



## **ENROLMENT AGREEMENT**

*This enrolment agreement sets out the responsibilities of the Student, Parents or Carer and the school staff about the education of students enrolled at Dalby State School.*

**Student Name:** \_\_\_\_\_ **Year Level:** \_\_\_\_\_

### **Responsibility of students to:**

- attend school regularly, 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
- respect the school environment
- read and follow Student Code of Conduct

### **Responsibility of Parents/Carers to:**

- attend open evenings for parents
- let the school know if there are any problems that may affect your child's ability to learn
- inform school of reasons for any absence
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling your child to achieve maturity, self-discipline and self-control
- abide by the school's policy regarding access to school grounds before, during and after school hours
- advise the Principal if your child is in the Care Of The State or you are the carer of a child in the Care Of The State
- inform the school if your child's living arrangements change and provide details of new home address and phone number
- read and follow the Student Code of Conduct

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

- develop each individual student's talent as fully possible
- inform parents and carers regularly about how their children are progressing
- 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
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at reasonable times and offer opportunities for parents and carers to become involved in the school community
- clearly articulate the school's expectations regarding responsible behaviour plan for students and the school's dress code policy
- ensure that parents and carers are aware of the school's insurance arrangements and accident cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved
- ensure that the parent is aware of the school record keeping policy including the creation of a transfer note should the student enrol at another school
- set, mark and monitor homework regularly in keeping with the school's homework policy

- contact parents and carers as soon as possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- consult parents on an major issues affecting students
- Treat students and parents with respect and tolerance

## **ENROLMENT**

I accept the rules and regulations of the Dalby State School as stated in the school policies that have been provided to me verbally, in the Enrolment information pack or school website as follows:

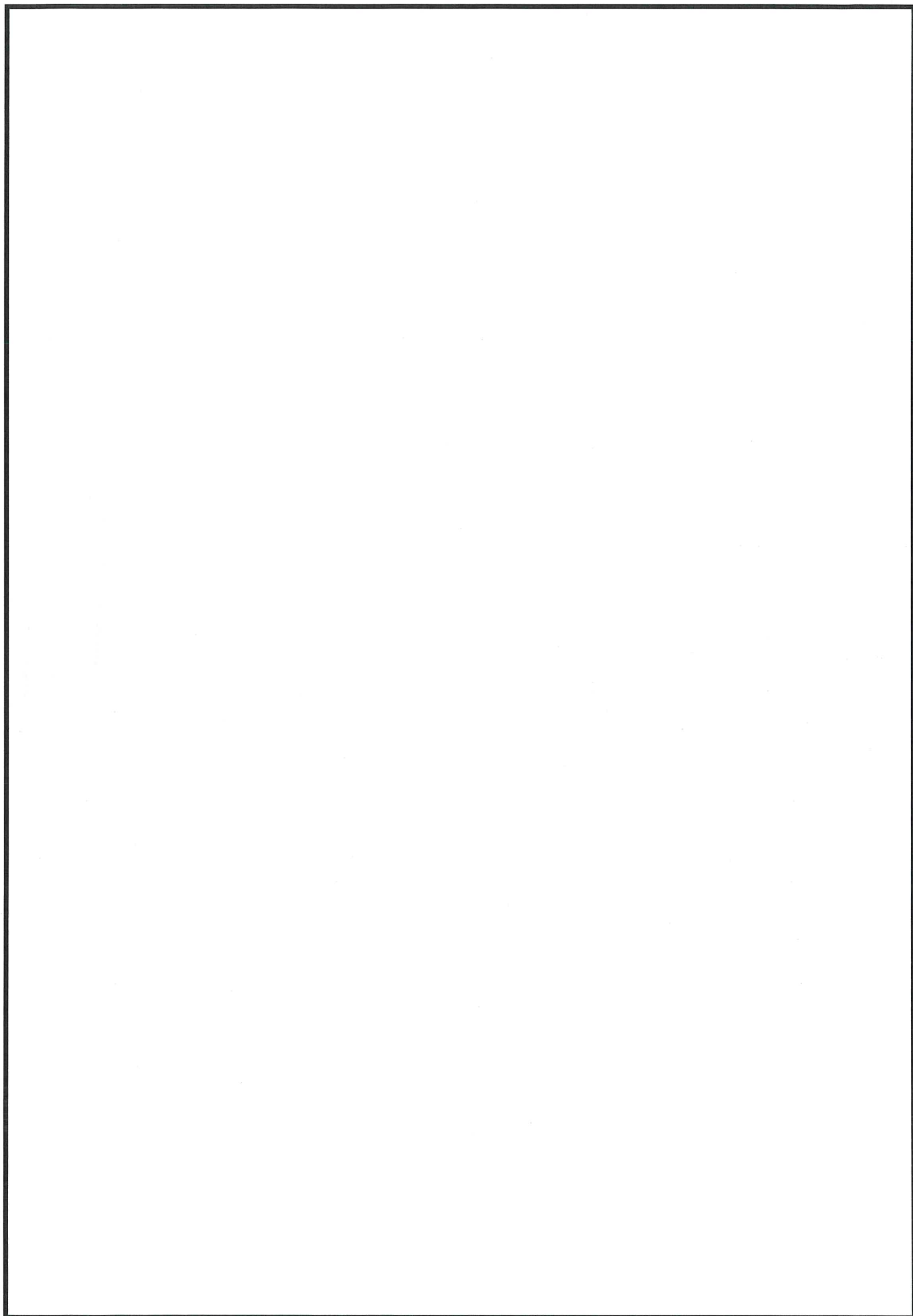
- *School times, Tuckshop days*
- *Student Code of Conduct*
- *Student Dress Code / Uniform*
- *Homework Policy*
- *School Charges (Arts Council, Swimming Levy)*
- *Student Usage of Internet*
- *Student Absence / Late Arrival / Early Departure*
- *School Excursion and Media Release*
- *Complaints Management*
- *Student Participation in Programs*
- *Department Insurance Arrangements*
- *Use of Mobile Telephones and other Electronic Equipment by Students*

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

Parent/Caregiver Signature: \_\_\_\_\_

On behalf of Dalby State School: \_\_\_\_\_

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







## **MEDIA CONSENT** Introduction to the State School Consent Form (attached) for Dalby State School.

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

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

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

Your child's student materials:

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

### **Purpose of the consent**

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

To achieve this, the school may use newsletters, its website, traditional media or 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 forum. 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 directed 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.

- Dalby State School website: [www.dalbyss.eq.edu.au](http://www.dalbyss.eq.edu.au)
- Facebook: [www.facebook.com/DalbySS](https://www.facebook.com/DalbySS)
- Other: Dalby State School C.C.T.V Monitoring
- Instagram:
- Local newspapers & Magazines
- School newsletter/Parent Handbooks/School Diaries/Promotional Flyers
- 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 Dalby State School Office on 07 4672 3666 or [admin@dalbyss.eq.edu.au](mailto:admin@dalbyss.eq.edu.au).



## 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:

### 5 LIMITATION OF CONSENT

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

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## 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 INTERNET ACCESS AGREEMENT**

This document sets out the privileges and responsibilities associated with student Internet access. Before a student is allowed to access the Internet services of the school, the agreement must be read and signed by the student and the parent or guardian.

#### **STUDENT**

**When I'm using Dalby State School's computer network and accessing the Internet and email system, I will follow school rules about:**

- ☐ proper use of the Internet
- ☐ good online manners
- ☐ unsafe materials
- ☐ staying safe on the Internet
- ☐ preventing viruses
- ☐ privacy and security
- ☐ unauthorized computer access
- ☐ printing

#### **I understand that:**

- ☐ others might see what I send on the Internet
- ☐ I should not send or put anything inappropriate on the Internet
- ☐ if the school decides I have broken these rules, appropriate action will be taken as mentioned in the Consequences for mis-use of ICT resources
- ☐ my user home directory may be accessed by parent, teachers and officials

#### **PARENT/GUARDIAN**

I understand that the Internet can provide students with valuable learning experiences. I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive. I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.

I believe that \_\_\_\_\_ 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 (printed)

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date





## **THIRD-PARTY WEBSITE CONSENT**

### **Privacy Notice**

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

Student personal information collected on this may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.

Dear Parent/Guardian,

The use of web based educational resources has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes.

Our school and teachers make decisions about the best technology to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party web-based providers.

Dalby State School wishes to utilise the third-party web-based service provider/s listed below to aid students learning. For your student to use the service the teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. In the case of the services outlined below they are private companies that are hosted onshore in Australia and outside of Australia. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws. Registration may include disclosing the following information about your student:

- Student Name
- Student ID
- Age
- Year group
- Class Teacher
- Student email

We need your permission for the registration and use of these sites by your student.

*Note: It is not compulsory for you to provide this consent – If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.*

Before you complete this consent form it is important that you understand the reasons that these websites collect this information, what will be done with it, who else may have access to it and where the data is stored. This information can be found in the hyperlinks below referring to each website's terms and conditions and/or privacy policy.

Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student's information, please feel free to contact the Principal on 4672 3666.

## Below are the third-party web-based service provider/s:

### Name of Provider: Class Dojo

Type of Service: ClassDojo is a classroom management app that helps teachers encourage student's positive behaviour in class, and easily communicate with parents.  
Website: <https://www.classdojo.com/en-gb/?redirect=true>  
Terms of Use: <https://www.classdojo.com/en-gb/terms/?redirect=true>  
Privacy Policy: <https://www.classdojo.com/en-gb/privacy/?redirect=true>  
File Storage: Servers are located in the United States.

### Name of Provider: Code.org

Type of Service: Code.org increases diversity in computer science by reaching students of all backgrounds where they are — at their skill-level, in their schools, and in ways that inspire them to keep learning.  
Website: <https://code.org/>  
Terms of Use: <https://code.org/tos>  
Privacy Policy: <https://code.org/privacy>  
File Storage: Operated and managed on servers located within the United States.

### Name of Provider: ACER Online Assessment and Reporting (OAR)

Type of Service: ACER Online Assessment and Reporting is an online alternative to paper tests and surveys.  
Website: <https://oars.acer.edu.au/>  
Terms of Use: <https://oars.acer.edu.au/client-terms>  
Privacy Policy: <https://www.acer.edu.au/privacy>  
File Storage: This website stores information in Australia but is outside the department's IT network.

### Name of Provider: Oliver (Softlinkt Education)

Type of Service: Schools Library Management; Administrative Services; Search and reference.  
Website: <https://www.softlinkint.com/product/oliver/>  
Terms of Use: [https://softlinkint.com/downloads/LearnPath\\_Hub\\_Terms\\_Conditions.pdf](https://softlinkint.com/downloads/LearnPath_Hub_Terms_Conditions.pdf)  
Privacy Policy: <https://www.softlinkint.com/downloads/Hosting.pdf>  
File Storage: This website stores information in Australia but is outside the department's IT network.

### Name of Provider: Tinkercad (Autodesk, Inc)

Type of Service: Tinkercad is a free 3D design, electronics, and coding application.  
Website: <https://www.tinkercad.com/>  
Terms of Use: <https://www.autodesk.com/company/legal-notices-trademarks/terms-of-service-autodesk360-web-services/terms-of-service-for-tinkercad>  
Privacy Policy: [https://prismic-io.s3.amazonaws.com/tkv3/b8d327a5-6b2a-481e-92aa-2d5b75a9d139\\_2020.03.18+-+Tinkercad+DPA+%28non-US%29.pdf](https://prismic-io.s3.amazonaws.com/tkv3/b8d327a5-6b2a-481e-92aa-2d5b75a9d139_2020.03.18+-+Tinkercad+DPA+%28non-US%29.pdf)  
File Storage: This website stores information Offshore (outside of Australia).

### Name of Provider: Grok Learning and Grok Academy (Grok Learning Pty Ltd)

Type of Service: Online platform for learning programming and computational thinking skills.  
Website: <https://groklearning.com/>  
Terms of Use: <https://groklearning.com/policies/terms/>  
Privacy Policy: <https://groklearning.com/policies/privacy/>  
File Storage: This website stores information in Australia but is outside the department's IT network.

## THIRD PARTY STUDENT WEB CONSENT

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

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

Please circle your choice (or cross out which does not apply) to your child's information being provided to each of the third-party providers for the provision of an educational service.

<b>Class Dojo</b>	<b>Do Consent / Do Not Consent</b>
<b>Code.org</b>	<b>Do Consent / Do Not Consent</b>
<b>ACER Online Assessment and Reporting (OAR)</b>	<b>Do Consent / Do Not Consent</b>
<b>Oliver (Library Management System)/eLibrary</b>	<b>Do Consent / Do Not Consent</b>
<b>Tinkercad (Autodesk, Inc)</b>	<b>Do Consent / Do Not Consent</b>
<b>Grok Learning &amp; Grok Academy</b>	<b>Do Consent / Do Not Consent</b>
<b>Minecraft Education Edition</b>	<b>Do Consent / Do Not Consent</b>

As a parent or guardian of this student, I have read the terms of use and privacy policy of each of the websites listed. I understand that my student's personal information will be provided to these third-party software providers for the purpose of my student's registration and use of the software programs and that this information may be stored outside of Australia.

\_\_\_\_\_  
Parent/Guardian's Name

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date



## **CHAPLAINCY PROGRAM**

- A chaplaincy/student welfare service is an optional service introduced into a state school to provide students, staff and parents with social, emotional and spiritual support.
- A chaplain/student welfare service is not an Education Queensland employee, they are employed by an authorised employing authority.
- Chaplaincy/student welfare services provide an additional adult role model in schools.
- A school's chaplaincy/student welfare service complements other support services in the school such as those offered by the Guidance Officer.
- A chaplaincy/student welfare service is not a counselling service.
- Local Chaplaincy Committees perform an advisory role to the Principal for the development and implementation of the school chaplaincy/student welfare service.

## **STUDENT PARTICIPATION IN CHAPLAINCY PROGRAM – Consent Form**

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

I, **GIVE / DO NOT GIVE** (*please circle one*) my child permission to be involved in a range of activities which happen at this school which are free of religious, spiritual and or ethical content with the Chaplain. These activities, which include alternate education programs are available to all students on a voluntary basis before school, and at lunchtimes.

I, **GIVE / DO NOT GIVE** (*please circle one*) my consent for my child to participate on a voluntary basis in activities within the program of chaplaincy services which have religious, spiritual and ethical content. I understand that this consent is inclusive of all such activities and remains operational unless I advise the school otherwise in writing.

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_





### **PERMISSION TO APPLY AEROGAURD**

As a result of recent weather, there has been an increase in the numbers of insect bites in this area. Queensland Health has advised that:

- insect repellents containing Picaridin or DEET are recommended to protect children from insect bites,
- only a thin, even coverage of repellent is required on the skin (do NOT apply an excessive amount), and
- If your child requires assistance, you should apply repellent to your hands first, then to the exposed skin of your child.

Dalby State School makes insect repellent (Aerogard) available to students. The Aerogard will be stored in the front office and will be available to students at break times, sporting events and school excursions. As Queensland Health recommends that young children should not be allowed to apply their own repellents, our staff will be available to help those students who need assistance.

We will be recording all slips returned on your child's OneSchool account. Permission slips that are not returned will be recorded as permission not given.

Please complete the consent form below.

**Queensland Health advises that anyone with known allergies to personal insect repellents should not use these products. Parents should check the manufacturer's recommendations before use. If you have any concerns regarding your child's use of insect repellents, you should consider seeking medical advice prior to giving consent.**

Information on insect repellents can be found at:

[http://medent.usyd.edu.au/arbovirus/mosquit/repellent\\_guidelines\\_2011.pdf](http://medent.usyd.edu.au/arbovirus/mosquit/repellent_guidelines_2011.pdf)

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### **AUTHORITY FOR THE USE OF AEROGARD INSECT REPELLENT AT DALBY STATE SCHOOL**

*Please complete and sign*

Student name: .....

- **YES, I give permission for my child to have *Aerogard* insect repellent applied.**
- **YES, my child has used this insect repellent recently with no adverse reactions.**
- **NO, I do not give permission for my child to use insect repellent.**

Additional information (if applicable) \_\_\_\_\_

Parent/Carer name (Please print): .....

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

