

MORAYFIELD STATE HIGH SCHOOL

Respect • Responsibility • Cooperation



2025 Enrolment Forms



Dear Parent/Carer

Thank you for your enquiry to enrol at Morayfield State High School.

Morayfield State High School is a dynamic co-educational school where we seek to gain the best outcomes for each and every student in Years 7-12. To this end, we offer a wide range of curriculum, co-curricular and extra-curricular programs and activities designed to enhance the future prospects of our students while also fostering their personal and social development.

Our vision statement "Achieving excellence through innovation, integrity; leadership and community" is underpinned by our core values

- Learning
- Respect for Ourselves and Others
- Working Together
- Honesty and Fairness
- A Pleasant and Safe Environment

Our school's behaviour code of Respect, Responsibility, and Cooperation outlines expectations for how students interact at school and when representing us in the wider community. Morayfield State High School is a learning community that values and celebrates the success of its students and the dedication and commitment of its excellent staff. Staff and students are expected to commit to and work within a culture that promotes individual and collective learning, uses data to inform practice and has an explicit improvement agenda. We are focused on ensuring that we do whatever we can to make sure that each and every one of our Morayfield State High School graduates leaves with the qualifications and skills to be successful in their chosen pathway and in their lives beyond school. This includes

- Attainment of an ATAR aligned to tertiary course entry requirements (where relevant)
- Attainment of a VET Qualification
- Literacy, numeracy, thinking and technology competencies and
- A strong sense of social and emotional wellbeing and resilience

We understand that the process of enrolling at a new school is an important one. As a result, we have put all the forms in one location to assist you in completing this process. The enrolment forms are to be printed, completed and returned to the school so we can process your application in a timely manner.

Further information is available on our school website and our Facebook page. You will find our Enrolment Management Plan, parent handbook and subject handbooks, a valuable resource while completing your enrolment application. Additionally, we have included an enrolment checklist to help ensure all the necessary documentation has been provided and the appropriate forms completed. The checklist requires evidence of residential address for families within our catchment area due to our Enrolment Management Plan being introduced.

We are looking forward to meeting you. We will arrange an enrolment interview as soon as the application package has been reviewed. Please do not hesitate to call on 5428 5555 or email 2154_enrol@eq.edu.au if we can help you with any part of this process.



Enrolments Checklist

Student Name:	
Year Level:	
Parent Name:	
Email Address:	

Documents Checklist – Inside Catchment

<i>If you currently have a student who attends the school, these documents must still be provided</i>	OFFICE ✓
Information only required for 'Inside Catchment' applications along with other documentation on checklist	
Primary Proof of Address x 1 – Rates Notice, Lease Agreement, Sale Agreement	
Primary Proof of Address x 1 – Utility Bill (electricity, gas, water etc)	
Previous School Report Card	
Birth Certificate	
Evidence of Residency/Citizenship – Certificate, VISA, Passport	
Court Orders, Protection Orders	
Verification Documentation for inclusion in SEU Program in a QLD School	

Documents Checklist – Outside Catchment

<i>If you currently have a student who attends the school, these documents must still be provided</i>	OFFICE ✓
Information only required for 'Outside Catchment' applications along with other documentation on checklist	
Previous School Report Card	
Birth Certificate	
Reasons for enrolling your student residing outside the catchment area	
Evidence of Residency/Citizenship – Certificate, VISA, Passport	
Court Orders, Protection Orders	
Verification Documentation for inclusion in SEU Program in a QLD School	



Catchment Area Information

Out of Catchment Enrolments

Applications from any person, not meeting the Inside Catchment criteria, is considered an Outside Catchment application. Enrolment of students from outside the local catchment area is restricted to ensure that enrolments do not exceed the student enrolment capacity. Morayfield State High School can only enroll Outside Catchment students:

- i. if there is sufficient spare capacity after reserving places for students who move into the catchment throughout the year
- ii. after considering the school's projected future enrolment growth.

Outside Catchment students applying for enrolment at the school are assessed in order of receipt and placed on a waiting list. These applications will remain current only for the school year in which they are applying to enrol.

STUDENTS RESIDING OUTSIDE THE CATCHMENT AREA ELIGIBLE FOR ENROLMENT

- ☐ Children and young people who are subject to child protection orders that grant guardianship or custody of the Chief Executive
- ☐ Officer of the Department of Communities, Child Safety and Disability Services (Child Safety Services)
- ☐ Siblings of current students at the school
- ☐ Students whose parents or legal guardian is employed by the school
- ☐ Students who live outside the catchment area and are verified with a disability can enrol in the school to attend the specialised disability program if it is the closest program to their home and meets the individualised needs.
- ☐ Students who have been excluded from a school, other than this school, dependent upon the conditions related to the exclusion, as determined by the Regional Director

*****All Out of Catchment enrolments are subject to review by the Enrolment Panel*****

REASONS FOR ENROLING YOUR STUDENT RESIDING OUTSIDE THE CATCHMENT AREA:



FAQs

This fact sheet is designed to assist parents/legal guardians with common questions surrounding the enrolment process for Morayfield State High School. Please read all the information in our Prospectus before submitting your application including, the Parent Handbook, Student Subject Guides, Student BYOX Charter & Laptop Hire Scheme.

1. Do I need to complete all the enrolment documents?

Yes, all forms need to be completed and signed, with all appropriate supporting documentation supplied, for your application to be considered. **Failure to complete the mandatory sections of the form marked with an (*) or failure to provide the required documentation may result in a refusal to process the application.**

2. What does 'Inside Catchment' mean?

Any student whose **principal place of residence is within** the school's catchment area(s) is (subject to the Act) entitled to enrol at the school.

3. What does 'Outside Catchment' mean?

Any application not meeting the Inside Catchment criteria, is an Outside Catchment application. Enrolment of students from outside the local catchment area is restricted to ensure that enrolments do not exceed the student enrolment capacity.

4. What 'Proof of Address' documentation do I need to supply?

Parents or legal guardians who wish to enroll their student at the school will need to demonstrate that the student's principal place of residence is within the catchment area. Current proof of residency at the address indicated should be provided by way of the following:

- **1x primary source** — current lease agreement, or rates notice, or unconditional sale contract in legal guardian's name.
- **1x secondary source** — utility bill (e.g. electricity) showing same address and legal guardian's name.

5. Do I need to provide my Proof of Address documentation even if a sibling attends the school?

Yes, your Proof of Address documents (listed above) are required even if a sibling attends the school. The confirmation of address and presentation of these documents ensures space for all students within the catchment area are catered for.

6. What if I am on a Periodic Lease Agreement that is no longer in date?

If you are on a periodic lease, not within date, **a new lease agreement will be required** from your real estate agent, land lord, or the Department of Public Works (depending on your housing agent). If a new lease agreement will not be reissued, a letter on official letterhead from your real estate agent or the Department of Public Works will be required to accompany the expired lease to satisfy the enrolment requirements.

7. What if I do not have the required 'Proof of Address' documents?

If the legal guardian cannot provide Proof of Address documentation (listed above) the Principal will request further proof of residency in the form of a properly sworn statutory declaration from the enrolling parent/legal guardian attesting that the student's principal place of residence is the place nominated in the enrolment application, along with 4 other proof of address documents (please refer to catchment information page on our website).

8. What if myself and student currently reside with family or friends?

If the legal guardian and student are currently residing at a residency where they are not named on any Proof of address documents, a statutory declaration must be completed. The owner/leaser of the property must complete the statutory declaration and state that the legal guardian and student are currently residing at the property with the owner/leaser and have the statutory declaration signed by a Justice of the Peace. A copy of all Proof of Address documents in the owner/leaser's name will need to be provided with the statutory declaration.



9. Will I need to bring in my student's birth certificate?

Your student's birth certificate is required to be sighted if your student has never before been enrolled in a Queensland State School. If your student's birth certificate is not in English, a translated copy will be required.

10. If I have court orders, family orders or protection orders do they need to be provided to the school?

Yes, if the orders are within date and the school is required to follow their direction, a copy is required.

11. Do I need to provide proof of Citizenship?

Yes, if your student is not an Australian Citizen, proof of citizenship will be required. This can be in the form of a citizenship certificate, passport, or a residency document. If having travelled from overseas, please provide a copy of the student's passport and VISA documentation. Please also ensure you have contacted EQI (Education Queensland International – www.eqi.com.au) to confirm enrolment eligibility.

12. What if I am enrolling a student that I am not the legal guardian of?

If a student is in your care through a **Departmental arrangement**; a court order, or an Authority to Care document will be required to show proof of guardianship. If a student is in your care through a **private family arrangement**, a sworn Statutory Declaration (signed by a Justice of the Peace) will be required from the legal guardian to state the student resides with you and that you have permission to enrol the student in school. If this information cannot be supplied, the Principal may need more information to determine enrolment (performing an individual assessment of information provided by the enrolling person).

13. What information is required for my student to be in the Special Education Unit?

For a student to be in the Special Education Program, a **current verification** is required. Upon enrolment you are required to supply copies of any medical diagnosis which aided in the verification process and that will assist the Unit in working with your student.

14. Is it compulsory for my student to have a laptop at Morayfield State High School?

From 2023, it is **compulsory** for all students to have a laptop. This can either be via the Bring Your Own Device program or through the Student Laptop Hire Scheme (additional paperwork required).

15. Is the Student Resource Scheme separate to the Laptop Hire Fee?

Yes, the Student Resource Scheme payment is separate to the Student Laptop Hire Scheme payment.

16. Is the Student Resource Scheme separate to the Stationery List?

Yes, the Student Resource Scheme is separate to the Stationery List. Stationery Lists for each year level are available late in term 4 each year. You can purchase your stationery at your preferred location (e.g. Officeworks, Office Max).

17. What is the process if my student is moving from interstate?

Firstly, a completed enrolment pack will be required along with all required supporting documentation. Following the presentation of all documentation, a pre-enrolment appointment will be booked with a Guidance Officer to confirm the appropriate year level and to discuss other matters relating to your student. After this appointment, a final enrolment appointment will be booked with the year level Deputy Principal, to finalize the enrolment.



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"> current driver's licence; or adult proof of age card; or current passport. 	

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

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

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

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

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

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

PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)*Privacy Statement

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

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

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

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

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

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

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

COURT ORDERS* (continued)**Family Court Orders***Are there any current orders made pursuant to the *Family Law Act 1975* concerning the welfare, safety or parenting arrangements of the prospective student?☐ Yes ☐ No

If yes, what are the dates of the court order? Please provide a copy of the court order.

Commencement date

/ /

End date

/ /

Other Court Orders*

Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?

☐ Yes ☐ No

If yes, what are the dates of the court order? Please provide a copy of the court order.

Commencement date

/ /

End date

/ /

APPLICATION TO ENROL*

I hereby apply to enrol my child or myself at _____.

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

	Parent/carer 1	Parent/carer 2	Prospective student (if student is mature age or independent)
Signature			
Date	/ /	/ /	/ /

Office use only

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

Parental occupation groups for use with parent/carer details

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

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

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

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

Defence Forces commissioned officer

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

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

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

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

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

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

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

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

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

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

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

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

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

Defence Forces senior Non-Commissioned Officer.

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

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

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

Skilled office, sales and service staff:

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

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

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

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

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

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

Office assistants, sales assistants and other assistants:

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

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

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

Labourers and related workers

Defence Forces ranks below senior NCO not included above

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

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

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

State schools standardised medical condition category list

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

Application to enrol in a Queensland state school

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

Entitlement to enrolment

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

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

Prospective student

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

Parent's occupation and education

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

Court Orders

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

Name on enrolment form

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

Gender

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

Religious Instruction

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



Enrolment Agreement

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

Responsibility of student to:

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

Responsibility of parents/carers to:

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

Responsibility of school staff to:

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

- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- notify parents/carers of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents/carers to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with [departmental policy](#)
- treat students and parents/carers with respect.

- ☐ Student Code of Conduct (Website)
- ☐ Student Dress Code (Website)
- ☐ Homework Policy/Home Learning Expectations (Website)
- ☐ Student Resource Scheme (Enrolment Pack)
- ☐ ICT Acceptable Use Agreement (Enrolment Pack)
- ☐ Absences (Website)
- ☐ School excursions (Department of Education Website)
- ☐ Complaints management (Website)
- ☐ Chaplaincy and student welfare worker services – policy statement (Enrolment Pack)
- ☐ Third Party Website Consent (Website)
- ☐ Consent to use Copyright Material, Image, Recording or Name (Enrolment Pack)
- ☐ Mobile Device Policy (Website)

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:	
School Representative Signature:	

Related Links:

School excursions and international school study tours procedure

<https://ppr.qed.qld.gov.au/pp/school-excursions-and-international-school-study-tours-procedure>



ACCEPTABLE USE POLICY

Student:

- I understand that the school's information and communication technology (ICT) facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information stored on computers around the world.
- While I have access to the school's ICT facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.
- Specifically, in relation to internet usage, should any offensive pictures or information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/carers if I am at home.
- If I receive any inappropriate emails at school, I will tell my teacher. If I receive any at home, I will tell my parents/carers.
- When using email or the internet I will not:
 - reveal names, home addresses or phone numbers – mine or that of any other person
 - use the school's ICT facilities and devices (including the internet) to annoy or offend anyone else.
- I will not use any sites to denigrate the school or any members of its community at any time, including out of school hours.
- I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT facilities and devices inside or outside of school hours.
- I understand that if the school decides I have broken the rules for using its ICT facilities and devices, appropriate action may be taken. This may include an effect on my behaviour level, and loss of access to the network (including email/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:

Parent/Carer:

- I understand that the school provides my child with access to the school's information and communication technology (ICT) facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on computers from around the world; that the school cannot control what is on those computers; and that a small part of that information can be illegal, dangerous or offensive.
- I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by students/my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT facilities and devices. Furthermore, I will advise the school if any inappropriate material is received by my student/child that may have come from the school or from other students.
- I understand that the school does not accept liability for any loss or damage suffered to personal devices as a result of using the department's facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any device 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 them to access and use the school's ICT facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the *Behaviour Management Policy*. This may include loss of access and usage of the school's ICT 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/Carer's Name:

Parent/Carer's Signature:

Date :



Essential tools for schools in the provision of innovative educational programs and resources is the use of intranet, internet, email and other ICT facilities and devices. These technologies are vital for the contemporary educational program provided in schools. At all times while using these

ICT facilities and devices, students are required to act in line with the requirements of the [Student Code of Conduct](#), and any other specific rules of the school. Students using school ICT facilities have a responsibility for good behaviour and adhering to the school's network access and usage requirements. Responsibility for conveying and ensuring students understand and follow these behaviour standards when using the school's network facilities also rests with their parents and carers. Schools reserve the right to restrict access to network services if access and usage requirements are not met or are breached.

1. Purpose

Morayfield State High School (MSHS) offers a large network of ICT devices and facilities which allows students to access a wide range of curriculum specific software, email and the Internet. With this educational opportunity, comes responsibility and to be able to access these services, all students must be familiar with the guidelines stated in this document.

2. Policy

As students enrol at MSHS, they will be provided with a copy of this policy and agreement form for signing. In addition, a copy is available on the school's website. Signature on the agreement form by a student or user and any parent or carer shall constitute a binding agreement to comply with its terms in consideration of an account and password being issued. Accounts and passwords will only be issued to those students who have indicated their acceptance of this policy and their agreement to comply with its terms by signing an agreement form (including signature by a parent or carer where applicable).

In addition, parents/carers and students should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the department's ICT network facilities
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- be aware that:
 - access to ICT facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs
 - ICT facilities and devices should be used appropriately as outlined in the [Student Code of Conduct](#)
 - students who use personal and/or school-owned ICT devices or facilities in a manner that is not appropriate may be subject to disciplinary action by the school, which could include restricting network access
 - despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed
 - teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

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

Students using the MSHS network will:

- only access the ICT network using their unique computer account assigned to them
- not divulge their login credentials (username and/or password) to any other individual
- be accountable for all computer system usage conducted using their unique account
- save their files (classwork, assignments, etc) on their H drive or other appropriate network drive.
- be provided with network storage space, cloud storage space, plus a school email account
- not store executable files, music, games, large amounts of images and other similar files on the school network, unless permission is granted by the Head of Department – Business & IT.



- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the [Student Code of Conduct](#).
- Students are to be aware of occupational health and safety issues when using computers and other learning devices.
- Parents/carers are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
- Parents/carers are responsible for appropriate internet use by students outside the school environment when using a personal device (BYOx).
- The school will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to behave in line with these safe practices.
- Use of the school's ICT network is secured with a username and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students). Passwords should ideally contain 10 Characters; including Capital and Lowercase Letters, Numbers and Symbols.
- Students cannot use another student or staff member's username or password to access the school network, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.
- Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
- Students need to understand that copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

3. Responsibilities for using a personal mobile device (BYOx)

- Prior to any personal device being used, approval must be sought from the school to ensure it reflects the department's security requirements and abides by the BYOx Student Charter.
- Students are responsible for the security, integrity, insurance and maintenance of their personal devices and their network accounts.
- All files are to be scanned using appropriate virus software before being downloaded to the department's ICT network.
- Follow any advice provided on best security requirements e.g. password protection.
- Students and parents are to employ caution with the use of BYOx devices particularly as these devices can store significant numbers of files some of which may be unacceptable at school e.g. games and 'exe' files. An 'exe' file ends with the extension '.exe' otherwise known as an *executable* file. When they are selected, they can install programs which may start unwanted processes.
- Any inappropriate material or unlicensed software must be removed from BYOx devices before bringing the devices to school and such material is not to be shared with other students.
- Unacceptable use will lead to the personal device being confiscated by school employees, with its collection/return to occur at the end of the school day where the device is not required for further investigation.

4. Acceptable Use

Morayfield State High School's ICT facilities and devices are to be used for educational purposes only, meeting Education Queensland Policy and Guidelines, unless otherwise arranged.

It is acceptable for students while at school to use personal and/or school-owned ICT facilities and devices for:

- assigned class work and assignments set by teachers
- developing appropriate literacy, communication and information skills
- authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school



- conducting general research for school activities and projects
- communicating or collaborating with other students, teachers, parents or experts in relation to school work
- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the department's eLearning environment (ie. QLearn)
- be courteous, considerate and respectful of others
- switch off and place out of sight the BYOx (or school owned) device during classes, where these devices are not being used in a teacher directed activity to enhance learning
- seek teacher's approval where they wish to use a device under special circumstances.

Students must report any problems/damage/vandalism to their class teacher immediately. Students will immediately notify the Head of Department – IT and Business or IT Technician if they have identified a possible security problem. They will not go looking for security problems because this may be construed as an illegal attempt to gain access.

5. Unacceptable Use

It is unacceptable for students while at school to:

- use the ICT facilities and devices (including BYOx devices) in an unlawful manner
- download, distribute or publish offensive messages or pictures
- install, copy, share, or download unauthorised software/applications
- use of obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking (including cyberbullying)
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions for the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-device cameras anywhere a normal camera would be considered inappropriate
- invade someone's privacy by filming/recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use a personal device (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use personal devices at exams or during class assessment unless expressly permitted by the school Administration

Hacking or intention to breach school security, copyright breaches, pirating and loading of unauthorized discs, and other storage devices onto the school system is a breach of this policy and will result in action being taken.

Morayfield State High School reserves the right to restrict student access to network services if access and usage requirements are not met or breached.

6. Usernames and Passwords

Students are only permitted to access the network / internet / intranet / email using their own individual username and password. Under no circumstances, are students permitted to share their username and password with any other student in any way. Students cannot use another student or staff member's username or password to access the school's network, another person's files, home drive or e-mail.



If a student suspects their username/password is being used by another person, it is their responsibility to inform their class teacher and arrange for their password to be changed immediately.

Failure to do so will mean the student is held liable for what happens within their account.

The use of the internet and e-mail is an expense met by the school and is for *educational purposes* only.

- Internet / email access is only to occur with a teacher's permission/supervision.
- Student e-mail usage must be conducted through the email account provided by the school. Use of other email services is not permitted.
- Sites for personal use such as personal web spaces, chats/forums and other personal sites are not to be accessed at school. General web surfing needs to be done at home.
- Students must be aware electronic communication is not guaranteed to be private and all email should be considered a public document. System administrators of the network have access to all mail sent and received and automatic filtering of e-mails and Internet use occurs.
- Students will not reveal personal contact information about themselves or other people such as their name, parent's name, address, phone numbers, school address, work address, etc other than to fulfil the educational program requirements of the school.
- Students will not agree to meet with someone they have met online without their parent's approval.
- Filtering of websites does occur but any accidental access to inappropriate internet sites must be reported to the Head of Department – IT and Business immediately.
- If students receive inappropriate emails from anyone, they must report it to their Year Level Coordinator/Behaviour Management Coordinator and/or HOD – IT and Business.
- Students will not use any sites to denigrate the school or any members of its community at any time, including out of school hours.
- Students are required to use their EQ email account for emails to their teachers or other members of staff.

7. Student Private Device Access

Students are not permitted to connect their privately owned device to any part of the school network, unless they have completed the BYOx Agreement Form (available separately) and have a compatible personal device.

8. Portable Storage Devices

- It is acceptable for students to use portable storage devices (such as USB flash drives) to fulfil their educational program requirements (e.g. bring assessment items to school as opposed to emailing, etc).
- Students need to understand that virus scanning occurs on all files downloaded/stored on the network, including files transferred from USB flash drives and other storage devices.
- No computer disks or other storage devices are to be used on the school's network unless they contain educational material and are being used for the purposes of class work and/or assignments.
- Students and parents are to employ caution with the use of portable storage devices as these devices can store significant numbers and sizes of files, some of which may be unacceptable at school (eg. games, executable files, etc.) Please note, personal files on USB flash drives may be deleted by Education Queensland's malware protection.
- Where possible students are encouraged to use the Departmental Cloud Storage Space (available through Office365) to access files remotely and to transfer files between devices.

9. School Monitoring

The Department of Education and Training (DET) and Morayfield State High School monitors and reports on intranet, internet and network usage and inspects email messages sent or received by anyone using the department's ICT facilities and devices to:

- identify inappropriate use
- protect system security
- maintain system performance
- protect the rights and property of the department
- determine compliance with state and departmental policy.



Monitoring and investigations include but are not limited to:

- accessing and examining specific types of messages, such as large messages or those containing documents, executables, audio visual files and/or compressed zip files
- accessing and examining messages in specific circumstances, such as at peak periods, where an individual's message volume is high, or on a random sampling basis
- accessing and examining records for the purpose of complying with investigation requests
- introducing and using content security software to protect users and the department's ICT network, systems and services from infectious or malicious content, offensive or libellous material and breaches of confidentiality
- conducting security audits and scans (whether manual or automated) of any personal ICT mobile devices that connect to the departmental network where that device is used on departmental premises and/or is connected to the department's ICT network and a security breach has been detected or the device is suspected to have compromised the integrity of the network.

Morayfield State High School reserves the right to:

- moderate access to Internet and Intranet services, including the filtering of websites
- monitor and record all usage of its computer networks, including Internet services
- regularly filter the network for inappropriate/non-education files and if found, delete these automatically
- cull/archive student files to remove unnecessary files and/or to regain disc space
- take disciplinary action when breaches of expected behaviour occur

10. Printing

Students are responsible for maintaining their printing balances. If students require additional printing, they need to pay at the Cashiers Office who will adjust the printing balance accordingly. Students are provided an allowance of \$10 per year.

11. Copyright & Plagiarism

Students must get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft. Students must understand that copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

12. Breaches of the Policy

Alleged breaches of this policy will be investigated by case managers, the Head of Department – IT and Business, IT Technician and/or Administration. If students are found to have breached this policy, consequences will apply. Breaches of this policy result in immediate suspension of students' ICT privileges and may result in further actions being taken by Morayfield State High School, the Department of Education and Training, State or Federal authorities. Morayfield State High School also reserves the right to charge the cost of replacement/repair to families where a student has damaged equipment of facilities.

13. Release of Liability

Morayfield State High School makes no warranties of any kind, whether express or implied, for the service it provides. Morayfield State High School will not be responsible for any damages a user suffers as a result of their use of the MSHS network or use thereof by any other person. This includes loss of data resulting from delays, no-deliveries, mis-deliveries, service interruptions, or the Morayfield State High School's negligence or by the user's errors or omissions or by the actions of any other user of the MSHS network. Use of any information obtained via the Internet is at the user's own risk. Morayfield State High School specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain and consider how valid that information may be.



Online Services Consent Form

Years 7 – 9

Privacy Notice

The Department of Education, through Morayfield State High School, is collecting the personal information on this survey in order to obtain consent regarding the use of online services. This information and completed survey will be stored securely. Personal information collected during this survey 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 disclosed, or discuss how it has been dealt with, please contact your student's school in the first instance.

Dear Parent/Carer

The purpose of this form is to inform you about the third party online services used in our school and how student 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).

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

This consent form is to be completed by:

- Parent/carer or
- Student over 18 years

This online services consent form is being completed for _____

About the Consent

For each online service listed on subsequent pages, please indicate your choice to **give consent** or **not give consent** for the student information to be disclosed to the online service, in accordance with the approved purpose and time frame as outlined below.

Student Information

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

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

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



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

If an online service records, uses, discloses and/or publishes student works, parent information or additional student information (such as photographs of students), not listed above, it will be specified as part of the **additional consent requirements**.

Examples may include:

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

Approved Purpose

To record your consent for the recording, use, disclosure and publication of the information listed 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, and
 - manage school operations and communicate with parents and students.

Time frame

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

Online services for which consent is requested

Service Name: ACER Online Assessment and Reporting

URL: <https://oars.acer.edu.au/>

Data Hosting: Cloud based servers in Australia.

Purpose of use: The purpose of this website is to provide an online alternative to paper tests and surveys. Students use ACER tests for diagnostic purposes, mostly in Literacy and Numeracy.

Terms of use: <https://oars.acer.edu.au/terms-conditions>

Privacy policy: <https://www.acer.edu.au/privacy>

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I give consent

I do not give consent

Service Name: Cambridge GO

URL: <https://www.cambridge.edu.au>

Data Hosting: Cloud based servers in Australia.

Purpose of use: The purpose of this website is to provide a digital portal for Cambridge Education's teaching and learning resources

Terms of use: <https://www.cambridge.edu.au/go/terms/>

Privacy policy: <https://www.cambridge.edu.au/go/privacy/>

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I give consent

I do not give consent

Service Name: Campion MyConnect

URL: <http://myconnectshop.campion.com.au>

Data Hosting: Cloud based servers in Australia

Purpose of use: The purpose of this website is to purchase E-books.

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

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

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I give consent

I do not give consent

Service Name: Code.org

URL: <http://code.org>

Data Hosting: Cloud based servers in the USA

Purpose of use: Computer science coursework for Prep to Year 12 students. Languages include visual programming, JavaScript, CSS, HTML and others. Modules within Code.org include: Computer Science Discoveries, Computer Science Principles, App Lab, Game Lab, Web Lab, Internet Simulator, Hour of Code tutorials, CS in Algebra, Sprite Lab, Artist and Dance Party..

Terms of use: <https://code.org/tos>

Privacy policy: <https://code.org/privacy>

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I give consent

I do not give consent

Service Name: ConnectU Incorporated

URL: <https://connectuprogram.com/>

Data Hosting: Cloud based servers in the Canada

Purpose of use: The purpose of this website is to provide students with the ability to set social, career and academic goals.

Terms of use: <https://connectuprogram.com/terms-of-use//>

Privacy policy: <https://connectuprogram.com/privacy-policy/>

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I give consent

I do not give consent

Service Name: Microsoft Forms

URL: forms.office.com

Data Hosting: Cloud based servers in the USA

Purpose of use: The purpose of this website is to provide teachers the ability to create customized quizzes, surveys, questionnaires and polls for educational use in their classrooms. While on the department's network, teachers will be able to embed their forms via their OneNote Class Notebook

Terms of use: <https://www.microsoft.com/en-us/legal/intellectualproperty/copyright/>

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

Additional consent is being sought for the following reasons:

Student responses to surveys and formative assessment are stored

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I give consent

I do not give consent

Service Name: GrokLearning

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

Data Hosting: Cloud based servers in Australia.

Purpose of use: The purpose of this website is to provide a subscription based website focusing on learning Python and other coding languages.

Terms of use: <https://groklearning.com/policies/terms/>

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

Additional consent is being sought for the following reasons:

Student works and results are stored

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I give consent

I do not give consent

Service Name: JacPlus

URL: <https://jacplus.com.au/>

Data Hosting: Cloud based servers in Australia.

Purpose of use: The purpose of this website is to provide a digital bookshelf for educational books.

Terms of use: <https://jacplus.com.au/jsp/general-nav/terms/terms.jsp>

Privacy policy: https://jacplus.com.au/jsp/general-nav/copyright/privacy_policy.jsp

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I give consent

I do not give consent

Service Name: Kahoot!

URL: <http://getKahoot.com> or <http://Kahoot.it>

Data Hosting: Cloud based servers in USA, Ireland and Norway..

Purpose of use: The purpose of this website is to allow users to create, share and play quizzes, discussions and surveys. Multiple users can play and compete via the Kahoot! application on Apple or via Android.

Terms of use: <https://Kahoot.com/terms-and-conditions>

Privacy policy: <https://Kahoot.com/privacy-policy>

Additional consent is being sought for the following reasons:

Student works are stored

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I give consent

I do not give consent

Service Name: MAS National – IntoWork Australia

URL: <https://masnational.com.au/>.

Data Hosting: Cloud based servers in Australia.

Purpose of use: The purpose of the site is to better understand career choices.

Terms of use: Not available

Privacy policy: <https://masnational.com.au/privacy-policy/>

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I give consent

I do not give consent

Service Name: Mathspace

URL: <https://mathspace.co/schools/>

Data Hosting: Cloud based servers in USA

Purpose of use: This product enables:

1. Teachers to create lesson plans with lists of pre-fabricated maths exercises for student instruction.
2. Students to work through exercises, receive hints, feedback and develop the understanding of maths.
3. Teachers to track student progress for further instruction, grading and development.
4. Teachers to create de-identified student accounts based on email address and password.

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

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

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I give consent

I do not give consent

Service Name: myFuture

URL: <http://myfuture.edu.au>

Data Hosting: Cloud based servers in Australia

Purpose of use: The purpose of this website is to allow students to gather information of various industries, career pathways and educational institutions that provide courses. Students can fill out questionnaires and suggested careers are provided.

Terms of use: <http://myfuture.edu.au/footer/conditions-of-use>

Privacy policy: <http://myfuture.edu.au/footer/privacy-policy>

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I give consent

I do not give consent

Service Name: Prodigy Game

URL: <https://prodigygame.com/>

Data Hosting: Cloud based servers in USA

Purpose of use: Prodigy is a game based learning platform to engage students in maths.

Terms of use: <https://www.prodigygame.com/main-en/terms-and-conditions/>

Privacy policy: <https://www.prodigygame.com/Privacy-Policy/>

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I give consent

I do not give consent

Service Name: SeeSaw

URL: <http://web.seesaw.me>

Data Hosting: Cloud based servers in USA

Purpose of use: The purpose of this website is to allow users to create a Learning Journal. It allows students to review their progress over time and demonstrate growth.

Terms of use: <https://web.seesaw.me/terms-of-service>

Privacy policy: <https://web.seesaw.me/privacy>

Additional consent is being sought for the following reasons:

Student image, video, and/or recording are stored/ published /stored and published/ published publicly/stored and published publicly

Student works are stored/ published /stored and published/ published publicly/stored and published publicly

The following additional student personal information is disclosed: Email address, Image, Video or audio recording, Academic testing, Works, Class name, Year level, School name and Responses.

The following parent personal information is disclosed: Name, phone number and email address

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I give consent

I do not give consent

Service Name: Stile Education

URL: <https://stileapp.com>

Data Hosting: Cloud based servers in Australia

Purpose of use: The purpose of this website is a training document repository for students and staff.

Terms of use: <https://stileeducation.com/terms>

Privacy policy: <https://www.stileeducation.com/privacy/>

Additional consent is being sought for the following reasons:

Student image, Video or audio recording

Student works are stored, Responses – online learning

The following additional student personal information is disclosed: Academic testing, Attendance, including reason, Responses – online learning, forms

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I give consent

I do not give consent

Service Name: State Library of Qld

URL: <http://www.slq.qld.gov.au/>

Data Hosting: Cloud based servers in Australia and overseas

Purpose of use: State Library of Queensland (SLQ) is a library service which offers online access to eBooks, resources, journals, newspapers, manuscripts, movies and images. One Search, the State Library's catalogue, provides access to all of the State Library's collections

Terms of use: <http://www.slq.qld.gov.au/services/membership/conditions>

Privacy policy: <http://www.slq.qld.gov.au/home/privacy#membership>

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I give consent

I do not give consent

Service Name: Via Institute on Character

URL: <https://www.viacharacter.org/www>

Data Hosting: Cloud based servers in USA

Purpose of use: The purpose of this website is to offer free online surveys based on a person's characteristics and allow users to review survey results. Users can also purchase survey reports, register for online courses and have access to free resources.

Terms of use: <https://www.viacharacter.org/www/About-Institute/Terms-of-Service>

Privacy policy: <https://www.viacharacter.org/www/About-Institute/Privacy-Policy>

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I give consent

I do not give consent

Service Name: Education Perfect

URL: <http://educationperfect.com>

Data Hosting: offshore (outside of Australia)

Purpose of use: Education Perfect allows teachers to create "learning journeys" for classes and individual students. Teachers can choose from a range of curriculum aligned resources and review analytics to understand student progress.

Terms of use: www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_-_standard_terms_and_conditions_2018-07-26.pdf

Privacy policy: <https://educationperfect.com/legal>

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I give consent

I do not give consent

Service Name: Edrolo

URL: <http://edrolo.com.au>

Data Hosting: Onshore (in Australia)

Purpose of use: Curriculum-aligned digital resources to support teaching and learning in secondary schools through self-paced learning and analytics featuring video lessons, practice exams, online activities, study notes, quizzes and solution videos.

Terms of use: <http://edolo.com.au/terms/>

Privacy policy: <https://edrolo.com.au/privacy>

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I give consent

I do not give consent

Service Name: Ziptet

URL: <https://ziptet.com/>

Data Hosting: Onshore (in Australia)

Purpose of use: Ziptet is a web and mobile application that allows teachers or school leaders to ask text-based questions of students and gather text-based responses.

Terms of use: <https://ziptet.com/terms-of-service>

Privacy policy: <https://ziptet.com/privacy-policy>

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I give consent

I do not give consent

Service Name: Gimkit

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

Data Hosting: Offshore (Outside of Australia) - USA.

Purpose of use: Gimkit allows students and teachers to create, share and play quizzes.

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

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

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I give consent

I do not give consent

Service Name: Blooket

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

Data Hosting: Offshore (Outside of Australia).

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

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

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I give consent

I do not give consent

Service Name: Classpoint

URL: <https://www.classpoint.io/>

Data Hosting: Offshore (Outside of Australia).

Purpose of use: ClassPoint is an interactive presentation and audience quiz tool integrated into Microsoft PowerPoint.

Terms of use: <https://www.classpoint.io/terms-of-service>

Privacy policy: <https://www.classpoint.io/privacy-policy>

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I give consent

I do not give consent

Online Services Years 7 - 9

Consent and Agreement

I am the parent/caregiver of _____.

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Yes
No

I am over 18 years.

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Yes
No

Full name of consentor _____.

By submitting the form, you agree that you:

- *have read the explanatory email and all information within this form.*
- *have had the opportunity to ask questions about it and any questions that you have asked have been answered to your satisfaction.*
- *consent for the information outlined in this form, and any additional consent requirements listed, to be disclosed to the online services in accordance with the approved purpose and time frame as per your nominated response option.*

Sign

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Online Services Consent Form

Years 10 - 12

Privacy Notice

The Department of Education, through Morayfield State High School, is collecting the personal information on this survey in order to obtain consent regarding the use of online services. This information and completed survey will be stored securely. Personal information collected during this survey 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 disclosed, or discuss how it has been dealt with, please contact your student's school in the first instance.

Dear Parent/Carer

The purpose of this form is to inform you about the third party online services used in our school and how student 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).

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

This consent form is to be completed by:

- **Parent/carer or**
- **Student over 18 years**

This online services consent form is being completed for _____

About the Consent

For each online service listed on subsequent pages, please indicate your choice to **give consent** or **not give consent** for the student information to be disclosed to the online service, in accordance with the approved purpose and time frame as outlined below.

Student Information

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

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

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



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

If an online service records, uses, discloses and/or publishes student works, parent information or additional student information (such as photographs of students), not listed above, it will be specified as part of the **additional consent requirements**.

Examples may include:

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

Approved Purpose

To record your consent for the recording, use, disclosure and publication of the information listed 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, and
 - manage school operations and communicate with parents and students.

Time frame

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

Online services for which consent is requested

Service Name: ACER Online Assessment and Reporting

URL: <https://oars.acer.edu.au/>

Data Hosting: Cloud based servers in Australia.

Purpose of use: The purpose of this website is to provide an online alternative to paper tests and surveys. Students use ACER tests for diagnostic purposes, mostly in Literacy and Numeracy.

Terms of use: <https://oars.acer.edu.au/terms-conditions>

Privacy policy: <https://www.acer.edu.au/privacy>

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I give consent

I do not give consent

Service Name: Australian Institute of Sport / Australian Sports Commission

URL: <http://learning.ausport.gov.au>

Data Hosting: Cloud based servers in Australia.

Purpose of use: The purpose of this website is to provide information on sport in Australia. The review is being conducted against the learning environment used for training which requires personal information for user access and training course registration

Terms of use: <https://learning.ausport.gov.au/pages/ausport-custom-pages-terms>

Privacy policy: http://www.ausport.gov.au/legals/privacy_statement

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I give consent

I do not give consent

Service Name: Binnacle Training

URL: <https://www.binnacletraining.com.au/>

Data Hosting: Cloud based servers in Australia.

Purpose of use: The purpose of this website is to provide training to secondary schools and colleges assisting educational institutions delivering Vocational Education and Training (VET). Students studying Fitness and/or First Aid will require access to this site.

Terms of use: <https://www.binnacletraining.com.au/rto.php>

Privacy policy: <https://www.binnacletraining.com.au/page.php?id=148>

Additional consent is being sought for the following reasons:

- Student works are stored/ published /stored and published/ published publicly/stored and published publicly
- The following additional student personal information is disclosed: Address, Country of Birth, Languages spoken, Country of Citizenship/status, USI and LUI

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I give consent

I do not give consent

Service Name: Blue Dog Training

URL: <http://www.bluedogtraining.com.au>

Data Hosting: Cloud based servers in Australia.

Purpose of use: The purpose of this website is to provide online training resources for the VET sector in Australia

Terms of use: https://bluedogtraining.com.au/storage/app/media/pdf_documents/Student_Handbook.pdf

Privacy policy: https://bluedogtraining.com.au/storage/app/media/pdf_documents/policies/Privacy_Policy.pdf

Additional consent is being sought for the following reasons:

- Student works are stored/ published /stored and published/ published publicly/stored and published publicly
- The following additional student personal information is disclosed: Address, Country of Birth, Languages spoken, Country of Citizenship/status, USI and LUI

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I give consent

I do not give consent

Service Name: Cambridge GO

URL: <https://www.cambridge.edu.au>

Data Hosting: Cloud based servers in Australia.

Purpose of use: The purpose of this website is to provide a digital portal for Cambridge Education's teaching and learning resources

Terms of use: <https://www.cambridge.edu.au/go/terms/>

Privacy policy: <https://www.cambridge.edu.au/go/privacy/>

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I give consent

I do not give consent

Service Name: Campion MyConnect

URL: <http://myconnectshop.campion.com.au>

Data Hosting: Cloud based servers in Australia

Purpose of use: The purpose of this website is to purchase E-books.

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

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

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I give consent

I do not give consent

Service Name: Connect 'n' Grow

URL: <https://connectngrow.edu.au/>

Data Hosting: Cloud based servers in the Australia

Purpose of use: The purpose of this website is to provide online training resources for the VET sector in Australia

Terms of use: <https://connectngrow.edu.au/terms-conditions/>

Privacy policy: <https://connectngrow.edu.au/privacy/>

Additional consent is being sought for the following reasons:

- Student works are stored/ published /stored and published/ published publicly/stored and published publicly
- The following additional student personal information is disclosed: Address, Country of Birth, Languages spoken, Country of Citizenship/status, USI and LUI

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I give consent

I do not give consent

Service Name: ConnectU Incorporated

URL: <https://connectuprogram.com/>

Data Hosting: Cloud based servers in the Canada

Purpose of use: The purpose of this website is to provide students with the ability to set social, career and academic goals.

Terms of use: <https://connectuprogram.com/terms-of-use//>

Privacy policy: <https://connectuprogram.com/privacy-policy/>

Additional data stored: School, personal and career goals

Additional consent is being sought for the following reasons:

- Students' school, personal and career goals are stored

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I give consent

I do not give consent

Service Name: Microsoft Forms

URL: forms.office.com

Data Hosting: Cloud based servers in the USA

Purpose of use: The purpose of this website is to provide teachers the ability to create customized quizzes, surveys, questionnaires and polls for educational use in their classrooms. While on the department's network, teachers will be able to embed their forms via their OneNote Class Notebook

Terms of use: <https://www.microsoft.com/en-us/legal/intellectualproperty/copyright/>

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

Additional consent is being sought for the following reasons:

- Student responses to surveys and formative assessment are stored

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I give consent

I do not give consent

Service Name: Education Perfect

URL: <http://educationperfect.com>

Data Hosting: offshore (outside of Australia)

Purpose of use: Education Perfect allows teachers to create "learning journeys" for classes and individual students. Teachers can choose from a range of curriculum aligned resources and review analytics to understand student progress.

Terms of use: www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_-_standard_terms_and_conditions_2018-07-26.pdf

Privacy policy: <https://educationperfect.com/legal>

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I give consent

I do not give consent

Service Name: Edrolo

URL: <http://edrolo.com.au>

Data Hosting: Onshore (in Australia)

Purpose of use: Curriculum-aligned digital resources to support teaching and learning in secondary schools through self-paced learning and analytics featuring video lessons, practice exams, online activities, study notes, quizzes and solution videos.

Terms of use: <http://edrolo.com.au/terms/>

Privacy policy: <https://edrolo.com.au/privacy>

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I give consent

I do not give consent

Service Name: GrokLearning

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

Data Hosting: Cloud based servers in Australia.

Purpose of use: The purpose of this website is to provide a subscription based website focusing on learning Python and other coding languages.

Terms of use: <https://groklearning.com/policies/terms/>

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

Additional consent is being sought for the following reasons:

- Student works and results are stored

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I give consent

I do not give consent

Service Name: JacPlus

URL: <https://jacplus.com.au/>

Data Hosting: Cloud based servers in Australia.

Purpose of use: The purpose of this website is to provide a digital bookshelf for educational books.

Terms of use: <https://jacplus.com.au/jsp/general-nav/terms/terms.jsp>

Privacy policy: https://jacplus.com.au/jsp/general-nav/copyright/privacy_policy.jsp

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I give consent

I do not give consent

Service Name: Kahoot!

URL: <http://getKahoot.com> or <http://Kahoot.it>

Data Hosting: Cloud based servers in USA, Ireland and Norway..

Purpose of use: The purpose of this website is to allow users to create, share and play quizzes, discussions and surveys. Multiple users can play and compete via the Kahoot! application on Apple or via Android.

Terms of use: <https://Kahoot.com/terms-and-conditions>

Privacy policy: <https://Kahoot.com/privacy-policy>

Additional consent is being sought for the following reasons:

- Student works are stored

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I give consent

I do not give consent

Service Name: LinkedIn Learning for Library via State Library of Queensland (SLQ)

URL: <https://www.linkedin.com/learning-login/go>

Data Hosting: Offshore

Purpose of use: LinkedIn Learning for Library (previously Lynda.com) provides users access to online learning and training videos and course materials. Users do not upload any information or create any content but may download course materials.

Terms of use: <https://www.linkedin.com/legal/user-agreement>

Privacy policy: <https://www.linkedin.com/legal/privacy-policy>

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I give consent

I do not give consent

Service Name: MAS National – IntoWork Australia

URL: <https://masnational.com.au/>

Data Hosting: Cloud based servers in Australia.

Purpose of use: The purpose of the site is to better understand career choices.

Terms of use: Not available

Privacy policy: <https://masnational.com.au/privacy-policy/>

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I give consent

I do not give consent

Service Name: Mathspace

URL: <https://mathspace.co/schools/>

Data Hosting: Cloud based servers in USA

Purpose of use: This product enables:

1. Teachers to create lesson plans with lists of pre-fabricated maths exercises for student instruction.
2. Students to work through exercises, receive hints, feedback and develop the understanding of maths.
3. Teachers to track student progress for further instruction, grading and development.
4. Teachers to create de-identified student accounts based on email address and password.

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

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

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I give consent

I do not give consent

Service Name: myFuture

URL: <http://myfuture.edu.au>

Data Hosting: Cloud based servers in Australia

Purpose of use: The purpose of this website is to allow students to gather information of various industries, career pathways and educational institutions that provide courses. Students can fill out questionnaires and suggested careers are provided.

Terms of use: <http://myfuture.edu.au/footer/conditions-of-use>

Privacy policy: <http://myfuture.edu.au/footer/privacy-policy>

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I give consent

I do not give consent

Service Name: OnGuard Safety Training

URL: <http://www.onguardsafety.com.au/>

Data Hosting: Cloud based servers in Australia

Purpose of use: The purpose of this website is to provide online safety training resources for the education sector in Australia

Terms of use: [http://www.1300beonguard.com/forms/OnGuard Terms of Use Licence Agreement.](http://www.1300beonguard.com/forms/OnGuard_Terms_of_Use_Licence_Agreement)

Privacy policy: http://www.onguardsafety.com.au/privacy_policy.htm

Additional consent is being sought for the following reasons:

- Student works are stored
- The following additional student personal information is disclosed: Address, Country of Birth, Languages spoken, Country of Citizenship/status, USI and LUI

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I give consent

I do not give consent

Service Name: Plickers

URL: <http://www.plickers.com/>

Data Hosting: Cloud based servers in Australia

Purpose of use: The purpose of this website is to help teachers collect real-time formative assessment data without the need for student devices.

Terms of use: <https://www.plickers.com/terms>

Privacy policy: <https://www.plickers.com/privacy>

Additional consent is being sought for the following reasons:

- Scans or photographs of student works are stored/ published /stored and published/

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I give consent

I do not give consent

Service Name: QTAC

URL: <https://www.qtac.edu.au> <https://applications.qtac.edu.au>

Data Hosting: Cloud based servers in Australia

Purpose of use: The QTAC website provides senior students with tertiary course information and the ability to submit an application

Terms of use: <https://www.qtac.edu.au/about-us/policies>

Privacy policy: <https://www.qtac.edu.au/about-us/policies>

Additional consent is being sought for the following reasons:

- The following additional student personal information is disclosed: full name (including any previous name(s)), address(es) (including any previous address(es)), date of birth, email address, telephone number(s), qualification information, gender, citizenship/residency status, English proficiency and preferences.
- QTAC also collects information as required by the government, including: highest education level of parent(s)/guardian(s), language spoken at home, country of birth, year of arrival in Australia and number and gender of parent(s)/guardian(s).

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I give consent

I do not give consent

Service Name: SeeSaw

URL: <http://web.seesaw.me>

Data Hosting: Cloud based servers in USA

Purpose of use: The purpose of this website is to allow users to create a Learning Journal. It allows students to review their progress over time and demonstrate growth.

Terms of use: <https://web.seesaw.me/terms-of-service>

Privacy policy: <https://web.seesaw.me/privacy>

Additional consent is being sought for the following reasons:

- Student image, video, and/or recording are stored/ published /stored and published/ published publicly/stored and published publicly
- Student works are stored/ published /stored and published/ published publicly/stored and published publicly
- The following additional student personal information is disclosed: Email address, Image, Video or audio recording, Academic testing, Works, Class name, Year level, School name and Responses.
- The following parent personal information is disclosed: Name, phone number and email address

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I give consent

I do not give consent

Service Name: Stile Education

URL: <https://stileapp.com>

Data Hosting: Cloud based servers in Australia

Purpose of use: The purpose of this website is a training document repository for students and staff.

Terms of use: <https://stileeducation.com/terms>

Privacy policy: <https://www.stileeducation.com/privacy/>

Additional consent is being sought for the following reasons:

- Student image, Video or audio recording
- Student works are stored, Responses – online learning
- The following additional student personal information is disclosed: Academic testing, Attendance, including reason, Responses – online learning, forms

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I give consent

I do not give consent

Service Name: State Library of Qld

URL: <http://www.slq.qld.gov.au/>

Data Hosting: Cloud based servers in Australia and overseas

Purpose of use: State Library of Queensland (SLQ) is a library service which offers online access to eBooks, resources, journals, newspapers, manuscripts, movies and images. One Search, the State Library's catalogue, provides access to all of the State Library's collections

Terms of use: <http://www.slq.qld.gov.au/services/membership/conditions>

Privacy policy: <http://www.slq.qld.gov.au/home/privacy#membership>

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I give consent

I do not give consent

Service Name: Via Institute on Character

URL: <https://www.viacharacter.org/www>

Data Hosting: Cloud based servers in USA

Purpose of use: The purpose of this website is to offer free online surveys based on a person's characteristics and allow users to review survey results. Users can also purchase survey reports, register for online courses and have access to free resources.

Terms of use: <https://www.viacharacter.org/www/About-Institute/Terms-of-Service>

Privacy policy: <https://www.viacharacter.org/www/About-Institute/Privacy-Policy>

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I give consent

I do not give consent

Service Name: Ziptet

URL: <https://ziplet.com/>

Data Hosting: Onshore (in Australia)

Purpose of use: Ziptet is a web and mobile application that allows teachers or school leaders to ask text-based questions of students and gather text-based responses.

Terms of use: <https://ziplet.com/terms-of-service>

Privacy policy: <https://ziplet.com/privacy-policy>

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I give consent

I do not give consent

Service Name: Blooket

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

Data Hosting: Offshore (Outside of Australia).

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

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

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I give consent

I do not give consent

Service Name: Classpoint

URL: <https://www.classpoint.io/>

Data Hosting: Offshore (Outside of Australia).

Purpose of use: ClassPoint is an interactive presentation and audience quiz tool integrated into Microsoft PowerPoint.

Terms of use: <https://www.classpoint.io/terms-of-service>

Privacy policy: <https://www.classpoint.io/privacy-policy>

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I give consent

I do not give consent

Service Name: Gimkit

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

Data Hosting: Offshore (Outside of Australia) - USA.

Purpose of use: Gimkit allows students and teachers to create, share and play quizzes.

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

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

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I give consent

I do not give consent

Online Services Years 10 - 12

Consent and Agreement

I am the parent/caregiver of _____.

☐
☐

Yes
No

I am over 18 years.

☐
☐

Yes
No

Full name of consentor _____.

By submitting the form, you agree that you:

- *have read the explanatory email and all information within this form.*
- *have had the opportunity to ask questions about it and any questions that you have asked have been answered to your satisfaction.*
- *consent for the information outlined in this form, and any additional consent requirements listed, to be disclosed to the online services in accordance with the approved purpose and time frame as per your nominated response option.*

Sign



Chaplaincy Program Parent/Carer Consent

This school community provides a chaplaincy program endorsed by the School's Parents and Citizens Association which is available on a voluntary basis to all students. The Chaplain is involved in a range of activities which happen at this school that are free of religious, spiritual and/or ethical content. These activities are available to all students on a voluntary basis unless a parent or guardian requests in writing that this is not to occur for their child/ren.

Chaplains may also be involved in activities with religious, spiritual and/or ethical content and additional consent is sought from parent/guardians for these specific activities. Prior to commencement of any additional activities with religious, spiritual and/or ethical content in the school, parents/guardians will be advised through the school newsletter and website.

Options for Voluntary Student Activities without Religious, Spiritual and/or Ethical Content.

These activities without religious, spiritual and/or ethical content provided at the school through the chaplaincy program are available to students on a voluntary basis if a parent or guardian has given consent in writing.

Some examples are, but not limited to, breakfast clubs, coaching sporting teams, mentoring programs, outdoor education programs, one-to-one meeting with the chaplain for support, lunch time activities, support school camps.

Please tick one of the boxes below:

- ☐ I give my consent for my child to participate in these activities
- ☐ I do not give my consent for my child to participate in these activities.

Options for Voluntary Student Activities with Religious, Spiritual and/or Ethical Content.

These activities with religious, spiritual and/or ethical content provided at the school through the chaplaincy program are available to students on a voluntary basis if a parent or guardian has given consent in writing.

Some examples are, but not limited to, one-to-one meeting with the chaplain for religious and spiritual support, groups visiting the school for performances e.g. support programs for students

Please tick one of the boxes below:

- ☐ I give my consent for my child to participate in these activities.
- ☐ I do not give my consent for my child to participate in these activities.

I understand that, where I agree that my child can participate in the chaplaincy program, this information will be passed on to the school chaplain.

Student Name:	
Parent/Carer Name:	
Parent/Carer Signature:	
Date:	



Introduction to the State School Consent Form (attached) for Morayfield State High School

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

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

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

Your child's student materials:

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

Purpose of the consent

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

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

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

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

It should be noted that in some instances the school may be required by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent (e.g. assessment of student materials does not require further consent).

Voluntary

There will not be any negative repercussions for not completing the State School Consent Form or for giving limited consent. All students will continue to receive their education regardless of whether consent is given or not.

Consent may be limited or withdrawn

Consent may be limited or withdrawn at any time by you.

If you wish to limit or withdraw consent please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the school's satisfaction.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of student materials) once published by consent, to be deleted or restricted from use.

The school may take down content that is under its direct control, however, published information and materials cannot be deleted and the school is under no obligation to communicate changes to consent with other entities/ third parties.

Media sources used

Following is a list of online and social media websites and traditional media sources where the school may publish your child's personal information or student materials subject to your consent.

- School website: www.morayfieldshs.eq.edu.au
- Facebook: www.facebook.com/MorayfieldSHS
- YouTube: Not applicable
- Instagram: www.instagram.com/morayfieldshs/
- Twitter: Not applicable
- LinkedIn: Not applicable
- Other: Not applicable
- 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 Morayfield State High School Administration Office on 5428 5555 or 2154_admin@eq.edu.au.

The school Administration 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, Student ID cards and Student Awards, 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: Not applicable

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/carers 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/carers 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.



MORAYFIELD STATE HIGH SCHOOL

Respect • Responsibility • Cooperation



2025 Student Resource Scheme

Annual Parent Information Letter

Dear Parents/Guardians,

This letter contains important information about the **2025 Student Resource Scheme (SRS)** including how the scheme operates and the annual participation fee.

The Queensland Government supports students' education by providing funding for:

- Instruction, e.g. teachers
- Facilities, e.g. buildings, amenities, furniture
- Administration, e.g. staffing and resources to administer the operations of the school.

Funding does not extend to individual student resources such as textbooks, computer or musical equipment for personal use, and many items used/consumed by the student in the classroom. Supply of these items is the responsibility of parents.

To provide parents with a cost-effective alternative to purchasing textbooks and/or resources elsewhere, Morayfield State High School operates a SRS for 2025.

The scheme ensures that students have the resources required for them to engage with the curriculum for their education, and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the school's bulk purchasing practices and hiring arrangements. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the resources and operation of the scheme.

The scheme's operation, resource inclusions and participation fees were approved by the school's P&C Association at the meeting held in July 2025.

SRS Participation

The objective of the scheme is to provide a convenient and cost-effective way for students to access the educational resources necessary to enhance their learning experience at school. The Department encourages parents to participate in the scheme. Participation in the SRS is optional, and no obligation is placed on a parent to participate. Participation is for the duration of your child's enrolment at the school.

Student is new to the school....

Parents are required to complete and return the SRS Participation Agreement Form when joining the scheme for the first time. If no participation form is received **at time of enrolment**, the school will take the view that the parent has chosen to opt out of the SRS. The parent is then required to provide the educational resources listed in the SRS for their child by the start of the school year. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

Continuing student of the school....

A parent's participation or non-participation in the scheme will continue as per their previously completed Participation Agreement Form. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form. If a parent has opted out of the scheme the parent is required to provide the educational resources listed in the SRS for their child by the start of the school year.

Resource Inclusions

All resources included in the SRS are detailed in the [SRS Resource list](#) on the school's website or available from the school office. This is a comprehensive list of all resources included in the scheme and their associated costs.

Parents must inform the school if items on the list of resources are not received by their child when resources are distributed.



**Queensland
Government**

Type of Resources provided

Generally, the three types of resources that could be included are:

- **Owned** – these items are retained by the student and used as required (e.g. stationery, exercise books, student diary).
- **Used** – these items are used/consumed in class by the student (e.g. industry technology/cooking/art supplies).
 - work/items produced from these resources will remain the property of the student.
- **Hired** – these items are hired to the student for their personal use for a specific period of time (e.g. textbooks, musical instruments, laptops).
 - Hired items must be returned to the school in good condition at the end of the hire period or if the student leaves the school.
 - A repair or replacement cost may be charged to the parent for any hired items that are damaged or not returned.

Costing Methodology

The schools SRS fee is calculated based on:

1. A flat fee for all students in the school, OR
2. A flat fee for a cohort group of students (e.g. a year level), OR
3. A fee determined by the subjects selected by the individual student.

Please refer to the [SRS Resource list](#) for the associated costings.

The Textbook and Resource Allowance

The Department of Education provides a Textbook and Resource Allowance (TRA) to assist parents with the cost of textbooks and other education resources for eligible Years 7 to 12 students. For those students who are eligible to receive the TRA, the TRA will be applied to reduce the cost of participation in the SRS. Information on the TRA can be found on the department's website (<https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>).

Year level	TRA Rate
Years 7 to 10	\$155
Years 11 to 12	\$337

The TRA rates change on a yearly basis, updated rates are published on the department's website.

The SRS Participation Fee

The SRS fee payable for the year is available in the attached information and published on the schools website.

This also includes the TRA component which has been deducted to reduce the SRS fee payable.

* If the cost of the SRS is equal to the TRA rate, no SRS Fee is payable.

Financial Hardship

Parents experiencing financial hardship who are currently participating or wish to participate in the SRS should contact the school to discuss available options in confidence.

Payment Arrangement

Several payment options including a single payment for the full year's fee or term instalments are available. An instalment plan can also be negotiated with the school.

Any unpaid invoices, will be managed according to the department's Debt Management Procedure and may result in the student being excluded from the scheme and/or from participating in non-curricular activities until payment is made

<https://ppr.qed.qld.gov.au/pp/debt-management-procedure>).

Payment Method

SRS payments can be made by QParent/BPOINT, BPAY, EFTPOS (Credit/Debit Card), Cheque, Cash, Centrepay.

- Payment may be made through the QParents portal using a credit card. Payment will be directed from the QParents portal to BPOINT where relevant outstanding invoice information may be selected.
- When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. If unsure of the CRN, please contact the school.
- Centrepay Deductions are available to pay the SRS fees. Use Centrepay to make regular deductions from your Centrelink payment. Centrepay is a voluntary and easy payment option available to Centrelink customers. Go to humanservices.gov.au/centrepay for more information on how to set up your Centrepay deductions.

Contact Us

For all queries regarding the SRS and its inclusions, please contact and arrange an appointment with the Business Manager.

Please complete the SRS Fee Payment Arrangement Form and return to the school administration office at time of enrolment for new enrolments or for continuing student by **11/12/2024**.

Key Payment Dates	
If Paying in Full	
Full Payment	Friday 14 February 2025
If paying by Instalments	
First Instalment	Friday 14 February 2025
Second Instalment due	Friday 2 May 2025
Third Instalment due	Friday 25 July 2025
Student Resource Scheme – Non-Participation Form	
Completed SRS Non-Participate Forms Due	Wednesday 5 February 2025
Additional Certificate Course Fees	
First Instalment due	Friday 29 November 2024
Second Instalment due	Friday 21 March 2025



MORAYFIELD STATE HIGH SCHOOL

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SRS Fee Payment Arrangement Form 2025

Section 1: Student Details

Student Name	
Student ID	
Year Level	

Section 2: SRS Category

SRS Category	SRS Fee Payable	Option Selected
Curriculum Resources	\$175	<input type="checkbox"/>
Computing Device Hire	\$250	<input type="checkbox"/>

Section 3: Payment Arrangement

Please select the preferred payment options:

Payment options	Instalments	Amounts	Option Selected
1. A single payment for the full year's fee	Instalment 1 SRS	\$175	<input type="checkbox"/>
	Instalment 1 SRS & Device	\$425	<input type="checkbox"/>
2. Term instalments (paid over the first 3 terms)	Instalment 1: SRS	\$60	<input type="checkbox"/>
	Instalment 1: SRS & Device	\$145	<input type="checkbox"/>
	Instalment 2: SRS	\$60	<input type="checkbox"/>
	Instalment 2: SRS & Device	\$145	<input type="checkbox"/>
	Instalment 3: SRS	\$55	<input type="checkbox"/>
	Instalment 3: SRS & Device	\$135	<input type="checkbox"/>
3. An instalment plan as negotiated with the school			<input type="checkbox"/>

Section 4: Return of the Participation Form

Parents are reminded to complete and return the SRS Participation Agreement Form when joining the scheme for the first time or opting in/out during the student's enrolment.

Have you completed and returned the SRS Participation Agreement Form?

Yes ☐

No ☐

Please note if you choose to opt out of the SRS, you are still required to complete and return the Participation Agreement Form.

Section 5: Parent Signature

Parent Name	
Parent Signature	
Date	



**Queensland
Government**

Student Resource Scheme - Participation Agreement Form

The Student Resource Scheme

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

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

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

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

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

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

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

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

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

Payment

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

Participation

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

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

School Name	MORAYFIELD STATE HIGH SCHOOL
Form Return Date	DATE OF ENROLMENT
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

Privacy Statement

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



**Queensland
Government**

Terms and Conditions

Definition

1. 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

2. 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.
3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
4. 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

5. Participation in the SRS is optional and parents are under no obligation to participate.
6. The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.
7. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
8. Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.
9. This agreement is for the duration of the student’s enrolment at the school, unless a new Participation Agreement Form is completed.
10. Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.
11. 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.
12. 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.
13. 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.
14. 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

15. 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.
16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
17. 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.
18. 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

19. 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.
20. 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.
21. The resources, as determined and advised by the school may be:
 - retained by the student and used at their discretion; or
 - used/consumed by the student in the classroom; or

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

22. 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.
23. Parents are responsible for ensuring that any hired SRS resources provided for their child’s temporary use are kept in good condition.
24. The school administration office must be notified immediately of the loss or damage to any hired item.
25. 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.
26. 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.
27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

Payment Arrangements

28. 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.
29. Payment of the participation fee must be made as per the payment methods nominated by the school.
30. Any concessions relating to the participation fee will be at the discretion of the Principal.

Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.
32. 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

33. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
34. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
35. The onus of proof of financial hardship is on the parent.
36. The school may require annual proof of continuing financial hardship.
37. 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.

Student Resource Scheme Laptop Program - Participation Agreement Form

The Student Resource Scheme

The Student Resource Scheme Laptop Program 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 Laptop Program 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 Laptop Program 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 Laptop Program 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 Laptop Program, 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 Laptop Program.** 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 Laptop Program 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 Laptop Program.** I understand I must provide my child with all items that would otherwise be provided by the SRS Laptop Program as detailed in the information provided by the school. I understand that I can choose to join the SRS Laptop Program in future years by completing a new Participation Agreement Form.

School Name	MORAYFIELD STATE HIGH SCHOOL
Form Return Date	
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

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.



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MORAYFIELD STATE HIGH SCHOOL

LAPTOP HIRE AGREEMENT

DETAILS OF REQUISITIONER / PERSON TO WHOM EQUIPMENT IS ON LOAN

Student
Name:

Year Level:

Address:

Laptop Charter Agreement

- The student and parent or caregiver must carefully read the charter before signing this document. Any questions should be addressed to the school and clarification obtained before the charter is signed.

In signing below, I acknowledge that I,

- Understand my responsibilities regarding the use of the device and the internet.
- Understand and agree with all of the conditions in the Student Laptop Hire Charter Agreement 2024.
- Agree to the provision of a (tick one)
 - ☐ **medium** (access to social media sites)
 - ☐ **high** (blocked social media sites including YouTube) Internet filtering with the assignment of the device
- Agree ☐ Do not agree ☐ to the provision of **elevated** access associated with the assigned device (ability to install additional purchased software)

ACKNOWLEDGEMENT

The equipment described at all times remains the property of the Department of Education, Training and the Arts and is issued on loan to the parent/guardian for the benefit of the student subject to the following conditions:

- ☐ The equipment should be used only by the student to whom it is lent and by no other person.
- ☐ The student and their parent/guardian have read and understood the school's behaviour and educational requirements
- ☐ Every care and attention should be given to the equipment during the period of loan and the student fully complies with the school's behaviour and educational requirements when the student is using the equipment.
- ☐ Symantec Antivirus software is installed and maintained on the machine and the student will ensure the equipment is scanned for viruses after home use and prior to re-connection to the departmental network.
- ☐ The equipment is returnable upon demand from the school at any time for inspection, repair, adjustment or for any other cause.
- ☐ Loss or damage of any equipment on loan must be immediately reported to the school.
- ☐ If, in the opinion of the school teacher or staff member, the student is not meeting the school's behaviour and educational requirements with the equipment, this equipment loan may be terminated.
- ☐ Equipment must be returned by the student to the school by the date specified in this loan agreement or, if this agreement is terminated earlier than the date specified as the date of equipment return, then the date of the termination of this loan agreement.

LOAN AGREEMENT APPROVAL

I have been provided with a copy of the school's behaviour and educational requirements regarding the student's use of the equipment and I have read and understood its terms. In consideration of the student having the benefit of the equipment, I accept the loan of the equipment on the terms described above and I agree to supervise the student's use of the equipment to ensure the terms of this loan agreement are complied with and agree to be personally responsible for the failure of the student to comply with the terms of this loan agreement.

Signature of parent/guardian: _____

Name: _____ **Date:** / /

I have read and understood the above terms. I have been provided with a copy of the school's behaviour and educational requirements regarding my use of the equipment and I have read and understood its terms. I acknowledge my responsibility to use the equipment in accordance with the above terms.

Signature of student: _____

Name: _____ **Date:** / /



BYOx Responsible Use Agreement

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

- I have read and understood the BYOx Charter and the school Responsible Behaviour Plan.
- 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 BYOx Charter and the Responsible Behaviour Plan, will result in consequences relative to the behaviour.

Student Name:	
Year Level:	
Student Signature:	
Parent/Care Giver Name:	
Signature:	
Date:	

What to do if you require additional assistance:

To connect your device to the school network, meet the computer technicians with your device to complete the onboarding process.

An email will be sent to all students with details of how to onboard during week 1, Term 1 2024.

Technicians will be available:

At G block staffroom during break and before and after school.

To minimise issues:

1. Ensure the student is an administrator of the device and knows the Administrator's password.
2. Ensure the time zone is set to UTC+10 Brisbane (Windows) or AEST – Brisbane (MAC).
3. If you have set up Microsoft family sharing on the device, please remove it for onboarding.