Application for student enrolment form

INSTRUCTIONS

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

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

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

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

PRIVACY STATEMENT

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

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

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

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

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

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

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

FAMILY DETAILS

Parents/carers	**Parent/carer 1**	**Parent/carer 2**
Family name*		
Given names*		
Title	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr
Gender	☐ Male ☐ Female	☐ Male ☐ Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	☐ Yes ☐ No	☐ Yes ☐ No
1st Phone contact number*	**Work/home/mobile**	**Work/home/mobile**
2nd Phone contact number*	**Work/home/mobile**	**Work/home/mobile**
3rd Phone contact number*	**Work/home/mobile**	**Work/home/mobile**
Email		
Occupation		
What is the occupation group of the parent/carer?	☐ **(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')**	☐ **(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)	☐ **No, English only** ☐ **Yes, other – please specify** _____ **Needs interpreter?** ☐ **Yes** ☐ **No**	☐ **No, English only** ☐ **Yes, other – please specify** _____ **Needs interpreter?** ☐ **Yes** ☐ **No**
Is the parent/carer an Australian citizen?	☐ **Yes** ☐ **No**	☐ **Yes** ☐ **No**
Is the parent/carer a permanent resident of Australia?	☐ **Yes** ☐ **No**	☐ **Yes** ☐ **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 *highest* 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 *highest* 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	☐	☐
Year 10 or equivalent	☐	☐
Year 11 or equivalent	☐	☐
Year 12 or equivalent	☐	☐
Parent/carer non-school education	**What is the level of the *highest* qualification parent/carer 1 has completed?**	**What is the level of the *highest* qualification parent/carer 2 has completed?**
Certificate I to IV (including trade certificate)	☐	☐
Advanced Diploma/Diploma	☐	☐
Bachelor degree or above	☐	☐
No non-school qualification	☐	☐

COUNTRY OF BIRTH*

In which country was the prospective student born?	☐ Australia ☐ Other (please specify country) _____ Date of arrival in Australia _____/_____/_____
Is the prospective student an Australian citizen?	☐ Yes ☐ 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?	☐ No, English only ☐ Yes, other – please specify _____

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)*

☐ Permanent resident	Complete passport and visa details section below	
☐ Student visa holder	Date of arrival in Australia _____/_____/_____	Date enrolment approved to:_____/_____/_____
	EQI receipt number:	
☐ 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	
☐ 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?	☐ **Queensland** ☐ **interstate** ☐ **overseas**
Previous education/activity	☐ **Kindergarten** ☐ **School** ☐ **VET** ☐ **Home education** ☐ **Full-time employment** ☐ **Part-time employment** ☐ **Other**
Please provide name and address of education provider/activity provider/employer	

RELIGIOUS INSTRUCTION*

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

PROSPECTIVE STUDENT ADDRESS DETAILS*

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

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

	Emergency contact	**Emergency contact**
Name		
Relationship (e.g. aunt)		
1st phone contact number*	Work/home/mobile	Work/home/mobile
2nd phone contact number*	Work/home/mobile	Work/home/mobile
3rd 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	☐		
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
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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.	☐ **No** ☐ **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)			☐ **Yes** ☐ **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?	☐ **Yes** ☐ **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? ☐ **Yes** ☐ **No (applicant advised in writing)**

If no, indicate reason:

- ☐ **Does not meet School EMP or Enrolment Eligibility Plan requirements**
- ☐ **Prospective student is mature age and school is not a mature age state school**
- ☐ **Does not meet Prep age eligibility requirement**
- ☐ **Prospective student is subject to suspension from a state school at the time of enrolment application**
- ☐ **Does not meet requirements for enrolment in a state special school**
- ☐ **Does not have an approved flexible arrangement with the school**
- ☐ **School does not offer year level prospective student is seeking to be enrolled in**
- ☐ **Prospective student has no remaining semester allocation of state education**

Date enrolment processed	/ /	**Year level**		**Roll Class**		**EQ ID**	
Independent student	☐ **Yes** ☐ **No**			**Birth certificate/passport sighted, number recorded and DOB confirmed**	☐ **Yes** ☐ **No** **Number:**		
Is the prospective student over 18 years of age at the time of enrolment?	☐ **Yes** ☐ **No**						
If yes, is the prospective student exempt from the mature age student process?	☐ **Yes** ☐ **No**						
If no, has the prospective mature age student consented to a criminal history check?	☐ **Yes** ☐ **No**						
School house/ team				**EAL/D support**	☐ **Yes** ☐ **No** ☐ **To be determined**		
FTE		**Associated unit**		**Visa and associated documents sighted**	☐ **Yes** ☐ **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/refuge/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.

Information and Communication Technologies Student Use Agreement

This agreement is effective for the duration of the undersigned student/s enrolment at Gin Gin State High School

(Note: a copy of this agreement, and other information related to use of ICTs, is available at http://ginginshs.eq.edu.au, then Support and Resources > Forms and Documents)

PURPOSE...

Information and Communication Technologies (ICTs) provide you with a wide range of learning opportunities when used appropriately, but there are also risks associated with misuse, both to yourself and others. Before you use the ICTs provided by Gin Gin State High School, you are required to read and agree to the conditions and procedures as listed below.

ACCESS...

On signing and returning this agreement, you will be provided with a school network account, which gives you access to software, file storage space, printing and other functions, digital resources, an individual school email account and access to the internet.

GUIDELINES...

- School ICTs provided are to support your formal education and may not be used for any purpose apart from this.
- 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.
- The internet poses many risks to unwary users. These include phishing attempts (sharing personal information like banking details) and unwelcome and inappropriate social communication from strangers. Please be on alert when using internet-based resources. See https://esafety.gov.au/ (a federal government initiative) for more information.
- Your ICT-based activities can be tracked and logged via your username/password combinations. You will be held responsible for any inappropriate activity that is traced back to your account, unless it can be established otherwise.
- Parents/guardians are responsible for appropriate internet use by students outside the school environment when using a school owned or provided mobile device.
- Content sourced from ICT based resources, including the internet, is subject to copyright laws. You must acknowledge any work copied from these sources. Students also 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.
- The school's internet service has limited capacity. Individual students who overuse their access (accessing many websites at once, downloading large files, streaming audio or video) slow the service down for all. Do not use your internet access unreasonably.
- If you forget your network or internet passwords, you can request they be changed, but this may take up to a day to occur.
- Communication with others via the internet should be done with the same levels of courtesy and consideration that are expected from you in face to face communication.

WEB BASED SERVICES...

Cloud, Web Based and App Services are used to support curriculum delivery at Gin Gin State High School. All web-based services in use have undergone a risk assessment by the Queensland Government Service Centre or by Gin Gin SHS. Teachers in charge of these activities will have read the risk assessment and will constantly monitor use and immediately cancel the activity should any concern be raised. A current list of the web-based services in use is available on the school website. Parental consent will be sought for any websites that require student registration and disclosure of student information. Students and parents are asked to report any concerns with any web-based activity to their teacher or admin immediately.

BE AWARE...

- Your use of ICTs at Gin Gin SHS should not be treated as a private activity. All emails are filtered for inappropriate language.
- Clearly inappropriate actions not directly listed in this agreement may also jeopardise your access to ICTs at school.
- Gin Gin SHS reserves the right to modify this agreement in response to changing and emerging technologies. When this occurs, students will be informed and given the right to revoke their acceptance of this agreement
- The use of privately owned electronic devices (laptops, tablets, smartphones etc.) is covered by this agreement where relevant, and also by the Electronic Device policy and the BYOD Charter Agreement available from the school website (Support and Resources > Forms and Documents).

YOU MAY…	YOU MAY NOT…
✓ Use the internet and your email account to communicate, research and access educational and other resources where this supports your studies ✓ Print school related documents at school as required. Black and white pages are charged at 3c/page, colour at 10c/page. To assist, you have been given $10 of printing credit for the year. If you run out of credit, you must pay at the office during a recess for additional credit in order to continue to be able to print ✓ Save data and other files onto the network where these files directly support your studies ✓ Use personally owned mobile devices as part of the BYOD program in accordance with the BYOD Charter Agreement and associated policies.	✗ Bring software to school or access software brought to school by other students without permission. This includes games ✗ Use ICTs in an unlawful manner ✗ Knowingly download viruses or any other programs capable of breaching the department's network security. ✗ Disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard ✗ Use ICTs to access or distribute inappropriate information, images or other media. This includes pornography, violent material etc. ✗ Use ICTs to menace, harass, bully or knowingly offend others (cyberbullying). Doing so may be classed as a criminal act under section 85ZE of the Crimes Act ✗ Share your network and/or internet username/ password combinations with any other person ✗ Use a personal Wi-Fi or 'Hot Spot' connection while at school ✗ Use another user's network and/or internet username/password combinations to access ICTs, **with or without** their consent ✗ Use ICTs to denigrate or defame another individual, or Gin Gin SHS in a public forum, for example: Facebook, Twitter, Snapchat etc.

CONSEQUENCES OF BREAKING THIS AGREEMENT…

These may include partial or full removal of your access to ICTs, for a period of typically 6 weeks. Repeated offences may warrant longer bans. Where withdrawal of access occurs, teachers may request your access be partially restored where required so that you are not substantially disadvantaged in your studies. In addition, your classroom teacher will apply normal classroom consequences for inappropriate classroom behaviour.

I understand the above information, and agree to use the school's ICTs under these conditions

Student Name:		Student Signature:		Date:	
Student Name:		Student Signature:		Date:	
Student Name:		Student Signature:		Date:	

As the parent/guardian of the above student(s), I have read the Student ICT Agreement and I understand that the school's information and communication technology (ICT) facilities, devices and network resources are designed for educational purposes and that any violations of these conditions by my student(s) as set out in this agreement can lead to loss of privileges, including removal of school network access and/or other disciplinary actions (as outlined in the School's Behaviour Management Policy).
I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.
I have read and understood this procedure/policy/statement/guideline and the Student Code of Conduct.
I agree to abide by the above rules / the procedure/policy/statement/guideline.

Parent/Guardian Name:		Parent/Guardian Signature:		Date:	

The ICT Agreement form needs to be signed by both the student(s) and a parent/guardian and returned to the school. The signed agreement form is kept on file by the school and is discarded once your son/daughter has completed their studies. If you have any concerns or questions relating to the contents of this form, please do not hesitate to contact the school on (07) 4133 2111.

***Privacy Notice**: The Department of Education and Training through its Information Management (IM) Procedure is collecting your personal information in accordance with the Education General Provisions Act 2006 in order to ensure:*

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

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

GGSHS STATE SCHOOL CONSENT FORM

This form gives the school consent to use copyright material, images, recordings, name or personal information in School publications, for example: Newsletters, Website, Facebook and Newspaper Articles

2027

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

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

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

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

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

Purpose of the consent

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

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

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

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

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

Voluntary

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

Consent may be limited or withdrawn

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

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

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

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

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

Media sources used

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

- School website: https://ginginshs.eq.edu.au
- Facebook: https://facebook.com/GinGinStateHighSchool
- YouTube: N/A
- Instagram: N/A
- Twitter: N/A
- LinkedIn: N/A
- Other: Promotional Material
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

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

Duration

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

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

Who to contact

To return a consent, express a limited consent or withdraw consent please contact the school on 074133 2111.

The school office should be contacted if you have any questions regarding consent.

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

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

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

(c) Name of school: ……..

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

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

** Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.*
*** For school photos Full Name will be used unless a limitation is given in Section 5 below.*

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

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

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

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

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

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

4 TIMEFRAME FOR CONSENT

School representative to complete.

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

5 LIMITATION OF CONSENT

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

6 *CONSENT AND AGREEMENT*

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

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

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.
By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student .....

Print name of consenter.....

Signature or mark of consenter.....

Date .....

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

Date .....

SPECIAL CIRCUMSTANCES

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

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

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

Print name of witness .....

Signature of witness .....

Date .....

▶ Statement by the person taking consent – when it is read

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

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

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

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

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

Signature of person taking the consent .....

Date .....

Privacy Notice

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

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.

For further information please see the 'parents and carers' site for general information on School fees and charges.

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 and resources 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	
Form Return Date	
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

Privacy Statement

The Department of Education (the department) is collecting the personal information you provide in this form (including student name, school name, parent name and parent signature) for the purpose of administering the Student Resource Scheme (SRS). If you do not provide the personal information requested, we will not be able to confirm whether you have agreed or disagreed to your child participating in the SRS. In such cases, the department will deem that you do not wish for your child to participate in the SRS. The personal information collected may be shared with authorised departmental employees for the purposes of SRS administration and debt management. The personal information collected will be managed in accordance with the *Information Privacy Act 2009* and will not be used or disclosed for another purpose without your consent, or unless authorised or required by law. Information about how individuals can access and amend their personal information held by the department, together with information about how individuals can make a privacy complaint is available at https://qed.qld.gov.au/privacy/.

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 required for their child to engage with the curriculum 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.
    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

32. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
33. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
34. The onus of proof of financial hardship is on the parent.
35. The school may require annual proof of continuing financial hardship.
36. 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 as either a credit to the student's account or as a direct payment from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.

SPORTING ACTIVITIES CONSENT

This agreement is effective for the duration of the student/s enrolment at Gin Gin State High School

Students have the opportunity to participate in representative / interschool or recreational sporting activities in summer or winter.

The school is a member of the Bundaberg District and Wide Bay region and fields representative school teams that compete against other schools.

The school also utilizes various venues in the community and utilises the expertise of a number of outside instructors. Some of these activities involve students travelling by bus or walking off-campus under the supervision of teachers. During Physical Education, students may have access to a variety of activities such as swimming and golf as well as engaging in programs requiring use of the school gym for curricular purposes.

Weekly sports selections (interschool or recreational) will be available for parents to view on their student's timetable and online via Q Parents.

During the year, students also participate in special athletic events including Athletics Carnival (off-campus), Swimming Carnival (involving bus travel), and Cross-Country Carnival (where students may navigate a course that goes outside the school boundary, under the supervision of teachers).

Activity Risks & Insurance

The activities outlined above carry an inherent risk of physical injury occurring. Please note that the Department of Education, does not have personal accident insurance cover for students. If your child is injured as a result of an accident or incident, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child. Please take this into consideration when deciding whether or not to allow your child/children to participate in these activities.

Parent/Family Consent

Please complete the required information and check all appropriate boxes below to indicate your agreement/consent:

- ☐ I have read all of the information contained in this form in relation to the activity (including any attached material) and I am aware that the Department of Education does not have personal accident insurance cover for students.
- ☐ I give consent for my child to participate in interschool and recreational sports and special athletic days, including those which involve off-campus travel, as detailed above.
- ☐ In the event of an accident or illness, I authorise school staff to obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor.
- ☐ I have provided the school all relevant details relating to my child's medical or physical needs on enrolment and where relevant have updated this information.
- ☐ I accept liability for all costs incurred in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the State of Queensland (via the Department of Education) the full amount of any costs incurred on my child's behalf.

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

30 High School Rd, Gin Gin Q 4671
(07) 4133 2111
principal@ginginshs.eq.edu.au
www.ginginshs.eq.edu.au

GIN GIN STATE HIGH SCHOOL

Dear Parents and Students

The Instrumental Music Program at Gin Gin State High School is currently in the process of recruiting new students for next year. We are therefore inviting you to consider this valuable musical opportunity for your child.

The Instrumental Music and Strings Program provides the opportunity for students to learn a woodwind, brass, percussion, or strings instrument through weekly lessons with a qualified music teacher, employed by the Department of Education. The music program allows students the chance to become involved in school ensembles.

Fees and a hire charge as detailed below are associated with the use of school instruments and/or being part of the Instrumental Music Program.

- If you have your own instrument there is a yearly fee of $20 for use of music from Bundaberg Music Library
- If you do not own your own instrument, there will be a cost of $70 per year. This includes the hire and maintenance of a school instrument at $50, plus the $20 fee for the music from Bundaberg Music Library

As there is limited supply of school instruments available for students to borrow, you may need to consider purchasing your own. Select your top three preferences and indicate whether you would be able to supply your own instrument.

Please note that instrumental music is optional (non-compulsary) and that the borrowing of an instrument requires a commitment to rehearsal and scheduled lessons.

Please complete the following preference section and return it to the office. Please also complete and sign the contract documents.

Regards

Mr Jason Cappello
HOD Arts

Mrs Meggin Bahr
Principal

My Child _____ in year _____ would like to put forward an expression of interest in the Instrumental Music Program. They would prefer to play these instruments in the following order:

1st Choice _____ I have my own instrument ☐ Yes ☐ No

2nd Choice _____ I have my own instrument ☐ Yes ☐ No

3rd Choice _____ I have my own instrument ☐ Yes ☐ No

Please note: the Guitar is not part of the program

My student has been involved with an instrumental music program at their previous school: Yes No

Parent/ Caregiver Name: _____ Signature: _____ Date: _____

Dear Parent/Guardian of Year 10, 11 or 12 students.

The USI (Unique Student Identifier) was introduced nationally on 1 January 2015 for all students studying VET qualifications. The school will not be permitted to issue Statements of Attainment or Certificates after this date unless students have a USI. This year, your student will be studying a VET qualification. A USI is effectively an account or 10 character alpha-numeric reference which will allow all of an individual's training records, entered in the National Vocational Education and Training (VET) data collection, to be linked. The USI will make it easier for students to find, collate and authenticate their VET achievements into a single transcript. It will also ensure that students' VET records are not lost.

The USI will be available online and at no cost to the student. It will stay with the student for life and be recorded with any nationally-recognised VET course that is undertaken.

In order to obtain a USI, students are required by the federal government to provide one of the following forms of identification, such as:

- Australian Birth Certificate (full certificate)
- Medicare Card
- Australian Passport
- VISA (for international students)
- Certificate of Registration by Descent
- Citizenship Certificate

Students should note that they will be unable to undertake a VET qualification without a USI, so it is critical that they register for one as a matter of urgency. In order to obtain a USI, students need to log on to http://usi.gov.au and click on the "Create USI" icon. They should have one of the above identifications on hand, then click "Create your USI now" and follow the directions.

Once the application is complete, and a USI has been obtained, students need to fill out the section below, detach and return it to the office. Students should also keep a copy of their USI in their records at home.

I have successfully completed the USI registration and I authorise my USI to be entered and stored in school records for VET purposes.

Student Name:---------- Year Level:

Student Signature: ---------- Date: / /

The USI I have been issued is:
[PLEASE PRINT CLEARLY]

GIN GIN STATE HIGH SCHOOL



Laptop Hire & Bring You Own Device Agreements

INFORMATION FOR PARENTS/CAREGIVERS AND STUDENTS

LAPTOP AGREEMENT FORM

STUDENT AGREEMENT	STUDENT TO COMPLETE			
	I have read and understood the schools **laptop agreement**, the schools **Student Code of Conduct**, and the schools **Student ICT Agreement** I agree to abide by the guidelines outlined in these documents. I acknowledge my responsibility to use the laptop in accordance with these rules and understand the consequences should I fail to abide by these rules.			
	Student Name:			
	Year Level:			
	Student Signature:		Date:	

PLEASE COMPLETE ONLY ONE OPTION School Laptop Hire **OR** Bring Your Own Device

PARENT/GUARDIAN	OPTION A: Bring Your Own Device			
	☐	**BRING YOUR OWN DEVICE (BYOD)** My child will use their own device at school. I have read and agree to comply with the schools BYOD requirements. I have read and agree to the schools Day Loan conditions that will apply if my child needs to use a school laptop.		
	Parent/Guardian Name:			
	Parent/Guardian Signature:		Date:	

PARENT/GUARDIAN	OPTION B: School Laptop Hire			
	☐	**SCHOOL LAPTOP HIRE** I give permission for my child to participate in the School Laptop Hire program. I have read the laptop agreement and understand my responsibilities. I agree to abide by it and will pay any expenses incurred should the laptop and or its accessories be lost or damaged.		
	WEB FILTERING (Please select one option)		**ELEVATED ACCESS (Please select one option)** NB: Elevated access allows students to install additional software such as home printers etc	
	☐	**HIGH FILTERING** – More restrictive with greater protection	☐	**I AGREE** to elevated access (Default Option)
	☐	**MEDIUM FILTERING** – Less restrictive with lower protection	☐	**I DO NOT AGREE** to elevated access
	PAYMENT ARRANGEMENT: (PRO RATA BASED ON ENROLLMENT)			
	☐	**Now:** I wish to make payment now as a single payment for the year		
	☐	**Instalments:** I wish to make instalment payments as outlined in the agreement		
	I agree to make payments by the due dates and I understand that any failure to make payments by these dates may result in the cancellation of my child's participation in the laptop hire program and debt recovery action being undertaken. I understand my child will not be permitted to participate in optional school activities if my payment arrangement falls into arrears. **Please note: SRS and Laptop fees must be paid before laptop is issued to student**			
	Parent/Guardian Name:			
	Parent/Guardian Signature:		Date:	

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1. Introduction and Common Information

1.1 The Laptop Program

Gin Gin State High School requires students to have access to a suitable laptop for learning. Families can choose to provide their own device through the Bring Your Own Device (BYOD) program or hire a laptop from the school.

This document provides information about both options and outlines the responsibilities and conditions that apply to each arrangement.

1.2 Access to School Resources

Students using either a BYOD or school-hired laptop can access the school's wireless network, internet services, printers and educational software.

1.3 Student Responsibilities

Students are expected to:

- Bring their laptop in the protective carry bag to school each day, ready for use in class
- Keep laptop in the protective carry case at all times when not in use. Any unused laptop not in a carry case is damaged may incur a cost for repair
- Take reasonable care of their device and any accessories
- Use school networks, internet services and digital resources responsibly
- Follow the school's Student ICT & Device Use Agreement and Student Code of Conduct.

Additional responsibilities relating to device ownership, maintenance, damage and repairs are outlined in the relevant BYOD or School Laptop Hire section of this document.

1.4 Acceptable Use and Cybersafety

Students must follow the school's Student ICT & Device Use Agreement and Student Code of Conduct when using laptops, school networks, internet services and online platforms.

Students should report inappropriate or suspicious online content, or anything that makes them feel uncomfortable or unsafe, to a teacher or parent/carer.

1.5 Data Security and Backups

Students are responsible for backing up their schoolwork and other important files. OneDrive is recommended for storing schoolwork and helping prevent data loss.

Families should be aware that data stored locally on a device may be lost if the device requires repair, maintenance or rebuilding.

1.6 Technical Support

The school's IT Department can assist students with school network access and school-provided resources. The extent of technical support and responsibility for repairs depends on whether the student uses a BYOD or school-hired laptop. These arrangements are explained in the relevant sections below.

1.7 Changing Device Arrangements

Families who wish to change from BYOD to a school-hired laptop, or from school hire to BYOD, must complete a new agreement form.

2. Bring Your Own Device (BYOD)

2.1 BYOD Laptop Program

Students have the option to use their own laptop at school through the Bring Your Own Device (BYOD) program.

Connecting a personal device through the BYOD program provides access to:

- A network software licence required to connect to the school network, internet and printers.
- Additional educational software licences.
- Technical support to assist with connecting to the school network.

2.2 Device Selection

Choosing a suitable laptop for school can be challenging. Before purchasing a device, parents/guardians and students should check the minimum and recommended specifications below.

The following devices are not suitable for the BYOD program:

- iPads and other tablets
- Devices running Windows Surface RT, Windows 10 or earlier, Linux or Android
- Chromebooks and devices with ARM/Snapdragon processors
- Mobile phones.

Minimum and Recommended Device Specifications

	Minimum Specification	Recommended Specification
Device type	PC or Mac laptop	PC
Processor	Intel Core i3 or better / Ryzen 3 or better. (**ARM not supported)**	Intel Core i5 or better / Ryzen 5 or better. (**ARM not supported**.)
RAM	8 GB minimum	16 GB or more
Battery life	6 hours or more	8 hours or more
Hard drive	128 GB SSD or above	256 GB SSD or higher
Screen size	11" minimum	11" to 15"
Operating system	Windows 11 Home or Pro; macOS 14 or higher	Windows 11 Home or Pro;
Wireless	Capable of 5 GHz	Capable of 5 GHz
Software	Microsoft Office 365. Students can download office 365 for free https://www.microsoft.com/en-us/microsoft-365/download-office	Microsoft Office 365. Students can download office 365 for free https://www.microsoft.com/en-us/microsoft-365/download-office
Warranty	—	Extended warranty of 3 or 4 years with accidental damage protection
Features	Keyboard and USB port	Keyboard, USB port and protective carry case

2.3 Device Setup and Connectivity

Before bringing a laptop to school, students must complete the BYOD onboarding process:

1. Obtain a device that meets the minimum specifications.
2. Follow the relevant Windows or macOS video instructions to connect the device at home.

   Windows:https://mediasite.eq.edu.au/mediasite/Play/a0ad56c38e8e45459ffb6a852d71d1901d

MacOS:https://mediasite.eq.edu.au/mediasite/Play/a7d74c4e9d394f31b73f727a0c1e90fb1d

3. Bring the device to school daily for use in class.

Antivirus Software

Some antivirus programs have been shown to prevent devices from connecting to the school network. The school's preference is for BYOD to use Windows Defender for antivirus protection.

Parental Controls and Microsoft Family

The school's preference is for parental controls to be disabled on BYOD, as they have sometimes prevented devices from connecting to the school network.

If Microsoft Family is enabled, add http://byo.eq.edu.au to the list of allowed domains.

Windows 11 S Mode

Windows 11 S Mode only runs applications from the Microsoft Store. To connect the device to the BYOD network, it must be switched out of S Mode. Instructions are available through Microsoft Support.

2.4 Software and Technical Support

Microsoft Office 365 is available free of charge for up to five student downloads at home.

School IT staff provide basic connectivity support, including:

- Connecting to the school network.
- Accessing school drives.
- School printing.
- Office 365.

All maintenance and repairs involving the laptop, operating system, software and applications are the responsibility of the family. The School IT department will be unable to help with faults on BYOD.

2.5 Charging and Backups

Students are responsible for bringing a fully charged laptop to school every day.

Chargers must be left at home unless permission has been obtained from the student's teacher or school administration.

Students are responsible for backing up all their data. OneDrive for work and school is provided and strongly recommended. Work stored on the laptop should be backed up in case the device experiences a problem, such as hardware failure.

2.6 Temporary Day-Loan Laptops

Experience has shown that students with BYO Devices occasionally need to use a school laptop. This can occur for a number of reasons: From flat batteries to devices being left at home.

A day-loan laptop may be provided to help students participate in their learning when their usual device is unavailable. It is a temporary arrangement and does not replace the requirement to bring a suitable, working laptop to school each day.

Loan conditions

Loans are limited to a maximum of 10 consecutive school days.

Devices may be collected from 8:45 am and must be returned by 3:00 pm on the same day. Loan laptops must not be taken home.

Any loss or damage must be reported to the IT Department immediately.

The borrower and their parent/guardians are responsible for damage costs not covered by the manufacturer's warranty. Negligence, abuse and malicious damage are not covered by the warranty.

3. School Laptop Hire

3.1 The Laptop Hire Program

Gin Gin State High School offers a Laptop Hire Program to provide students with a school-owned laptop for educational use at school and at home.

The hire package includes:

- A school-provided laptop.
- A protective carry case.
- A power charger.
- Standard school software, including Microsoft Office.
- Access to the school wireless network and software required for learning.

The school manages the laptop's software configuration, security tools and updates during the hire period.

3.2 Fees and Payment Options

The annual laptop hire fee is **$200 per device**. This contribution helps cover the cost of providing and supporting the laptop and its accessories.

Students who join the program partway through the year pay a pro-rata fee based on their enrolment date.

The applicable fee and payment arrangements are outlined in the pro-rata table below.

Pro-rata Hire Fees

Enrolment period	Hire fee	Instalment Schedule
Term 1, Weeks 1–5	$200	T1: $70, T2: $70, T3: $60
Term 1, Weeks 6–10	$175	T1: $70, T2: $70, T3: $35
Term 2, Weeks 1–5	$150	T2: $75, T3: $75,
Term 2, Weeks 6–10	$125	T2: $75, T3: $50
Term 3, Weeks 1–5	$100	T3: $100
Term 3, Weeks 6–10	$75	$75
Term 4	$50	$50

Payment Options

Parents/guardians select one of the following payment arrangements on the Laptop Agreement Form:

- **Full payment:** Pay the applicable annual or pro-rata hire fee in one payment.
- **Term instalments:** Pay the hire fee in instalments according to the payment schedule.

Payments must be made by the applicable due dates. Failure to maintain payments may result in cancellation of participation in the hire program, laptop removed from student and debt recovery action. **Student Resource Scheme must be paid as well to receive a laptop hire.**

3.3 Web Filtering

School-hired laptops have web filtering to help protect students from malicious online activity and inappropriate websites.

When connected to the school network, a high level of filtering is applied.

When using the laptop at home or on another non-school network, parents/ guardians choose the preferred filtering level on the Laptop Agreement Form.

- **High filtering:** More restrictive filtering that provides greater protection.
- **Medium filtering:** Less restrictive filtering that may allow access to a wider range of websites and online content, including social media, YouTube and mature content.

Web filtering does not replace parental supervision. Parents/ guardians who select Medium filtering acknowledge that they share responsibility with their child for online activity when the laptop is used away from the school network.

3.4 Elevated Access

Parents/ guardians choose whether to permit elevated access by selecting the appropriate option on the Laptop Agreement Form.

Elevated access allows students to install additional software, such as printer drivers, camera drivers and additional web browsers.

Students must:

- Install only appropriately licensed software.
- Hold a valid licence for any software installed where required.
- Use elevated access responsibly.

The school may audit laptops at any time and may ask students to provide evidence of valid software licences.

Laptops may need to be rebuilt for maintenance or other reasons. This may occur without prior consultation, and locally stored data may be lost.

Misuse of elevated access may result in disciplinary action, including restriction or withdrawal of access to school ICT resources.

3.5 Looking After the Laptop

Students are responsible for taking proper care of the laptop and all supplied accessories and keeping them secure.

Students must:

- Handle the laptop carefully and transport it in the supplied carry case.
- Keep the laptop and accessories secure.
- Report damage, loss or theft to the school's IT Department as soon as possible.
- Avoid stickers, engraving, pen marks or other physical alterations to the laptop and accessories.
- Not modify or tamper with the laptop or its accessories.

The school may seek payment from the parent/carer for repair or replacement costs in accordance with the conditions outlined below.

3.6 Damage, Warranty and Theft

Manufacturer Warranty and Accidental Damage

Hired laptops are covered by the manufacturer's warranty for faults and an insurance policy that provides cover for accidental damage.

Each laptop is covered for **one accidental damage claim per year**.

Damage caused deliberately or through malicious actions is not covered by the accidental damage policy. In these circumstances, the parent/carer may be held responsible for repair or replacement costs.

Loss or Theft

Any loss or suspected theft of a hired laptop or its supplied accessories must be reported to the school as soon as possible.

The school will take appropriate steps to recover lost or stolen equipment. If the laptop or any supplied accessories cannot be recovered, the school may seek to recover the replacement cost from the parent/carer which may also become a legal matter.

This includes the charger, protective carry case and any other equipment issued with the laptop.

3.7 Technical Support and Repairs

Students must report laptop faults, damage or other technical issues to the school's IT Department as soon as possible.

The IT Department will assess the issue and arrange technical support, repairs or warranty and insurance claims where appropriate.

A replacement laptop may be provided while the hired laptop is being repaired, subject to availability.

The IT Support Room is available at the following times Monday -Friday:

Session	Opening hours
Before school	8:15 am – 8:45 am
First recess	11:15 am – 11:55 am
Second recess	1:05 pm – 1:35 pm
After school	2:45 pm – 3:00 pm

3.8 Software

Software supplied by the school or the Department of Education must be used in accordance with the applicable licence conditions.

Students and parents/ guardians must not copy, transfer, remove or otherwise misuse school-provided software without the school's permission.

Additional software installed by students must comply with the elevated access requirements above.

3.9 Ownership, Leaving the School and Returning Equipment

All laptops provided through the hire program remain the property of Gin Gin State High School.

If a student leaves the school, the laptop and all supplied accessories must be returned within seven days of the student's departure.

Students who leave the school may be eligible for a pro-rata refund of the hire fee for the relevant calendar year.

Students may use their hired laptop during school holiday periods at the discretion of the school.

3.10 Year 11 Purchase Opportunity

Eligible Year 11 students will be offered the opportunity to purchase their hired laptop.

Students who are offered and accept the purchase opportunity must complete a separate agreement setting out the purchase conditions.

GIN GIN STATE HIGH SCHOOL
INFORMATION LINKS

ASSESSMENT POLICY 	*Gin Gin State High School's assessment policy provides information for teacher, students and parents/carers about roles, responsibilities, processes and procedures to ensure the integrity of assessment that contributes to the Queensland Certificate of Education (QCE).* *Scan the QR Code for more information.*	
POLICY HANDBOOK 	*For more information on Gin Gin State High School's policies, please scan the QR Code. These policies are subject to change at any time.*	
STUDENT RESOURCE SCHEME 	*The Student Resource Scheme (SRS) is an optional Queensland state-school program that lets families access textbooks, consumables, digital resources, and hire items (like laptops or instruments) at a lower cost through school bulk purchasing. It covers items not funded by government—such as personal learning resources—and fees are set annually by each school's P&C. Participation is voluntary, and families who opt out must supply all listed resources themselves.* *Scan the QR Code for more information.*	
GIN GIN STATE HIGH SCHOOL UNIFORM 	*For more information regarding uniforms, please scan QR Code.*	
UNIQUE STUDENT IDENTIFIER (USI)	*A Unique Student Identifier (USI) is a lifelong, 10-character alphanumeric education number used in Australia to track a student's nationally recognised training and higher-education records. It is required for VET study, Commonwealth-supported higher-education places, government financial assistance, and graduation.*	

QPARENTS QParents	*QParents is a user-friendly portal accessible via app or web browser, providing parents with secure online access to information about their child's schooling.* *For more information and how to register, please scan the QR Codes.*	
HPE Program 	*For more information of the Gin Gin State High School HPE Program, please scan the QR Code.*	
2027 Stationery Lists 	*For information regarding the 2027 Stationery Lists please scan the QR Code.*	
BUS ROUTES & OPERATORS 	*For information regarding bus routes, bus proprietors and contact number.* *Scan the QR Code for more information.*	
Laptop Hire & BOYD Agreement 	*For detailed information on the laptop program, including device selection, student responsibilities parents/caregivers responsibilities and responsibilities of the school, please read Laptop Hire & BOYD Agreement.* *Scan the QR Code to access the Charter Agreement.*	

If you require a hard copy of any of these documents, please ask at reception.