and/or research team to contact me in the future if "Refer" results was received.  
☐ NO, I DO NOT give permission to follow up.
- I agree for Hear and Say and/or its partners to take photographs/video footage of my child during services and activities organised or provided by Hear and Say. I understand these photos or videos may be used by Hear and Say and its partners for media, print and online marketing materials, including but not limited to, social media, training purposes, reporting and funding application.  
☐ NO, I DO NOT give photo consent.

By signing below, you agree to and fully understand the following conditions:

- I hereby grant Hear and Say permission to provide audiological screening assessment/s to my child as part of the Hear and Say School Hearing Screening Program.
- I understand that this program provides a screening assessment and any report given to my child **does not** constitute a hearing diagnosis. It is a recommendation to obtain further medical assessment.
- I understand that it is the parent/guardian's responsibility to follow up on recommendations for referral.
- I understand Hear and Say may contact me in the days following the screening/s if the results indicate a significant issue.

## Parent/Guardian

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Privacy Statement

We collect personal information to enable us to carry out our work in providing screening health services to the community. Please view the Hear and Say Privacy Policy and Statement at [hearandsay.com.au/privacy-policy/](https://hearandsay.com.au/privacy-policy/)