



Enrolment Booklet

Student name:

Year level: 7 8 9 10 11 12



YEPPOON STATE HIGH SCHOOL

Together we succeed

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Enrolment Checklist

Thank you for choosing Yeppoon State High School for your child. Please use the checklist below to ensure your child's enrolment application is complete.

☐ Application for Student Enrolment Form ☐ Birth certificate for sighting only (or alternative document such as Australian passport if birth certificate cannot be provided) ☐ Latest NAPLAN report/s ☐ Latest report card/s ☐ Proof of ID of parent/s enrolling the child for sighting only <i>If applicable,</i> ☐ Foreign passport and Visa (if student is not an Australian citizen) ☐ a copy of any relevant current Child Protection Order, Family Court or other court orders (signed and sealed)
If the prospective student has a medical condition, details of symptoms and any associated health management plans are to be provided.
☐ Medication Order to Administer 'As-Needed' Medication at School (Note: Prescribing health practitioner to complete <u>all</u> sections)
☐ Consent to Administer Medication Form (including self-administration request)
☐ Enrolment Agreement Form
☐ State School Consent Form
☐ Student Resource Scheme (SRS) – Participation Agreement Form
☐ ICT Responsible Use Agreement Form
☐ Online Services Consent Form
☐ BYOx Participation Agreement
☐ QParents Status and Contact Details Form
☐ Activity Consent Form

Application for Student Enrolment Form



Queensland
Government

Application for Student Enrolment Form SEF – 1 V8

INSTRUCTIONS

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

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

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

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

PRIVACY STATEMENT

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

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

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

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

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

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name		Preferred given names	
Gender*	☐ 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.	

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qld.gov.au/pp/enrolment-in-state-primary-secondary-and-special-schools-procedure> to ensure you have the most current version of this document.
29/04/2021

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	
1 st Phone contact number*	Work/home/mobile		Work/home/mobile	
2 nd Phone contact number*	Work/home/mobile		Work/home/mobile	
3 rd Phone contact number*	Work/home/mobile		Work/home/mobile	
Email				
Occupation				
What is the occupation group of the parent/carer?	☐ (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	

INVOICES WILL BE ISSUED TO – ☐ Parent/Carer 1 OR ☐ Parent/Carer 2 _____ Signature

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
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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:
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PROSPECTIVE STUDENT ADDRESS DETAILS*

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

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

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

PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)*Privacy Statement

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

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

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

No known medical conditions	☐		
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		

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

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

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

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

Office assistants, sales assistants and other assistants:

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

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

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

Labourers and related workers

Defence Forces ranks below senior NCO not included above

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

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

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

State schools standardised medical condition category list

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

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29/04/2021

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.

Administration of Medications in Queensland State Schools

This information sheet provides advice for parents/carers and their child's health practitioner/s regarding the documentation required for Queensland state schools to safely administer medication to students while they are at school or school-related activities.

All medications you provide for the school to administer to your child must be prescribed by a qualified health professional who is authorised to prescribe medications under the Health (Drugs and Poisons) Regulation 1996 (Qld) e.g. doctor, dentist, optometrist. State schools refer to these professionals as 'prescribing health practitioners' (practitioners).

A blank *Medication order to administer 'as-needed' medication at school* is provided on the last page.

For further information, refer to the [Administration of medications in schools procedure](#) and the [Managing student's health support needs at school procedure](#).

Information for parents/carers

1. For all medications

For medication to be administered during school hours and/or during school-related events, provide the school with:

- a completed [Consent to administer medication form](#).
- the medication with an attached pharmacy label, in its original container, with intact packaging.

2. Where no additional information is required from your practitioner

If your child requires medication at a routine time (e.g. 11am every day), the pharmacy label attached to the medication provides the school with the instructions from the doctor/dentist needed to safely administer the medication. Examples of routine medication include Ritalin, antibiotics, eye/ear drops, enzyme tablets and ointments.

No other written information from the prescribing health practitioner is required.

3. Where you will need additional written information from your practitioner

As well as using the pharmacy label instructions, the school will need additional written information from the prescribing health practitioner if your child:

- a. requires medication as an emergency response.** Depending on your child's health condition, your doctor will need to complete:
 - an Asthma Action Plan and/or
 - an Anaphylaxis Action Plan and/or
 - written instructions if your child has more complex health needs.
- b. requires insulin.** Your doctor will need to complete a medication order for insulin.
- c. requires medication 'as-needed' (but not as an emergency response).** Your health practitioner will need to complete a *Medication order to administer 'as-needed' medication at school* (see page 3).
- d. has their dosage changed from that on the pharmacy label.** Your health practitioner will need to write a letter for the school explaining the changes. To assist the school in safely administering the medication to your child, you are encouraged to have your pharmacist update the pharmacy label attached to the medication with the new dosage as soon as possible.

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/administration-of-medications-in-schools-procedure> to ensure you have the most current version of this document.

Information for prescribing health practitioners

Queensland state schools administer medications authorised by a qualified health practitioner (registered with the Australian Health Practitioner Regulation Agency) to support students' health needs if it is deemed that the administration of this medication is essential during school hours or school-related activities.

No further information or medical authorisation is required by the school where prescription medications are to be administered at a routine time during the day, have been dispensed by a pharmacist, and there is sufficient information on the pharmacy label to enable safe administration.

However, if you are prescribing medication as described below, please complete the relevant documentation and provide it to the parent/carer (or to the student if they are 18 years of age or older).

1. Emergency medication

Where medication is to be taken as an emergency response for asthma or anaphylaxis, please complete:

- an Asthma Action Plan and/or
- an ASCIA Anaphylaxis Action Plan.

2. Insulin

Due to the complexity of diabetes management, the school will require:

- a medication order for insulin (which provides medical authorisation) and
- a diabetes management plan developed by yourself and/or the diabetes treating team.

3. As-needed medication

Where medication is to be taken as needed in response to a student's symptoms (e.g. toothache, migraine), the school requires clear instructions to enable non-medically trained school staff to safely administer the medication.

The school will require:

- specific written instructions e.g. where school staff are required to administer medication as part of a health procedure (e.g. administration of medication through a gastrostomy tube) or
- a completed *Medication order to administer as-needed medication at school* (see page 3).

If you make subsequent changes to the student's medication dosage, or if instructions change from that described in a *Medication order to administer 'as-needed' medication at school* you have completed, please:

- update this medication order, initial and date the changes (if they are minor) or
- complete a new medication order.

4. Over-riding pharmacy label instructions

Where a student has been prescribed medication, but the medication dosage requirements change from that printed on the pharmacy label (e.g. from 1 tablet of Ritalin to ½ tablet of Ritalin), the school needs additional written information that includes all of the following:

- the name of the student
- the name of the medication
- the dosage change and the date the change is to be implemented from
- the prescribing health practitioner's signature and date, and
- attached evidence of the medical practice i.e. on a letterhead or stamp/sticker.

Please encourage the parent/carer to have their pharmacist update the pharmacy label attached to the medication with the new dosage as soon as possible.

Privacy Statement -The Department of Education (DoE) is collecting this personal information for the purpose of enabling school staff to administer medication to the student listed below while at school or during school-related activities. This information will only be accessed by authorised departmental employees. In accordance with section 426 of the *Education (General Provisions) Act 2006* (regarding student's personal information) and the *Information Privacy Act 2009* (parent/carer's personal information) this information will not be disclosed to any other person or body unless you have given DoE permission or DoE is required or authorised by law to disclose the information.

Medication order to administer 'as-needed' medication at school

The following information will be used by Queensland state school staff to support the administration of 'as-needed' medication to the student named below at school or during school-related activities (e.g. camps, excursions).

Prescribing health practitioner to complete <u>all</u> sections below:			
Student name		Date of birth	
Medication		Dosage and route	
This medication is to be administered as: <i>(please select one or both)</i>			
☐ an emergency response ☐ a non-emergency response			
Administer the medication when these signs and symptoms occur:			
The maximum number of dosages allowed over a 24-hour period are:			
The minimum length of time allowed between dosages is:			
The expected response the student would have after having this medication administered is:			
If there is no response in approximately ____ minutes, take the following action [e.g. call ambulance] :			
Please note: The school will notify the parent/carer if the student displays any suspected side effects following administration.			
Please indicate if additional information is attached (if required): YES ☐ NO ☐			
Name of prescribing health practitioner:		Medical practice stamp/sticker:	
Signature of prescribing health practitioner:			
Date:			
Review date of this medication order:			

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/administration-of-medications-in-schools-procedure> to ensure you have the most current version of this document.

Consent to Administer Medication

PLEASE NOTE:

For medication to be administered at school or during school-related activities, there must be medical authorisation for the student to have that medication, and the medication must be in its original container with intact packaging.

Examples of medical authorisation include:

- a pharmacy label with both the student's and doctor's name on it;
- a signed letter from a doctor;
- a medication order from a dentist;
- an Action Plan signed by a doctor or nurse practitioner.

See below for examples of health conditions, medications and associated documentation:

Health condition/ reason for medication	Example of medication	Documentation completed by doctor or other prescribing health practitioner
Asthma	Asthma puffer	<i>Asthma action plan</i>
Anaphylaxis	EpiPen	<i>ASCIA Anaphylaxis Action Plan</i>
Diabetes	Insulin injection, insulin pump	Department of Education <i>Medication order to administer 'as-needed' medication at school</i> or medication order or <i>diabetes management plan</i> or other written instructions from prescribing health practitioner
Other types of emergency medication e.g. for seizures	Midazolam	Department of Education <i>Medication order to administer 'as-needed' medication at school</i>
Medication required 'as needed' for minor or non-emergency symptoms	Ointment for skin allergies, antihistamines	Department of Education <i>Medication order to administer 'as-needed' medication at school</i>
Changes to dosage (e.g. from ½ to 1 tablet)	Ritalin	Written instructions from prescribing health practitioner (e.g. doctor)

1. To request that the school administer medication to a student

- 1) Complete Section A (page 2).
- 2) Provide the school with the medication in the original container with intact packaging.
- 3) Provide the written medical authorisation (e.g. completed pharmacy label, medication order, action plan) completed and signed by the prescribing health practitioner.
- 4) Make an appointment with the principal/delegate if:
 - the student requires medication as an emergency response;
 - you would like the student to self-administer their medication;
 - the student has complex health support needs or requires other support strategies; or
 - you have any concerns about the student's health which may affect their schooling.

2. To request a student self-administer their medication

- 1) Complete Section A (page 2) and Section B (page 3).

Consent to administer medication

Privacy Statement - The Department of Education (DoE) is collecting this personal information for the purpose of enabling school staff to administer medication to the nominated student, or to support a student to self-administer their medication while at school or during school-related activities. This information will only be accessed by authorised departmental employees. In accordance with section 426 of the *Education (General Provisions) Act 2006* (regarding student's personal information) and the *Information Privacy Act 2009* (parent/carer's personal information) this information will not be disclosed to any other person or body unless DoE has been given permission or is required or authorised by law to disclose the information.

Section A: Complete the details below:

NOTE: This form only collects information for one (1) medication. If more than one medication is required, please complete a separate form for each medication.

Student name		Date of birth	
Parent/carer name		Phone number	

- I consent to the following medication being administered (as per the instructions on the pharmacy label and/or any additional written instructions) to the student named above during school or school-related activities.
- I authorise school staff to contact the prescribing health practitioner or pharmacist (as listed on the medication's pharmacy label or in other relevant medical authorisation) for the purpose of seeking specific advice or clarification on the administration of this medication to this student.

Name of medication

I confirm that the medication provided to the school (as listed above):

- ☐ is medically authorised (e.g. has been prescribed by a doctor, dentist, optometrist or nurse practitioner)
- ☐ is in the original dispensed container with intact packaging
- ☐ has the student's and doctor's names on the pharmacy label (if there is no other written evidence of medical authorisation)
- ☐ is current/in-date (The expiry date of the medication is __ / __ / ____).

The medication is required:		If Yes to any questions, complete the following:
(a) routinely (e.g. 11am every day)	☐ No ☐ Yes⇒	Administer at __: __ am/pm on the following days: (circle the day/s required) Monday Tuesday Wednesday Thursday Friday
(b) for a short time only (e.g. only for 2 weeks)	☐ No ☐ Yes⇒	Start date: __ / __ / ____ End date: __ / __ / ____
(c) to manage a health condition by following a current action plan or health plan	☐ No ☐ Yes⇒	Is the medication for: ☐ asthma ☐ anaphylaxis ☐ diabetes ☐ epilepsy ☐ cystic fibrosis ☐ other (describe)
(d) 'as needed' to treat minor or non-emergency symptoms	☐ No ☐ Yes⇒	☐ I understand that before the school administers this medication, if they are not aware of when this medication was most recently given to this student, I will be contacted to provide this information.

Has this student previously shown any side effects after taking this medication? Yes ☐ No ☐

If Yes, describe: _____

Parent/carer/student signature		Date	
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If the student is to self-administer this medication, also complete **Section B**

NOTE: Controlled drugs cannot be self-administered.

Section B: Details for student self-administration of medication:

In all cases and at any time, the principal/delegate may disallow student self-administration for health and/or safety reasons.

Student name		Date of birth	
• I confirm that the student is confident, competent and can safely administer the right dose of their own medication at the right times. • I confirm that the student can store their medication securely. • I authorise school staff to contact the prescribing health practitioner, health team or pharmacist (as listed on the medication's pharmacy label or in other relevant medical authorisation) for the purpose of seeking specific advice or clarification on the administration of this medication by this student.			

Health condition	
☐ Asthma - secondary school students only	☐ I approve for the student to self-administer their asthma medication. NOTE: The school will need a copy of the student's <i>Asthma Action Plan</i> if it varies from the standard asthma first aid response

Health condition	I seek approval from the principal/delegate for the student to self-administer:
☐ Asthma	☐ their asthma medication (<i>following a current action plan/health plan</i>)
☐ Anaphylaxis	☐ their adrenaline auto-injector (<i>following a current action plan/health plan</i>)
☐ Diabetes	☐ their medication (<i>following a current health plan</i>)
☐ Cystic fibrosis	☐ their medication (<i>following a current health plan</i>)
☐ Other _____	☐ their medication (<i>following a current health plan</i>)

Parent/carer/student signature		Date	
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Enrolment Agreement

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

Responsibility of student to:

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

Responsibility of parents/carers to:

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

Responsibility of school staff to:

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

Uncontrolled copy. Refer to the Department of Education and Training Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/enrolment-in-state-primary-secondary-and-special-schools-procedure> to ensure you have the most current version of this document.

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

I accept the rules and regulations of Yeppoon State High School as stated in the school policies that have been provided to me as follows via the school website <https://yeppoonshs.eq.edu.au/our-school/rules-and-policies> and other links listed below.

- Student Code of Conduct
- Student Dress Code
- Homework Policy
- School charges and Student Resources Scheme
<https://yeppoonshs.eq.edu.au/enrolments/resource-scheme>
- [Advice for state schools on acceptable use of ICT facilities and devices](#)
- <https://ppr.qed.qld.gov.au/attachment/advice-for-state-schools-on-acceptable-use-of-ict-facilities-and-devices.docx>
- Absences
- School excursions
- Complaints management
- [Chaplaincy and student welfare worker services – policy statement](#)
- <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-wellbeing-officer-services>
- Department insurance arrangements and accident cover for students – NIL cover
- [Obtaining and managing student and individual consent](#)
- <https://ppr.qed.qld.gov.au/pp/obtaining-and-managing-student-and-individual-consent-procedure>
- School instructions for school access <https://www.tmr.qld.gov.au/travel-and-transport/school-transport/information-statements>

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 YEPPOON STATE HIGH SCHOOL

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State School Consent Form

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

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

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

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

Your child's student materials:

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

Purpose of the consent

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

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

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

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

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

Voluntary

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

Consent may be limited or withdrawn

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

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

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

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

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

Media sources used

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

- School website: www.yeppoonshs.eq.edu.au
- Facebook: www.facebook.com/YeppoonSHS
- YouTube: [www.youtube.com/channel/Yeppoon State High School](https://www.youtube.com/channel/YeppoonStateHighSchool)
- Instagram: [www.instagram.com/Yeppoon State High School](https://www.instagram.com/YeppoonStateHighSchool)
- Twitter: Not used
- LinkedIn: Not used
- Other:
- 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 Yeppoon State High School on 4925 1333 or email admin@yeppoonshs.eq.edu.au.

Yeppoon State High School Administration 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.

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;
 - 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:

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 Form

Department of Education

Student Resource Scheme - Participation Agreement Form

The Student Resource Scheme

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

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

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

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

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

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

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

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

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

Payment

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

Participation

- ☐ **YES** I wish to participate in the Student Resource Scheme. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.
- ☐ **NO** I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme. I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

School Name	
Form Return Date	
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

Privacy Statement

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



Queensland
Government

Terms and Conditions

Definition

1. Reference to a "parent" is in accordance with the definition in the *Education (General Provisions) Act 2006* and refers equally to an independent student.

Purpose of the SRS

2. In accordance with the Act, the cost of providing instruction, administration and facilities for the education of students enrolled at state schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
4. The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation fee.

Participation in the SRS

5. Participation in the SRS is optional and parents are under no obligation to participate.
6. The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.
7. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
8. Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.
9. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
10. Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.
11. Where a parent signs up to participate in the SRS they are agreeing to pay the annual participation fee for the items provided by the SRS.
12. Payment of the participation fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.
13. Where a student starts at the school during the school year, the parent may be entitled to pay a pro-rata participation fee to participate based on a 40-week school year.
14. Where a participation fee has been paid and a student leaves the school during the year, the school must determine if the parent is eligible for a pro-rata refund. This will also take into account any pro-rata of the Textbook and Resource Allowance (TRA) (see Additional Information regarding TRA eligibility) and any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, the parent is liable to pay this balance of funds.

Non-Participation in the SRS

15. Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.
16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school's SRS and will not be expended on other items or used to raise funds for other purposes.
20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
21. The resources, as determined and advised by the school may be:
 - retained by the student and used at their discretion; or
 - used/consumed by the student in the classroom; or

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

22. All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.
23. Parents are responsible for ensuring that any hired SRS resources provided for their child's temporary use are kept in good condition.
24. The school administration office must be notified immediately of the loss or damage to any hired item.
25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

Payment Arrangements

28. Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.
29. Payment of the participation fee must be made as per the payment methods nominated by the school.
30. Any concessions relating to the participation fee will be at the discretion of the Principal.

Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.
32. Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department's Debt Management Procedure <http://ppr.qed.qld.gov.au/corp/finance/accounts/Pages/Debt-Management.aspx>.

Parents' Experiencing Financial Hardship

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

Additional Information

Textbook and Resource Allowance (TRA)

- The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department's website for current TRA rates <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>.
- The TRA is used to offset the fees associated with participation in the SRS.
- Parents not participating in the SRS will receive the TRA directly from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.



ICT Responsible Use Agreement Form



Queensland
Government

Purpose statement

- Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs.
- Schools are constantly exploring new and innovative ways to incorporate safe and secure ICT use into the educational program
- School students, only with the approval of the principal, may be permitted limited connection of personally-owned devices to the department's network, where this benefits the student's education program.

Authorisation and controls

The principal reserves the right to restrict student access to the school's ICT services, facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program.

The Department of Education monitors access to and use of its network. For example, email and internet monitoring occurs to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The department may conduct security audits and scans, and restrict or deny access to the department's network by any personal device if there is any suspicion that the integrity of the network might be at risk.

Responsibilities for using the school's ICT facilities and devices

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the [Student Code of Conduct](#).
- Students are to be aware of occupational health and safety issues when using computers and other learning devices.
- Parents/guardians are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
- Parents/guardians are responsible for appropriate internet use by students outside the school environment when using a school-owned or school-provided device.
- The school will [educate students](#) regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to adopt these safe practices.
- Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so that it cannot be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).

Uncontrolled copy. Refer to the Department of Education's Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/use-of-ict-systems-procedure> to ensure you have the most current version of this document.

- Students cannot use another student's or staff member's username or password to access the school network. This includes not browsing or accessing another person's files, home or local drive, email or accessing unauthorised network drives or systems. Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
- Students need to understand that copying software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from enforcement agencies.

Responsibilities for using a personal device on the department's network

- Prior to using any personally-owned device, students must seek approval from the school principal to ensure it reflects the department's security requirements.
- Students are responsible for the security, integrity, insurance and maintenance of their personal devices and their private network accounts.
- Appropriate anti-virus software has been installed and is being managed on BYOx devices
- Students must follow any advice provided on best security requirements e.g. password protection
- Students and parents are to employ caution with the use of personal devices particularly as these devices can store significant numbers of files some of which may be unacceptable at school e.g. games and 'exe' files. An 'exe' file ends with the extension '.exe' otherwise known as an executable file. These files can install undesirable, inappropriate or malicious software or programs.
- Any inappropriate material or unlicensed software must be removed from personal devices before bringing the devices to school and such material is not to be shared with other students.
- Unacceptable use will lead to the device being [confiscated](#) by school employees, with its collection/return to occur at the end of the school day where the mobile device is not required for further investigation.

Acceptable/appropriate use/behaviour by a student

It is acceptable for students while at school to:

- use BYOx devices for:
 - assigned class work and assignments set by teachers
 - developing appropriate literacy, communication and information skills
 - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
 - conducting general research for school activities and projects
 - communicating or collaborating with other students, teachers, their parents or experts in relation to school work
 - accessing online references such as dictionaries, encyclopaedias, etc.
 - researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using a BYOx device
- switch off and place out of sight the BYOx device during classes, when these devices are not being used in a teacher-directed activity to enhance learning

- use their personal device for private use before or after school, or during recess and lunch breaks, in accordance with [Student Code of Conduct](#)
- seek teacher's approval where they wish to use a BYOx device under special circumstances.

Unacceptable/inappropriate use/behaviour by a student

It is unacceptable for students while at school to:

- use a device in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions regarding the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- share their own or others' personal information and/or images which could result in risk to themselves or another person's safety
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-phone cameras inappropriately, such as in change rooms or toilets
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use the BYOx device (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use mobile devices at exams or during class assessment unless expressly permitted by school employees.

Student

I understand that the school's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to the school's ICT services, facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.

Specifically in relation to internet usage, should any offensive information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.

If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/guardians.

Uncontrolled copy. Refer to the Department of Education's Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/use-of-ict-systems-procedure> to ensure you have the most current version of this document.

When using email or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of any other person
- use the school's ICT service, facilities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT services, facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the school's [Student Code of Conduct](#), which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this procedure/policy/statement/guideline and the [Student Code of Conduct](#).

I agree to abide by the above rules/the procedure/policy/statement/guideline.

Student's name

Signature of student

Date

Parent or Guardian

I understand that the school provides my child with access to the school's information and communication technology (ICT) services, facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information from around the world; that the school cannot control what is available online; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT services, facilities and devices. Furthermore, I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students.

I understand that the school is not responsible for safeguarding information stored by my child on a departmentally-owned computer or iPad.

I understand that the school may remotely access the departmentally-owned computer or iPad for management purposes.

I understand that the school does not accept liability for any loss or damage suffered to BYOx devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any BYOx device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe _____ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT services, facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the [Student Code of Conduct](#). This may include loss of access and usage of the school's ICT services, facilities and devices for some time.

I have read and understood this procedure/policy/statement/guideline and the [Student Code of Conduct](#).

I agree to abide by the above rules / the procedure/policy/statement/guideline.

Parent / caregiver's name

Signature of parent / caregiver

Date

The Department of Education through its [Information privacy and right to information](#) procedure is collecting your personal information in accordance with the [Education \(General Provisions\) Act 2006 \(Qld\)](#) 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 privacy and right to information](#) 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.

Note: The [Australian Mobile Telecommunications Association](#) has published materials which may be of use to schools.

Online Services Consent Form



Introduction to the Online Services Consent Form for Yeppoon State High School

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education network.

Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games, online collaboration and communication tools, web-based publishing and design tools, learning management systems, and file storage and collaboration services.

This letter is to inform you about the third party online services used in our school and how your child's information, including personal information and works, may be recorded, used, disclosed, and published to the services (if you provide your consent for this to occur).

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

About the online services

After evaluation, the principal has deemed specific third party online services appropriate for school use. These online services are listed on the consent form.

Third party online service providers are external to the school, and the services may be hosted onshore in Australia or offshore outside of Australia. Data that is entered into offshore services may not be subject to Australian privacy laws. When considering whether to provide your consent, we encourage you to read the information provided about each online service, including the *terms of use* and *privacy policy*, which outline how information and works will be used and under what circumstances they may be shared.

Student information

The consent collected by the form covers both student personal information (e.g. name, date of birth) and school-based information (e.g., student username, email, year level) as outlined on the form.

Where permitted by the service provider, de-identified information will be used and/or efforts will be made to limit the amount of personal information disclosed and stored within online services (e.g., when registering accounts, only mandatory information will be disclosed).

Student works

Works might include materials such as student projects, assignments, portfolios, images, video or audio. Where student works will be created within, stored or published to the online service (in some cases, published information or works will be viewable by the public), this will be indicated in 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Parent information

Where your personal information (e.g. parent email, name, contact details) will be disclosed to the online service, this will be indicated in the 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Purpose of the consent

Third party online services are used for various purposes. The purpose of use for each service is outlined in Section 5 of the Online Services Consent Form. For example, teachers may use online services with students to support curriculum delivery, complete learning activities and assessment, facilitate class collaboration, and create and publish class work (e.g. projects, assignments, portfolios).

The Online Services Consent Form records your consent for your child to register accounts, use, and, where specified, publish their work to these services. The form also collects your consent for school staff to collect, store, and transmit information to online services in order to manage school operations and communicate with parents and students.

It should be noted that, in some instances, the school may be required or authorised by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent.

Voluntary consent provision

It is not compulsory to provide consent. If your consent is not given, this will not adversely affect any learning opportunities provided by the school to your child.

Consent may be limited or withdrawn

You can withdraw your consent at any time by notifying the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

You may also limit your consent by providing consent for some, but not all, online services listed on the form.

Requests to limit consent in relation to how the 'Information covered by this consent form' and the 'Approved purpose' (Section 2 and 3 of the form) are applied to a specific service, will be treated as "do not consent", as the school cannot guarantee correct implementation of individual requests.

Due to the nature of the internet, it may not be possible for all copies of information (including images and student works that have already been disclosed or published) to be deleted or restricted from use if you request it. The school may remove content that is under its direct control, however, information and works that have already been disclosed and published cannot be deleted, and the school is under no obligation to communicate changes to your child's consent circumstances to online service providers.

Duration of consent

The consent applies for the period of time specified on the form. You may review and update your consent at any time by notifying the school in writing (by email or letter).

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

Who to contact

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact admin@yeppoonshs.eq.edu.au.

Online Services Consent Form

Privacy Notice

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

This form is to be completed by:

- Parent/carer*;
- Student over 18 years; or
- Student with independent status.

(*Note: Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent.)

1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- a) Full name of student _____

2. INFORMATION COVERED BY THIS CONSENT FORM

- a) The consent collected by the form covers the following student personal information (identifying attributes):

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

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

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

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

- b) If an online service records, uses, discloses and/or publishes student works, parent information or additional student information (such as photographs of students), not listed above (Section 2a.), the school will specify it as part of the *additional consent requirements* on the form. Examples may include:

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

3. APPROVED PURPOSE

This form records your consent for the recording, use, disclosure and publication of the information listed in item 2 above, and any information or student works listed under the 'additional consent requirements', and to transfer this information and works within Australia and outside of Australia (in the case of offshore services) to the online service providers for the following purposes:

- For your child to register an account for the online services
- For your child to use the online services in accordance with each service's *terms of use* and *privacy policy* (including service provider use of the information in accordance with their *terms of use* and *privacy policy*)
- For the school to:
 - administer and plan for the provision of appropriate education, training and support services to students,
 - assist the school and departmental staff to manage school operations and communicate with parents and students.

4. TIMEFRAME FOR CONSENT

The consent granted by this form is for the duration of the student's current phase of learning (i.e. Years P-3, 4-6, 7-9 and 10-12). Consent is obtained upon enrolment and renewed when students move into a new phase of learning (e.g. minimum every four years).

5. CONSENT FOR ONLINE SERVICES

For each online service listed below, please indicate your choice to **give consent** or **not give consent** for the information outlined in Section 2 to be disclosed to the online service in accordance with the purpose outlined in Section 3, and for the timeframe specified in Section 4.

Please indicate if you give or do not give consent for each online resource by crossing the appropriate box.

Service name:	Binnacle Training	Data hosting:	Onshore	☐ I give consent	☐ I do not give consent
Url:	https://www.binnacletraining.com.au/				
Purpose of use:	RTO Provider for Cert III Fitness and Cert III Sport and Rec – Online Assessment Platform				
Terms of use:	https://www.binnacletraining.com.au/connect/support-centre/rto-documents/				
Privacy policy:	https://www.binnacletraining.com.au/privacy/				

Service name:	Connect 'n' Grow	Data hosting:	Onshore	☐ I give consent	☐ I do not give consent
Url:	https://connectngrow.edu.au/				
Purpose of use:	RTO Provider for Cert III Fitness and Cert III Sport and Rec – Online Assessment Platform				
Terms of use:	https://connectngrow.edu.au/terms-conditions/				
Privacy policy:	https://connectngrow.edu.au/privacy/				

Service name:	Sport Aus	Data hosting:	Onshore	☐ I give consent	☐ I do not give consent
Url:	https://www.sportaus.gov.au/				
Purpose of use:	Coaching and Officiating Principles – Recreation Studies and Cert III Fitness				
Terms of use:					
Privacy policy:	https://www.sportaus.gov.au/legal_information/privacy_policy				

Service name:	MyNetball	Data hosting:	Onshore	☐ I give consent	☐ I do not give consent
Url:	https://my.netball.com.au/				
Purpose of use:	Netball Officiating and Coaching Modules				
Terms of use:	https://netball.com.au/website-terms-use				
Privacy policy:	https://netball.com.au/privacy-policy				

Service name:	Play Football	Data hosting:	Onshore	☐ I give consent	☐ I do not give consent
Url:	https://www.playfootball.com.au/referee				
Purpose of use:	Football Officiating Modules				
Terms of use:	https://www.footballaustralia.com.au/legal_terms_of_use				
Privacy policy:	https://www.footballaustralia.com.au/privacy				

Service name:	Play Rugby League Learn	Data hosting:	Onshore	☐ I give consent	☐ I do not give consent
Url:	https://learn.playnrl.com				
Purpose of use:	Rugby League Officiating and Coaching Modules				
Terms of use:	https://www.playrugbyleague.com/terms-and-conditions/				
Privacy policy:	https://www.playrugbyleague.com/policies/				

Service name:	Futura	Data hosting:	Onshore	☐ I give consent	☐ I do not give consent
Url:	https://futuraonline.com.au https://moodle.futuraonline.com.au/				
Purpose of use:	Futura Group provides vocational training resources and assessment tools to support the delivery of VET				
Terms of use:	https://futuraonline.com.au/privacy-policy/				
Privacy policy:	https://futuraonline.com.au/privacy-policy/				

Service name:	Clickview	Data hosting:	Onshore	☐ I give consent	☐ I do not give consent
Url:	https://www.clickview.com.au/				
Purpose of use:	produces curriculum-aligned video and interactive content for teachers and students				
Terms of use:	https://www.clickview.com.au/terms-and-conditions/				
Privacy Policy	https://www.clickview.com.au/privacy-policy/				

Service name:	Adobe Creative Cloud	Data Hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.adobe.com/creativecloud.html https://creativecloud.adobe.com/				
Purpose of use:	Creative Cloud is a suite of over 20 desktop and web-based design applications used for graphic design, video editing, web development, photography, and animation. Visit https://www.adobe.com/au/creativecloud/catalog/desktop.html				
Terms of use:	https://www.adobe.com/au/legal/terms/enterprise-licensing/overview.html				
Privacy policy:	https://www.adobe.com/privacy/policy.html				

Service name:	IXL Learning	Data Hosting	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://au.ixl.com/				
Purpose of use:	IXL Learning is an online Maths & English learning tool.				
Terms of use:	https://au.ixl.com/termsofservice				
Privacy policy:	https://au.ixl.com/privacypolicy				

Service name:	ArcGIS	Data Hosting	Offshore	☐ I give consent	☐ I do not give consent
Url:	http://www.arcgis.com/				
Purpose of use:	ArcGIS Online enables users to design and manage solutions through the application of geographic knowledge. Features include: geographic data compilation; spatial analysis; creation and management of tabular data, imagery, 3D and online maps; data sharing; access control; customization; and integration with other enterprise technology				
Terms of use:	https://www.arcgis.com/home/termsfuse.html				
Privacy policy:	https://www.esri.com/en-us/privacy/overview				

Service name:	Blooket	Data Hosting	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.blooket.com/				
Purpose of use:	World of Blooket is a new take on trivia and review games!				
Terms of use:	https://www.blooket.com/terms				
Privacy policy:	https://www.blooket.com/privacy				

Service name:	Campion MyConnect 2	Data Hosting	Onshore	☐ I give consent	☐ I do not give consent
Url:	https://www.campion.com.au/ http://myconnectshop.campion.com.au/				
Purpose of use:	Campion Education is an online program that provides educational resources and digital content. The MyConnect platform enables users to read e-Books (online and offline), manage licences for digital resources sourced from additional publishers and integrate user content.				
Terms of use:	https://www.campion.com.au/terms-conditions/				
Privacy policy:	https://www.campion.com.au/privacy-policy/				

Service name:	Code.org	Data Hosting	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://code.org/				
Purpose of use:	Computer science coursework for Prep to Year 12 students. Languages include visual programming, JavaScript, CSS, HTML and others. Modules within Code.org include: Computer Science Discoveries, Computer Science Principles, App Lab, Game Lab, Web Lab, Internet Simulator, Hour of Code tutorials, CS in Algebra, Sprite Lab, Artist and Dance Party.				
Terms of use:	https://code.org/tos				
Privacy policy:	https://code.org/privacy				

Service name:	CoSpaces	Data Hosting	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://cospaces.io/edu				
Purpose of use:	CoSpaces Edu enables users to build 3D creations, animate with code and explore them in a virtual reality platform that provides real time collaboration.				
Terms of use:	https://cospaces.io/edu/terms-of-use.html				
Privacy policy:	https://cospaces.io/edu/privacy-policy.html				

Service name:	Freesound.org	Data Hosting	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://freesound.org/				
Purpose of use:	Freesound is a collaborative database of Creative Commons Licensed sounds. Browse, download and share sounds.				
Terms of use:	http://creativecommons.org/licenses/by-nc/3.0/				
Privacy policy:	https://freesound.org/help/tos_web/#privacy-policy				

Service name:	GROK Learning	Data Hosting	Onshore	☐ I give consent	☐ I do not give consent
Url:	https://groklearning.com/				
Purpose of use:	Online platform and classroom resources, as well as professional development and learning tools.				
Terms of use:	https://groklearning.com/policies/terms/				
Privacy policy:	https://groklearning.com/policies/privacy/				

Service name:	Prezi	Data Hosting	Offshore	☐ I give consent	☐ I do not give consent
Url:	http://www.prezi.com/				
Purpose of use:	Prezi is a cloud-based presentation and collaboration tool.				
Terms of use:	https://prezi.com/terms-of-use/				
Privacy policy:	https://prezi.com/privacy-policy/				

Service name:	Kahoot	Data Hosting	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://kahoot.it/ https://kahoot.com/ https://getkahoot.com/ https://create.kahoot.it/				
Purpose of use:	Kahoot! is a game-based learning platform. It provides the ability to create, discover, play and share fun learning quizzes, surveys and activities for any subject, in any language, on any device, for all ages				
Terms of use:	https://kahoot.com/terms-and-conditions/				
Privacy policy:	https://kahoot.com/privacy-policy/				

Service name:	Microsoft Forms	Data Hosting	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.microsoft.com/en-us/microsoft-365/online-surveys-polls-quizzes				
Purpose of use:	This service allows teachers to create surveys, quizzes, and polls, and see results as they are submitted. Teachers can create a quiz or form and invite other staff members and students to respond. As results are submitted, creators of the form can view responses.				
Terms of use:	https://www.microsoft.com/en-us/legal/terms-of-use				
Privacy policy:	https://privacy.microsoft.com/en-us/privacystatement				

Service name:	Quizlet	Data hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://quizlet.com/				
Purpose of use:	Quizlet is an online learning tool that allows users to create quizzes, flash cards and games.				
Terms of use:	https://quizlet.com/en-gb/tos				
Privacy policy:	https://quizlet.com/privacy				

Service name:	Tinkercad	Data Hosting	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.tinkercad.com/				
Purpose of use:	Tinkercad is a free 3D design, electronics, and coding application.				
Terms of use:	https://www.autodesk.com/company/legal-notices-trademarks/terms-of-service				
Privacy policy:	https://prismic-io.s3.amazonaws.com/tkv3/privacy_policy				

Service name:	Turnitin	Data Hosting	offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.turnitin.com/				
Purpose of use:	An assignment submission service with inbuilt tools designed to track submissions, detect plagiarism and deliver formative and summative assessment feedback				
Terms of use:	https://help.turnitin.com/Privacy and Security/Terms of Use				
Privacy policy:	https://help.turnitin.com/Privacy and Security/Policy				

Service name:	Nitrotype	Data Hosting	offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.nitrotype.com/				
Purpose of use:	Users participate in typing competitions designed develop touch typing skills.				
Terms of use:	https://www.nitrotype.com/support/tos				
Privacy policy:	https://www.nitrotype.com/support/privacy/				

Service name:	Scratch	Data Hosting	offshore	☐ I give consent	☐ I do not give consent
Url:	https://scratch.mit.edu/				
Purpose of use:	Scratch is a visual programming tool and online learning community that allows users to program and share interactive media such as stories, games and animations				
Terms of use:	https://scratch.mit.edu/terms of use				
Privacy policy:	https://scratch.mit.edu/privacy policy				

Service name:	aXcelerate	Data Hosting	offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.axcelerate.au/				
Purpose of use:	aXcelerate is a learning management system platform used by many Registered Training Organisations (RTO) to host their online courses. FSK20119.				
Terms of use:	https://www.axcelerate.com.au/terms-of-use				
Privacy policy:	https://www.axcelerate.com.au/privacy-policy				

Service name:	Club Training	Data Hosting	offshore	☐ I give consent	☐ I do not give consent
Url:	https://clubtraining.com.au/				
Purpose of use:	Club Training Australia is a Registered Training Organisation (RTO), that provides an online education training service in hospitality certifications.				
Terms of use:	https://clubtraining.com.au/privacy policy terms of use				
Privacy policy:	https://clubtraining.com.au/privacy policy terms of use				

Service name:	Aviation Australia	Data Hosting	offshore	☐ I give consent	☐ I do not give consent
Url:	https://aviationaustralia.aero/				
Purpose of use:	Aviation Australia is a Registered Training Organisation that specifies in aircraft engineering, pilot, cabin crew and remote pilot training courses.				
Terms of use:	https://aviationaustralia.aero/terms-of-use/				
Privacy policy:	https://aviationaustralia.aero/privacy-policy/				

Service name:	CQUniversity	Data Hosting	offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.cqu.edu.au/				
Purpose of use:	Central Queensland University (CQUniversity) is a Registered Training Organisation (RTO) providing TAFE certificates, diplomas and short course.				
Terms of use:	https://www.cqu.edu.au/policy				
Privacy policy:	https://www.cqu.edu.au/privacy				

Service name:	Canva	Data Hosting	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.canva.com/en_gb/				
Purpose of use:	Canva makes it easy to create professional designs.				
Terms of use:	https://www.canva.com/policies/terms-of-use/				
Privacy policy:	https://www.canva.com/policies/privacy-policy/				

Service name:	Adobe Express	Data Hosting	offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.adobe.com/express/				
Purpose of use:	Design flyers, resumes and reels.				
Terms of use:	https://www.adobe.com/legal/terms.html				
Privacy policy:	https://www.adobe.com/privacy.html				

Service name:	WordPress	Data Hosting	offshore	☐ I give consent	☐ I do not give consent
Url:	https://wordpress.com/				
Purpose of use:	Build and grow your website.				
Terms of use:	https://wordpress.com/tos/				
Privacy policy:	https://automattic.com/privacy/				

Service name:	Arduino	Data Hosting	offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.arduino.cc/				
Purpose of use:	Open-source electronic platform for making interactive projects.				
Terms of use:	https://www.arduino.cc/en/terms-conditions				
Privacy policy:	https://www.arduino.cc/en/privacy-policy				

Service name:	Edublogs	Data Hosting	offshore	☐ I give consent	☐ I do not give consent
Url:	https://edublogs.org/				
Purpose of use:	Web publishing platform.				
Terms of use:	https://edublogs.org/terms-of-service/				
Privacy policy:	https://edublogs.org/privacy-policy/				

Service name:	Proto.io	Data Hosting	offshore	☐ I give consent	☐ I do not give consent
Url:	https://proto.io/				
Purpose of use:	Prototyping solutions.				
Terms of use:	https://proto.io/en/terms-conditions/				
Privacy policy:	https://proto.io/en/privacy-policy/				

Service name:	Onshape	Data Hosting	offshore	☐ I give consent	☐ I do not give consent
Url:	https://cad.onshape.com/signin				
Purpose of use:	Computer Aided Design.				
Terms of use:	https://www.onshape.com/en/legal/terms-of-use				
Privacy policy:	https://www.onshape.com/en/privacy-center/privacy-policy				

Service name:	ATOMI	Data Hosting	offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.getatomi.com/au				
Purpose of use:	Video lessons, interactive quizzes & AI powered revisions				
Terms of use:	https://www.getatomi.com/terms-and-conditions				
Privacy policy:	https://www.getatomi.com/privacy				

Service name:	Quizizz	Data Hosting	offshore	☐ I give consent	☐ I do not give consent
Url:	https://quizizz.com/admin				
Purpose of use:	Game-based learning platform and app quizzes.				
Terms of use:	https://quizizz.com/tos				
Privacy policy:	https://quizizz.com/privacy				

Service name:	DaVinci Resolve 18	Data Hosting	offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.blackmagicdesign.com/au/products/davinciresolve/				
Purpose of use:	Professional video editing tool.				
Terms of use:	https://www.blackmagicdesign.com/privacy				
Privacy policy:	https://www.blackmagicdesign.com/privacy				

Service name:	Mathspace	Data Hosting	offshore	☐ I give consent	☐ I do not give consent
Url:	https://mathspace.co/accounts/login/				
Purpose of use:	Mathspace is an online resource linked to the Australian Curriculum Version 9 to be used in the Maths classroom.				
Terms of use:	https://mathspace.co/au/terms-of-use				
Privacy policy:	https://mathspace.co/au/privacy-policy				

Service name:	Phet Interactive Simulations	Data Hosting	offshore	☐ I give consent	☐ I do not give consent
Url:	https://phet.colorado.edu/				
Purpose of use:	Interactive simulations for Science and Math				
Terms of use:	https://phet.colorado.edu/en/licensing				
Privacy policy:	https://phet.colorado.edu/en/privacy-policy				

Service name:	ABC Education	Data Hosting	offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.abc.net.au/education/science-games-for-secondary-students-and-classrooms/14031616				
Purpose of use:	Science games for secondary students				
Terms of use:	https://help.abc.net.au/hc/en-us/articles/360001548096-ABC-Terms-of-Use				
Privacy policy:	https://help.abc.net.au/hc/en-us/articles/360001154976-ABC-Privacy-Policy				

Service name:	Corella	Data Hosting	offshore	☐ I give consent	☐ I do not give consent
Url:	https://corella.ai.qld.gov.au/				
Purpose of use:	Limited trial Generative AI				
Terms of use:	https://education.qld.gov.au/Pages/corella-terms-conditions.aspx				
Privacy policy:	https://education.qld.gov.au/Pages/corella-privacy-statement.aspx ADDITIONAL CONSENT REQUIRED (as per section 2b) - Students works are stored - The following additional student personal information is disclosed: first name, last name, email, security group, content created during use of the platform.				

6. CONSENT AND AGREEMENT

Person giving consent – I am (tick the applicable box):

☐ parent/carer of the person identified in Section 1

☐ the person identified in Section 1 (if student is over 18 years or has independent status)

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 for the information outlined in Section 2 and any additional consent requirements outlined in Section 5 to be disclosed to the online services in accordance with the purpose outlined in Section 3 and for the timeframe specified in Section 4.

Print name of student:

Print name of consenter:

Signature or mark of

consenter:

Date:

____/____/____

Signature or mark of student*:

Date:

____/____/____

**Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent*

SPECIAL CIRCUMSTANCES

The section below must be completed, if the form is:

1. required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent **and/or**:
2. when the person giving consent is an independent student under the age of 18.

1. WITNESS - for consent from an independent student or where the explanatory letter and the form were read

I have witnessed the signature or mark of an independent student, or the accurate reading of the explanatory letter and the Online Services Consent Form was completed in accordance with the instruction of the person giving consent. The person giving consent has had the opportunity to ask questions. I confirm that the person giving consent have given consent freely and I submit the person understood the implications.

Print name of

witness:

Signature of

witness:

Date: ____/____/____

2. Statement by the person taking consent – when it is read

I have accurately read aloud the explanatory letter and the Online Services Consent Form to the person giving consent, and to the best of my ability made sure that the person understands that the following will be done:

1. *The identified information will be used in accordance with the Online Services Consent Form*
2. *The school will cease using the information from the date that the school receives a written withdrawal of consent.*

I confirm that the person giving consent was given an opportunity to ask questions about the explanatory letter and Online Services Consent Form, and all questions asked by the person giving consent have been answered correctly and to the best of my ability. I confirm that the person giving consent 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 person giving consent.

Print name and role of person taking the consent: _____

Signature of person taking the consent: _____

Date: ____/____/____



BYOx Participation Agreement

Only complete this form if your student will be bringing a laptop or iPad (BYOx device) to school.

Please refer to the school website <https://yeppoonshs.eq.edu.au/curriculum/bring-your-own-device> for further information about our BYOX program, device selections and minimum specifications

Students are invited to be join the BYOx program at Yeppoon State High School. This will enable students to access their textbooks in a digital format through Campion MyConnect 2.

In signing below, we acknowledge that:

- The student will be bringing a personal laptop or iPad (BYO device) to school
- The BYO device will be onboarded to the school network on school premises
- The BYO device will not be 'hot spotted' to a mobile phone on school premises
- We have read, understood and signed the ICT Responsible Use document in the enrolment package
- We understand our responsibilities regarding the use of the device and the Internet

Student's name

Signature of student

Date

Parent/caregiver's name

Signature of parent/caregiver

Date



YEPPOON STATE HIGH SCHOOL

Device selection and minimum specifications

Before acquiring a device to use at school, the parent/carer and student should be aware of the school's specifications for appropriate device type, operating system requirements and software. These specifications relate to enabling diverse class activities, meeting student needs and safe and secure access to the network. Please Note: If your student is likely to study a science subject in Year 11 (Biology, Chemistry, Physics or Marine Studies) then the preferred device is a Laptop.

Device	Minimum	Recommended
Chrome Book	Incompatible with EQ network. Do not buy. It will not work at YSHS.	
Android Tablets	Incompatible with EQ network. Do not buy. It will not work at YSHS.	
Windows Laptop	- Less than 5 Years old Intel (avoid ARM or Snapdragon Processors) - Windows 11 Home (Non S mode) 13" LCD SCREEN 8GB RAM 256GB HDD - Wireless N 5GHz Network card 2.5GHz network cards incompatible with EQ Network	- Intel i5 8 core 12th Gen (or newer) or Ryzen 5 5600X - Windows 11 or 11 Pro 15" OLED screen 8-16GB RAM 512GB+ SSD - Wireless AC 5GHz network card
Apple iPad	- Less than 5 Years old 8th Gen 10" - iPad OS 16 128GB Storage - Protective case - Keyboard or Keyboard case	10th or 11th gen 256GB Storage - iPad OS 17 - Protective Case - Keyboard or Keyboard case
Apple Macbook Pro/Air	- Less than 5 years old - Mac OS 12 (Monterey) 8GB RAM 256GB HDD - Wireless N 5GHz Network card 2.5GHz network cords incompatible with EQ Network	- MacBook Air - M3 Processor 8-16GB RAM 512GB SSD - Wireless AC 5GHz network card
Regardless of the device chosen, the following are highly recommended: protective case, 5hr battery life, accidental damage, loss & theft insurance, 3 year warranty (for new devices)		



QPParents Contact Details

_____ Yes, I have an active QParents account. No further action required below.

_____ No, I don't have an active QParents account. Please complete details below.

To make the QParents registration process as smooth as possible, please help us out by filling out the details below and returning them to us at your earliest convenience.

Write the name, email address and mobile phone number of the parent/s who are to be **QPParents Account Owners (QPAOs)** below. Note that a **QPAO must be a parent or legal guardian**. More than one parent or guardian may be nominated *. Please print these details clearly.

Student(s) name(s)

Student(s) form class(es)

Name of QPAO **Name of QPAO**

QPAO's email address **QPAO's email address**

QPAO's mobile number **QPAO's mobile number**

*If you wish to nominate more than two QPAOs, please record this on the back of the form and indicate that you have done so.

Why are we asking for this information?

If you are invited to be a QPAO and we have your email address, the invitation (which contains your unique invitation code) will be sent to you by email. This will make it easier to start the registration process by simply clicking on a link in the email. Note that each QParents Account requires the use of a unique email address. Where parents share an email account your invitations may be sent to the same address, however you will need separate email addresses for registration.

If we do not have your email address, we will send you a letter with the invitation code and instructions for registration.

QParents



Registration fact sheet

What do I need to register for QParents?

To register, you will need:

- your unique invitation code sent to you by your child's school
- an active email account
- each child's EQ ID number
- 100 points of ID to verify your identity.

How do I verify my identity?

To verify your identity online, you must provide at least 100 points from the online documents list:

Document	Points	Document	Points
Australian passport	50 pts	Australian marriage certificate	40 pts
Australian driver licence	50 pts	Australian change of name certificate	40 pts
Australian birth certificate	50 pts	Australian visa (foreign passport)	20 pts
Australian citizenship certificate	40 pts	Medicare card	20 pts

What if I can't verify my identity online?

If you are unable to provide 100 points of ID online, you can still register for QParents.

During the registration process, select the 'not enough ID' option and then visit the school to have your identity verified.

The school can verify your identity using a combination of 100 points of the following documents and the additional identity documents.

Document	Points	Document	Points
Passport	60 pts	Marriage certificate	40 pts
Driver licence	60 pts	Citizenship certificate	40 pts
Birth certificate	50 pts	Change of name certificate	40 pts

Additional identity documents

You will also need to show at least one additional document from List 1 or two documents from List 2.

List 1	List 2
Learner driver's licence	Bank statement showing your name and address (less than 6 months old)
Working with Children Check (blue card)	Utilities statement showing your name and address (less than 6 months old)
Adult proof of age card	Pensioner Concession Card
Queensland Weapons Licence	Department of Veterans' Affairs entitlement card
Industry Authority cards (issued by the Department of Transport and Main Roads)	Health Care Card or Seniors Health Card or other Department of Human Services entitlement cards
	Student identity card issued by an Australian education institution
	Queensland or Australian Government staff identity card

Still unable to verify your identity?

In exceptional circumstances, school principals may approve QParent accounts under the 'Known Person/Community Standing' option.

When will my account be activated?

Once your identity has been verified, the school will activate your account.

Need help?

Additional assistance is available from:

- QParents help page at qparents.qld.edu.au/#/help
- call 13 QGOV (13 74 68)
- contact your child's school.



Activity Consent Form

Dear Parent / Carer

Yeppoon State High School is committed to the health, safety and wellbeing of students, staff and others involved in curriculum and assessment activities. While the majority of these activities involve minimal risk to safety, some learning areas with a practical component often involve curriculum and assessment that are classified as high to extreme risk. Although every effort is made to ensure student safety, through curriculum and assessment planning and delivery, it is very important that parents are made aware of such inherent risks.

A summary of the possible high to extreme risk activities for each learning area has been listed below –

HIGH RISK CURRICULUM & ASSESSMENT ACTIVITIES				
Science	Agriculture	Health & Physical Education (HPE)	The Arts	Food Technologies & Hospitality *
Experiments with Chemical Hazards Senior Classes Only: Investigating Antibiotics on Bacteria, Heart & Rat Dissection; Use of Crookes Tube & Induction Coil	Fencing Construction; Animal Observation & Handling; Gardening with Hand Tools; Stockyard Work	Archery, Discus, Javelin, Rugby League, & Weight Training BETeL Use of Drones	Teaching & Use of Lighting, Special Effects & High-Risk Props; Use of Cutting & Heating Tools; Use & Mixing of Glazes & Hazardous Chemicals	Dry & Moist Methods of Cookery; Heating of Fat & Oil; Use of Woks, Frypans, Deep Fryers, Commercial Dishwashers & Espresso Machine; Use of Cleaning Chemicals
Industrial Technology & Design (ITD)				
Use of Pedestal Grinder, Buffing Machine, Chisel Mortiser, Disc, Drum & Linisher Sander, Drill Press, Electromagnetic Panbrake, Hydraulic Press, Light Sheet Metal Guillotine & Panbrake, Metal Lathe, Milling Machine, Thicknesser, Wood Bandsaw, Portable Drill, Belt Sander, Biscuit Joiner, Circular Saw, Jigsaw, Laser Engraver, Orbital Sander, Palm Router / Trimmer, Planer, Plunge Router, MMA Welder, MIG Welder, TIG Welder, Oxy-Acetylene Welder, Plasma Cutter, Spot Welder, Other Fixed & Portable Machinery; Use of Chemical Hazards & Button Batteries; Possible Exposure to Toxic Timber, Wood Dust, Plastics & Oils, Spray Painting Lacquers, Thinners & Solvents, Compressed Air & Pneumatic Tools				
EXTREME RISK Construction, Furnishing & Engineering ONLY		Use of Angle Grinder, Compound Mitre Saw, Heavy Metal Guillotine, Metal Bandsaw, Panel (Table) Saw & Nail Gun; Use of Acetylene, Welding Rods, Brazing Alloy & Other Chemical Hazards		

Any students who present a safety risk through unacceptable behaviours will need to accept responsibility for their actions through predictable consequences, as outlined in YSHS Student Code of Conduct. Event specific consent forms will still be distributed to parents for all off-campus excursions to ensure the risks associated with those specific activities are suitably addressed.

For further information, please contact the relevant YSHS Head of Department or consult the Department of Education website – <https://education.qld.gov.au/curriculum/stages-of-schooling/CARA>

Science & Agriculture	HPE	BETeL	The Arts	Hospitality & ITD
Mrs Caledonia Yore	Mrs Emma Chambers	Mrs Sandra Byrt	Ms Peta McAllister	Ms Amanda Cole

To provide consent for your child to participate in high to extreme risk curriculum and assessment activities, please complete the form and return to student services.

Yours sincerely



Mr James O'Neill - Principal

* If your child has food allergies or intolerances, please contact administration to ensure their medical records are current.

Activity Consent Form – High to Extreme Risk Curriculum & Assessment Activities

Privacy Notice

The Department of Education is collecting the personal information requested in this form in order to: obtain lawful consent for your child to participate in the activity; help coordinate the activity; respond to any injury or medical condition that may arise during, or as a result of the activity; and update school records where necessary. The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of, as applicable, s.426 of the Education (General Provisions) Act 2006 (Qld), the Information Privacy Act 2009 (Qld), and / or the Privacy Act 1988 (Commonwealth). The information will not be disclosed to any other person or agency unless the disclosure is authorised or required by law, or you have given the department permission for the information to be disclosed.

Activity Risks & Insurance

Please note that the Department of Education does not have personal accident insurance cover for children / students. **If your child is injured as a result of an accident or incident while participating in the activity, 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 in deciding whether or not to allow your child to participate in this activity.

Consent

By signing this form I agree that:

- 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 does not have personal accident insurance cover for students / children.
- I give consent for my child to participate in high to extreme risk curriculum and assessment activities as above.
- I will pay to the school the costs detailed in this consent form for my child's participation in the activity.
- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor.
- I accept liability for all reasonable costs incurred by the department in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the department the full amount of those costs.
- I have provided the school all relevant details of my child's medical or physical needs on registration / enrolment and where relevant have updated this information.

Student Name		Year Level	
Parent / Carer Name		Contact No	
Parent /Carer Signature		Date	

Additional Medical Information

The school collected medical information about your child at registration / enrolment. This information is stored electronically in OneSchool. Please give full details of any new or updated medical information which may affect your child's full participation in the activity described in the form.

You may also wish to update / provide the following optional information *

Medical Practitioner		Phone	
Medicare No		Expiry Date	
Private Health Insurance	(if applicable)	Member No	

**If a registration / enrolment form for your child was completed or updated since October 2012 and these details have not changed, this information will already be recorded in OneSchool.*



I would like this additional information about my child's medical details to be recorded in their OneSchool records.

Tuckshop

Dear Parent / Caregiver

Your student will be attending Yeppoon State High School and therefore, will be able to use the facilities provided by the school Tuckshop. All profits from the Tuckshop are used by the Parents and Citizens' Association to provide very necessary additional teaching aids and equipment for the school, so all students benefit from its operation.

Although the Tuckshop is run by paid managers, it would not be able to function efficiently without the help of volunteers. We urgently need your help on our list of volunteers to be able to provide a variety of hot and cold foods, drinks, ice creams and stationery for the students.

The Tuckshop is staffed from 8:30am to 2:00pm every day. You may be able to help,

- one day a month
- one day a fortnight
- one day a week
- on our emergency list, or
- a time that is convenient to you.

Our volunteers do not have to be parents of the students. All volunteers are welcome whether they are parents, caregivers, grandparents, neighbours or interested persons in the community. However, because of safety and insurance we are unable to allow any children inside the Tuckshop area.

If you are able to help in any way, please complete the form below and return it to the school office as soon as possible.

For further information, or to register your name as a volunteer, please feel free to contact the Tuckshop Convenor on 4925 1316.



I shall be able to assist at the Yeppoon State High School Tuckshop in the following ways:

NAME:

ADDRESS:

PHONE:

Instrumental Music Program Enrolment Form

STUDENT DETAILS

Student Name: Grade:

Parent/Guardian Name:

Address: Post Code:

Contacts: Work Phone: Mobile:

Home Phone: Email:

Please describe below any learning difficulties this student has which may impact in music lessons and/or groups

.....
.....

INSTRUMENTAL LESSONS

Placement in lessons is dependent on teacher and lesson availability

Instrumental Teacher's name:

Please tick instrument/voice selection below:

Strings:

☐ Cello ☐ Viola ☐ Violin ☐ Double Bass

Woodwind:

☐ Bassoon ☐ Clarinet ☐ Bass Clarinet ☐ Flute ☐ Piccolo
☐ Oboe ☐ Saxophone (alto/tenor/baritone)

Percussion:

☐ Percussion ☐ Mallets

Brass:

☐ Euphonium ☐ French Horn ☐ Trombone ☐ Trumpet ☐ Tuba

INSTRUMENT HIRE –

- ☐ Instrument hire from YSHS required
☐ My child will have their own instrument to use

MEX – I am interested, please send more information to email:

PARENT/CAREGIVER LEVY & FEE ACKNOWLEDGEMENT

I have read and understand the instrumental music fee structure and understand that the relevant amount will be added to my school account.

First Name Surname Date: Signature

Office use only:

Ensemble/lesson Levy: _____ Instrument Hire fee: _____ Percussion Levy: _____
Invoice issued: _____ Data entered: _____ Enrolled O/S: _____
Blazer Number: _____ Size: _____

Instrumental Music Fee Structure 2023

Instrumental music lesson and ensemble

levy - \$115

Instrument Hire Fee

- \$100

Director's Choice Hire Fee Half Scholarship

- \$50

When a conductor of an ensemble encourages a student to change instruments for the purpose of balancing an ensemble, the student will be able to apply for a 50% discount on the hire fee. This scholarship is at the discretion of the Head of Department and Ensemble conductor.

Percussion Maintenance Levy

- \$30

Payable by all percussion students. As percussion students use the school percussion equipment,

International Student Homestay Family Form

Yeppoon State High School is an accredited Education Queensland International (EQI) High School where international students enrol to study here as part of EQI's Regional Study Abroad Program. The students live with a homestay family and generally stay in Yeppoon for either 3, 6, 9 or 12 months. Financial support is provided to homestay families.

We are interested in:

☐ hosting an international student

Parent's Name/s: _____

Student's Name: _____ Year Level: _____

Phone No: _____ home) _____ (mobile)

Email Address: _____

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Together we succeed