Harristown State School  
CONSENTS AND AGREEMENTS

Office Use Only: It is acknowledged that the following documentation has been provided enabling the enrolment to proceed:

<table>
<thead>
<tr>
<th>Agree</th>
<th>Document/Information</th>
<th>Details if not in agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Birth Certificate</td>
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<td></td>
<td>Custody Order (copy to be provided if YES)</td>
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<td></td>
<td>Passport and visa copy – STUDENT if born o/seas</td>
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<tr>
<td></td>
<td>Passport and visa copy – PARENT if born o/seas</td>
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<td></td>
<td>Student in Care (INFO ONLY)</td>
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<td>SEP – diagnosed disability (INFO ONLY)</td>
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<td></td>
<td>NAPLAN Results &amp; Past Report Cards (desired)</td>
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The following documents, enclosed in this booklet, have been discussed with parent/carer’s and their child at the enrolment interview taking place at least two days prior to the child’s start date at Harristown, if approved:

<table>
<thead>
<tr>
<th>Consent for Copyright Material</th>
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<tbody>
<tr>
<td>Student Agreement – Internet Usage and Social Media</td>
<td></td>
</tr>
<tr>
<td>Consent for Voluntary Participation - Chaplaincy Program</td>
<td></td>
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<tr>
<td>Enrolment Agreement</td>
<td></td>
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<tr>
<td>Medical information and Authorisation (detailed in enrolment form)</td>
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</tbody>
</table>

The following issues/policies in addition to those listed on the enrolment agreement, have been discussed:

| After School Care Information | School Attendance Information |

SIGNATURES: As the student and/or parent/carer, I sign here to give the above consents and/or agreements as enclosed documents as necessary. I acknowledge that each of these has been explained to me during the enrolment interview and I am aware that further information is accessible on the Harristown State School website.

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Student’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/carer’s Name</td>
<td>Parent/carer’s Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Staff Member’s Name</td>
<td>Staff Member’s Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

PRIVACY NOTICE: The Department of Education, Training and Employment (DET/E) is collecting the information on this form for the purposes outlined in the Education (General Provisions) Act 2006 (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 Commonwealth – State 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 fulfill their duty of care to all students and staff
v. communicating with students and parents.

This collection is authorised by ss. 156 and 428 of the EGPA 2006. DET/E will disclose personal information from this form to the Queensland Studies Authority, when opening student accounts, in compliance with Part 2A of the Education (Queensland Studies Authority) Act 2002 (Qld). Personal information from this form will also be supplied to Centralkin in compliance with ss.194 and 156 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, sex, and Indigenous status, is supplied to the Commonwealth Department of Education, Employment and Workplace Relations in compliance with Commonwealth – State 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
HARRISTOWN STATE SCHOOL

Enrolment Agreement – Harristown State School

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

Responsibility of student to:
- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules as outlined in the school’s Responsible Behaviour Plan for Students, 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
- respect the school property.

Responsibility of parents to:
- ensure your child attends school on every school day for the educational program in which they are enrolled
- attend open meetings for parents
- let the school know if there are any problems that may affect your child’s ability to learn
- ensure your child completes homework regularly in keeping with the school’s homework policy
- inform school of student absences and reasons for absences in a timely manner
- treat 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 student is in the care of the State
- keep school informed of any changes to student’s details, such as student’s home address and phone number.

Responsibility of school staff to:
- design and implement engaging and flexible learning experiences for individuals and groups
- 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
- 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 the highest standards in work and behaviour
- clearly articulate the school’s expectations regarding the Responsible Behaviour Plan for Students and the school’s 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 is possible if the school is concerned about the child’s school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools
- treat students and parents with respect.
HARRISTOWN STATE SCHOOL

- Responsible Behaviour Plan for Students
- Student Dress Code
- Homework Policy
- School Charges and voluntary contributions
- School network usage and access statement requirement of Acceptable Use of the Department’s Information, Communication and Technology (ICT) Network and Systems
- Absences
- School Excursions
- Complaints management
- Parent Notice for Religious Instruction in School Hours
- Parent / Guardian Consent form for Voluntary Student Participation in Program of Chaplaincy Services
- Department insurance arrangements and accident cover for students
- Managing Consent to Use Student/Volunteer Copyright Materials and/or to Record, Use or Disclose Student Personal Information
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
- School instructions for school access
- Medical form
- Booklist
- Sports/ Swimming Permission
- Raffle Ticket (Please Circle) YES NO

I acknowledge:

- That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and

- That information about the school’s current rules, policies, programs and services, as outlined above has been provided and explained to me.

Student Signature: ..............................................

Parent/Carer Signature: ..............................................

On behalf of Harristown State School: ..............................................
1. PARTICULARS – PARENT / CARER TO COMPLETE

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

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

2. PARTICULARS – SCHOOLS TO COMPLETE

Description of what is to be created, used, retained or reproduced:
(Image or recording includes photographs, videos, film or sound recordings of the Individual)

☐ Individual’s image  ☐ Individual’s recording  ☐ Individual’s copyright material

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

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

other: [Print]

Where will this information be used (e.g. on the website, newsletter or brochure etc).

☐ newsletter (uploaded to the web)  ☐ printed promotional material  ☐ advertising  ☐ website

☐ displays  ☐ competitions  ☐ year books / annuals  ☐ local media

other: [Print]

What is the timeframe for the individual's consent (e.g. is it for duration of enrolment? What date or dates?):

This consent will remain in force for the period of the student's enrolment and until copyright materials are no longer useful for school promotional purposes, unless otherwise withdrawn

Which of the websites below will the individual's personal information or individual work be published on (i.e. permanently published to the public):

☐ School websites: www.harristoss.eq.edu.au

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

☐ School Facebook page: N/A

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

☐ School YouTube Channel: N/A

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

☐ School Twitter Profile: N/A

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

☐ Other:

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

3. LIMITATIONS ON CONSENT – PARENT/CARER TO COMPLETE

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

IT IS NOT COMPULSORY FOR YOU TO PROVIDE THIS CONSENT

If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with...
State School Consent Form

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

teachers or the school.

4. DETAILS

Name of Individual

Address of Individual

Name of School (at which the individual is enrolled, employed or volunteers) HARRISTOWN STATE SCHOOL

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

Date

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

Date

Name of signing parent or guardian

Address of signing parent or guardian

5. CONSENT GIVEN

On behalf of the individual identified in Section 4 of this Consent Form (the Individual), the person or persons signing this Consent Form (the Signatory)* grant consent to the Department of Education, Training and Employment (the Department), to a State School and to any other Department or Agency of the State of Queensland (the State) to use, record and disclose the Individual's:

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

*Note: If the Individual is under 16 years of age, the Signatory must be a parent or guardian of the Individual. The Individual must also sign if he or she is under 18 and able to give and understand the consent. If the Individual is 18 or older, the Signatory and the Individual will be the same person.

6. PURPOSE

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

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

7. DURATION

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

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

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INTERNET USAGE AND SOCIAL MEDIA

AS THE STUDENT, I:

- Recognise that use of the school's computer technology to access the Internet, electronic mail (e-mail) and other online services is a privilege rather than a right.
- Understand that use of the Internet allows me to find information from sources all over the world, which will contribute to my learning in a whole range of subjects.
- Understand that all internet activities and online communications are logged through the school systems and this will be accessed by school authorities when required.
- Understand that there is a substantial financial cost associated with providing students with internet access.
- Agree to use computing and internet resources in a responsible manner for school approved educational uses only.
- Will not use or attempt to use the internet, e-mail or other online services to:
  
  - View pornography
  - Access sites which might contain information or images of a sexual or racist nature
  - Access sites which contain information or images promoting violence in any form
  - Access any site that I know, or think, the school or any responsible person might find offensive
  - Send/receive personal e-mail (e.g. gmail)
  - Participate in online chat programs
  - Use non-approved social media systems (e.g. facebook, twitter)
  - Download files or programs without the express permission and supervision of a teacher
  - Bully or intimidate other members of the school community
  - Engage in activities that may be harmful to the school's ICT resources
  - Pursue activities aimed at altering or avoiding systems security settings
  - Understand that if I break this agreement my behaviour could potentially bring the school into disrepute
  
- Understand that if I break this agreement I will lose the right to use the Internet in this school and my access to the school computers will be strictly limited or refused. In addition, I understand that breaking this agreement means I will have my behaviour monitored and may face suspension or any other action that the school finds appropriate.

_________________________ (student's name)

_________________________ (student's signature)   ______________________ (date)

AS A PARENT OR GUARDIAN, I:

- understand that the Internet can provide students with valuable learning experiences.
- also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers, and that a very small part of that information can be illegal, dangerous or offensive.
- accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.
- believe ______________________ (name of student) understands this responsibility, and I hereby give my permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time.

_________________________ (Parent/Guardian's name)

_________________________ (Parent/Guardian's signature)   ______________________ (date)
Consent Form

Student Participation in Chaplaincy Program at Harristown State School

This school community provides a chaplaincy program endorsed by the school's Parents and Citizens' Association and available on a voluntary basis to all students. Information about the school's chaplaincy program is on the school's website. The chaplain is involved in a range of activities at this school which are free of religious or spiritual content.

Parent consent, or in some cases, the student's consent is required for participation in specific activities with religious or spiritual content. If the principal decides that the student has the appropriate level of maturity and understanding to give informed consent, the student must sign this form themselves. Otherwise, the parent must sign the form on the student's behalf.

Please complete the form below:

<table>
<thead>
<tr>
<th>Parent Name/s</th>
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<tbody>
<tr>
<td>Student Name (in full)</td>
<td></td>
</tr>
<tr>
<td>Student Name (in full)</td>
<td></td>
</tr>
<tr>
<td>Student Name (in full)</td>
<td></td>
</tr>
</tbody>
</table>

The following voluntary student activities with religious or spiritual content require written consent:

If you DO wish to give consent for this student to participate in the above activities, please tick boxes (a) AND (b):

- [ ] (a) I give consent for this student to participate in activities with religious or spiritual content.
- [ ] (b) I understand that, where I agree that the student can participate in the chaplaincy program, this information will be passed on to the school chaplain.

OR, if you DO NOT wish to give consent for the student to participate in the above activities please tick box (c):

- [ ] (c) I do not give consent for the student to participate in activities with religious or spiritual content

The school newsletter and website will advise of any additional activities with religious or spiritual content in the school, prior to commencement.

Parent Signature ________________________________ Date _________

Student Signature (if appropriate) __________________________ Date _________

Privacy Notice

The Department of Education and Training is collecting student's personal information in order to determine student participation in the school's Chaplaincy Program. This information will only be accessed by the school principal and, if the student is participating in the program, the school chaplain. Student's personal information will be recorded, used and disclosed in accordance with s.426 of the Education (General Provisions) Act 2006 (Qld) and will not be given to any other person or agency unless you have given the department permission or the disclosure is otherwise required or permitted by law.

Office Use:
Retain original in student's file and provide a copy of notice to the parent.