

# Noosa District State High School

## Enrolment Package

Welcome to Noosa District SHS and thank you for your interest in enrolling with our wonderful school.

Noosa District State High School is a unique three campus school located in the beautiful Noosa Hinterland that is committed to inspiring young people to make a positive difference in their lives and in the community. The school encompasses Years 7-8 at Junior Secondary Pomona Campus, Years 9-12 at Cooroy Campus and an outdoor education Mimburi Campus facility at Bells Creek.

The school provides a diverse educational program that caters for academic, vocational, civic, sporting and cultural pursuits in a 21<sup>st</sup> century learning environment. Offering quality teaching, vocational pathways, early tertiary programs, school-based traineeships as well as a wide range of extra-curricular activities, Noosa District State High School ensures every student has the opportunity to achieve success.

So that your child's enrolment can be processed and an enrolment interview can take place, please ensure that you have completed all aspects of this booklet and included copies of all necessary items as outlined below. This booklet and supporting documents are required to be returned to Noosa District SHS **before** an enrolment interview can be scheduled.

Yours sincerely,



Amelia Tolliday  
Acting Head of Campus – Junior Secondary



Stacy Wilmore  
Principal

Name: \_\_\_\_\_ Previous School: \_\_\_\_\_

Current Address: \_\_\_\_\_

Parent/Guardian Name/s: \_\_\_\_\_/\_\_\_\_\_

Enrolment Paperwork Checklist		Tick ✓
Documents Included in Booklet	<input type="checkbox"/> <b>Enrolment Agreement</b> (Legal Name as per Birth Certificate)	
	<input type="checkbox"/> <b>EQ Enrolment Form</b> – please check these are fully completed & signed by parents & student.	
	<input type="checkbox"/> <b>SRS Participation Agreement Form</b> - please complete all details and sign.	
	<input type="checkbox"/> <b>High Risk Permission Form</b> - please complete all details and sign.	
	<input type="checkbox"/> <b>Media Consent Form</b> – please complete all details and sign.	
	<input type="checkbox"/> <b>BYOD Form</b> - please complete all details and sign.	
Additional Supporting Documentation Required	<b>Supporting Documentation which needs to be provided in addition to this booklet:</b>	
	<input type="checkbox"/> <b>Birth Certificate/Passport</b> – original must be <b>sighted</b> by Admin (copy not required)	
	<input type="checkbox"/> <b>Town of Birth:</b> _____	
	<input type="checkbox"/> <b>Birth Certificate Registration Number:</b> _____	
	<input type="checkbox"/> <b>Date of Registration:</b> _____	
Senior School	<input type="checkbox"/> <b>Most Recent School Report</b>	
	<input type="checkbox"/> <b>Specific Information</b> – e.g. custody papers, medical alerts/plans	
	<input type="checkbox"/> <b>USI Number</b> (Instructions in Package): _____	
	<input type="checkbox"/> <b>Vocational Education Agreement and Consent Letters</b>	
	<input type="checkbox"/> <b>My Learning Pathway</b> (At Interview Term 4 Year 10, Year 11 & Year 12)	

# ENROLMENT AGREEMENT

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

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff towards the education of students enrolled at Noosa District State High School. We all agree to uphold and abide by Noosa District State High School's standards, codes, policies and procedures as described in official school publications on the school website, understanding the overall vision of the school to create active, informed and skillful learners.

**It is the responsibility of students to:**

(Please (✓) to acknowledge) ☐

- uphold the school expectations of being responsible, respectful and active learners
- attend school regularly, on time, ready to learn and take part in all 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 all members of the NDSHS staff
- abide by school rules/expectations as outlined in the NDSHS Student Code of Conduct, including not bringing items to school which are prohibited or could be considered as weapons (e.g. dangerous items such as knives and aerosol cans)
- meet homework requirements and wear the full school uniform as outlined in the NDSHS *Dress Code*
- bring equipment and resources to class including appropriate fully charged digital devices
- respect the school environment and property
- keep informed by regularly checking communication media such as school email and the school website, daily notices and the school newsletter

**It is the responsibility of parents to:**

(Please (✓) to acknowledge) ☐

- model and promote the school expectations of being responsible, respectful and active learners
- 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 interviews, meetings, open evenings and parent information sessions when required
- keep informed of school events and important information for parents by regularly checking emails, the school website and newsletter
- provide your child with required equipment and resources including an appropriate digital device to facilitate learning
- let the school know if there are any barriers or problems that may affect your child's ability to learn
- Inform the school of any changes to your or your child's contact details (e.g. email, phone numbers, address, custody & medical details)
- treat all NDSHS staff members with respect and abide by the expectations as outlined in the Parent and Community Code of Conduct
- support the good order and management of the school thereby supporting their efforts to educate your child and enabling your child to grow in maturity, self-discipline and self-control
- not allow your child to bring prohibited, dangerous or inappropriate items to school
- abide by the school's policy regarding access to school grounds before, during and after school hours
- advise Guidance Officer, Deputy Principal or Principal if your child is in out-of-home care

**It is the responsibility of the school to:**

(Please (✓) to acknowledge) ☐

- model and promote the school expectations of being responsible, respectful and to support a climate that encourages active learners
- inform parents and carers regularly about how their children are progressing
- inform students, parents and carers about what the teachers aim to teach the students each term
- design and implement engaging, intellectually challenging and flexible learning experiences for individuals and groups of students
- teach effectively, setting high standards for work/behaviour and create & maintain a safe, supportive and disciplined environment
- take reasonable steps to promote the safety, happiness and self-confidence of all students
- advise students, parents and carers of extra-curricular activities operating at the school
- foster positive and productive relationships with families and the community by welcoming and offering opportunities for parents/carers to partner and be involved within the school & their child's learning
- clearly articulate the school's expectations regarding student behaviour using the NDSHS Student Code of Conduct and NDSHS Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- contact parents/carers as soon as possible if concerned about the child's school work, behaviour, attendance or punctuality etc
- deal with complaints in an open, fair and transparent manner in accordance with departmental policy
- treat students and parents with respect and with understanding of individual circumstances.

**For Students with a Disability and/ or Learning Difficulties**

I acknowledge that information about the school's current programs and services has been explained to me and I have been offered the opportunity to discuss service options with the Head of Diverse Learning (HODL).

Option to meet with Head of Diverse Learning (HODL) requested: Yes No

**Student Code of Conduct**

We understand that this school community has adopted a Student Code of Conduct (available on the school website or in hard copy by request) in supporting positive student behavior and we agree to abide by the standards and expectations of this.

Are you currently suspended from another school?	Yes	No
Have you been excluded from attendance at any other school?	Yes	No
If yes, please provide details:	Yes	No

**School Dress Code**

(Please (✓) to acknowledge)

We understand that this school community has adopted a School Dress Code Policy and we agree to abide by the *Noosa District State High School Dress Code Policy*. I acknowledge that school uniforms are not to be modified from their intended design and that the P&C supplied uniforms represent the best alignment with the School Dress Code.

**Bring Your Own Device (BYOD) Computer Scheme**

(Please (✓) to acknowledge)

We have read the information explaining the BYOD scheme at NDSHS. We understand that BYOD provides the tools for my child's access to eLearning in the classroom. We agree to participate in the Bring Your Own Device (BYOD) scheme and provide an appropriate device for our child's educational use.

**Internet Usage**

(Please (✓) to acknowledge)

Students may use the Internet only if they are engaged in agreed educational activities. Although access at school is filtered by DETE this does not guarantee that all inappropriate or offensive material is blocked. Students have instructions to immediately clear their screen of any offensive or inappropriate material and inform their teacher. Further, students are to avoid searching for, creating, sharing, saving or printing offensive/inappropriate material. Students who are in breach of any of aspect of this agreement and associated policy will face disciplinary action. This will include loss of Internet access and/or school computer network access for a period of time.

**Student Attendance**

(Please (✓) to acknowledge)

Students must attend school every day unless absent for medical or other acceptable reasons. Parent/carers may notify the school via QParents, phone calls, texts, email to the school office or a note of explanation from a parent/caregiver to the Home Group Teacher on the day of return to school. If a student is likely to be absent for several days, please phone the school. If assessment is due a medical certificate is required.

**Support Personnel**

(Please (✓) to acknowledge)

Important members of the school's Student Welfare Team are the School Chaplain, School Health Nurse, Guidance Officer and external agencies. These staff may address students at certain events but a student's engagement in specific support programs will only be with parental consent.

**Extra-Curricular Events and Excursions**

(Please (✓) to acknowledge)

Whole school extra-curricular events are part of the school curriculum and will be advertised as they arise. I understand that students are expected to participate in whole school activities each year including; Swimming Carnival, Athletics Carnival, Cross Country, Year Level sports days, timetabled & cohort extra-curricular activities, and in school excursions where possible. We will send a note to cancel this permission in circumstances where our student cannot participate.

**Complaints Management**

(Please (✓) to acknowledge)

Your opinions are valued and we encourage open communication between families and the school. The school operates a complaints management process to ensure we provide the highest quality service to our school community if there are areas of concern about our school. Please contact a Year Level Coordinator for welfare related issues or a Head of Department for subject related issues or if necessary, a Deputy Principal. Communication with individual teachers is encouraged. Contact emails are on the school website.

**Mobile Phones and other Electronic Devices** (Please (✓) to acknowledge) The use of mobile phone, iPods, and similar electronic devices in class can be disruptive to the learning environment of all students.

**Pomona and Cooroy Campus:** Phone free campus - no device from start to finish. No liability will be accepted by the School in the event of the loss, theft and damage of any device. Electronic devices inappropriately used during the school day will be collected and stored for retrieval as per school guidelines.

**Inter- Campus Bus Travel**

(Please (✓) to acknowledge)

I give permission for my child to travel between campuses for school events as necessary

**Resource Hire Scheme**

(Please (✓) to acknowledge)

We agree to participate in the Noosa District State High School Resource Hire Scheme and accept the conditions of the school agreement.

The first parent/carer name listed below will be 100% financially responsible for all accounts at NDSHS, this is referred to as the Debtor ID.

Do you wish to split financial responsibility between parent/carer 1 & 2 (50/50%):

Yes No

If you selected yes to (50/50%) above, both parties must complete details at bottom of this page.

If your student leaves the school, a refund may be applicable, see note 37 - attachment to the participation agreement form. Please complete the below bank details to finalize the set-up of your Debtor ID details:

ACCOUNT NAME: \_\_\_\_\_ BSB: \_\_\_\_\_ ACCOUNT NO: \_\_\_\_\_

**Acknowledgment:** I acknowledge that I have read and understand the responsibilities of the student, parents or carers and the school staff outlined above and that the information about NDSHS's current policies, code, rules, programs, services and regulations of Noosa District State High School as outlined above has been provided to me (on the NDSHS Website or as hard copies upon request) and explained to me, and I have had an opportunity to clarify at the Student Enrolment Interview.

Parent/Carer Name (Please print) : \_\_\_\_\_ Parent/Carer Signature: \_\_\_\_\_

Parent/Carer Name (Please print) : \_\_\_\_\_ Parent/Carer Signature: \_\_\_\_\_

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

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

On behalf of Noosa District State High School: \_\_\_\_\_

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

# Application for student enrolment form

## INSTRUCTIONS

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

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

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

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

### PRIVACY STATEMENT

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

- 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

<b>Legal family name*</b> (as per birth certificate)			
<b>Legal given names*</b> (as per birth certificate)			
<b>Preferred family name</b>		<b>Preferred given names</b>	
<b>Gender*</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Date of birth*</b>	____ / ____ / ____
<b>Copy of birth certificate available to show school staff*</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Enrolment may not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate.</p> <p>The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted.</p> <p>For international students approved for enrolment by EQI, a passport or visa will be acceptable.</p>	
<b>For prospective mature age students, proof of identity supplied and copied*</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Prospective mature age students must provide photographic identification which proves their identity:</p> <ul style="list-style-type: none"> <li>• current driver's licence; or</li> <li>• adult proof of age card; or</li> <li>• current passport.</li> </ul>	

**APPLICATION DETAILS**

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

**INDIGENOUS STATUS**

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

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

FAMILY DETAILS (continued)					
Parents/carers	Parent/carer 1			Parent/carer 2	
Address line 1					
Address line 2					
Suburb/town					
State		Postcode			Postcode
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')					
Address line 1					
Address line 2					
Suburb/town					
State		Postcode			Postcode
Parent/carer school education	What is the <i>highest</i> year of schooling parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')			What is the <i>highest</i> year of schooling parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')	
Year 9 or equivalent or below	<input type="checkbox"/>			<input type="checkbox"/>	
Year 10 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 11 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 12 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Parent/carer non-school education	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?			What is the level of the <i>highest</i> qualification parent/carer 2 has completed?	
Certificate I to IV (including trade certificate)	<input type="checkbox"/>			<input type="checkbox"/>	
Advanced Diploma/Diploma	<input type="checkbox"/>			<input type="checkbox"/>	
Bachelor degree or above	<input type="checkbox"/>			<input type="checkbox"/>	
No non-school qualification	<input type="checkbox"/>			<input type="checkbox"/>	

COUNTRY OF BIRTH*	
In which country was the prospective student born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify country) _____ Date of arrival in Australia ____ / ____ / ____
Is the prospective student an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no, evidence of the prospective student's immigration status to be completed)

PROSPECTIVE STUDENT LANGUAGE DETAILS	
Does the prospective student speak a language other than English at home?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)*		
<input type="checkbox"/> Permanent resident	Complete passport and visa details section below	
<input type="checkbox"/> Student visa holder	Date of arrival in Australia ____ / ____ / ____	Date enrolment approved to: ____ / ____ / ____
	EQI receipt number: _____	
<input type="checkbox"/> Temporary visa holder	Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI	
<input type="checkbox"/> Other, please specify _____		

**EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS\* (continued)**

Passport and visa details (to be completed for a prospective student who is NOT an Australian citizen).

**NOTE:** A permanent resident will have a visa grant notification with an indefinite stay period indicated.

For prospective students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or 'Document to travel to Australia' with 'stay indefinite' recorded must be sighted by the school.

Passport number		Passport expiry date	____/____/____
Visa number		Visa expiry date (if applicable)	____/____/____
Visa sub class			

**PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY**

Where does the prospective student come from?	<input type="checkbox"/> Queensland <input type="checkbox"/> interstate <input type="checkbox"/> overseas
Previous education/activity	<input type="checkbox"/> Kindergarten <input type="checkbox"/> School <input type="checkbox"/> VET <input type="checkbox"/> Home education <input type="checkbox"/> Full-time employment <input type="checkbox"/> Part-time employment <input type="checkbox"/> Other
Please provide name and address of education provider/activity provider/employer	

**RELIGIOUS INSTRUCTION\***

From Year 1, the prospective student may participate in religious instruction if it is available.

If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction.

Parents/carers may change these arrangements at any time by notifying the principal in writing.

Do you want the prospective student to participate in religious instruction?

☐ Yes ☐ No

If 'Yes', please nominate the religion:

**PROSPECTIVE STUDENT ADDRESS DETAILS\***

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

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

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



**PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)\*****Privacy Statement**

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

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

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

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

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

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

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



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

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

Commencement date

/ /

End date

/ /

**Other Court Orders\***

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

☐ Yes ☐ No

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

Commencement date

/ /

End date

/ /

**APPLICATION TO ENROL\***

I hereby apply to enrol my child or myself at \_\_\_\_\_.

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

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

**Office use only**

Enrolment decision

Has the prospective student been accepted for enrolment? ☐ 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

# 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.

# 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.

<b>School Name</b>	
<b>Form Return Date</b>	Last school day of January each school year or upon enrolment
<b>Student Name</b>	
<b>Year Level</b>	
<b>Parent Name</b>	
<b>Parent Signature</b>	
<b>Date</b>	

### 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.







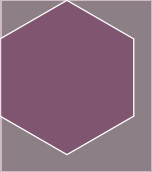
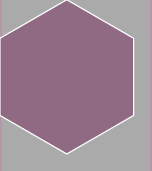
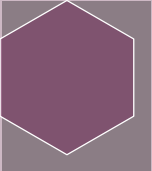
# Parent and Community Code of Conduct

Supporting learning, wellbeing and safety in every Queensland state school

We welcome parents<sup>1</sup> and other members of our diverse community into schools across Queensland.

Working together with their school community<sup>2</sup>, school staff support the learning and wellbeing of every student, and are entitled to a safe work environment.

Parents and other visitors to schools support safety by ensuring their communications and conduct at the school and school activities is respectful.

Elements of engagement	It is expected that parents and visitors to our school communities will:	Parents and visitors to our school communities demonstrate this by:
<b>Communication</b> 	<ul style="list-style-type: none"> <li>• be polite to others</li> <li>• act as positive role models</li> <li>• recognise and respect personal differences</li> <li>• use the school's communication process to address concerns</li> </ul>	<ul style="list-style-type: none"> <li>• using polite spoken and written language</li> <li>• speaking and behaving respectfully at all times</li> <li>• being compassionate when interacting with others</li> <li>• informing staff if the behaviour of others is negatively impacting them or their family</li> <li>• respecting staff time by accepting they will respond to appropriate communication when they are able</li> <li>• requesting a meeting to discuss any concerns about their child's education — allowing staff time to prepare and appreciating their time may be limited</li> </ul>
<b>Collaboration</b> 	<ul style="list-style-type: none"> <li>• (parents) ensure their child attends school ready to learn</li> <li>• support the Student Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>• taking responsibility for their child arriving and departing school safely on time every day</li> <li>• reading and encouraging their child to understand and follow the Student Code of Conduct</li> </ul>
<b>School Culture</b> 	<ul style="list-style-type: none"> <li>• recognise every student is important to us</li> <li>• contribute to a positive school culture</li> <li>• work together with staff to resolve issues or concerns</li> <li>• respect people's privacy.</li> </ul>	<ul style="list-style-type: none"> <li>• valuing each child's education</li> <li>• acknowledging staff are responsible for supporting the whole school community</li> <li>• speaking positively about the school and its staff</li> <li>• not making negative comments or gossiping about other school community members, including students — in person, in writing or on social media</li> <li>• understanding, at times, compromises may be necessary</li> <li>• considering the privacy of all school community members at all times, and understanding that the school cannot share confidential information.</li> </ul>

<sup>1</sup>The term 'parent' refers to parents, carers, guardians and people who exercise parental responsibility for a child.

<sup>2</sup>The term 'school community' refers to staff, students, parents, local business and community organisations and visitors to the school.





## **Introduction to the State School Consent Form (attached) for Noosa District State High School**

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

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

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

Your child's student materials:

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

### **Purpose of the consent**

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

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

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

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

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

### **Voluntary**

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

## **Consent may be limited or withdrawn**

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

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

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

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

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

## **Media sources used**

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

- School website: <https://noosadistrictshs.eq.edu.au/Pages/default.aspx>
- Facebook: <https://www.facebook.com/NoosaSHS/>
- YouTube:
- Instagram:
- Twitter:
- 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 the Business Manager at Pomona on 54808111 or Cooroy on 54722222 or by emailing [office@noosadistrictshs.eq.edu.au](mailto:office@noosadistrictshs.eq.edu.au).

The school Business Manager 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: duration of enrolment

### 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.



**NOOSA**  
**DISTRICT SHS**

*Excellence Through Diversity*

**An Independent Public School**

# **Bring Your Own Device (Laptops)**

## **Charter and Acceptable Use Policy**

This handbook has been developed as a guide for parents and students to assist in making their own decisions about which BYOD device is best for their situation

Please note: This handbook is subject to change, the most current handbook will always be available on the Noosa District State High School website.  
<https://noosadistrictshs.eq.edu.au>

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## Use of Laptops at Noosa District State High School

Noosa District State High School was a lead school for Bring Your Own Device (BYOD) initiative. This new pathway supports delivery of enriched 21st Century education through the use of information technology. It is a tool that enhances pedagogy, facilitates the creation and sharing of knowledge, and allows differentiation in learning.

Information technology is more than a method of retrieving information.

The use of a laptop and other technologies:

- Enhances independence and self-initiated learning among students
- Extends student learning beyond the classroom
- Promotes the development of 21st Century teaching and learning
- Enables the delivery of ICT as an Australian Curriculum general capability

## ICT in the Australian Curriculum

ICT is represented in the Australian Curriculum as a general capability:

- Competence in ICT
- Students develop ICT competence as they learn to use ICT effectively and appropriately when investigating, creating and communicating ideas and information at school, at home, at work and in their communities. (ACARA, 2010)

## Bring Your Own Device (BYOD) and associated costs

All students are encouraged to bring their own laptop (with a fully charged battery) to school every day.

If you participate and have paid your Student Resources Scheme then there is no additional fee associated with a BYOD. However, if you have elected not to enter into the Student Resource Scheme (SRS) then you must pay a \$50.00 annual flat fee.

Through the payment of an annual fee, the school supplies students with:

- Wireless connectivity to part of our secured school network through the secured BYOD Gateway via a security certificate and network password
- Internet connection
- Access to learning materials
- Access to school printers through the Gateway via installation of software provided by the School

Parents are required to supply and are responsible for supplying a laptop that meets the minimum hardware and software specifications as outlined in this handbook and any repairs required.

The IT Department at Noosa District State High School:

- Will provide assistance to connect the device to the BYOD Gateway
- Will not provide software or hardware repairs to the BYOD as it is privately owned

The BYOD from home must fit the minimum hardware and software specifications as outlined in this handbook.



## Security of BYOD, Damage/Theft – Insurance, Behaviour

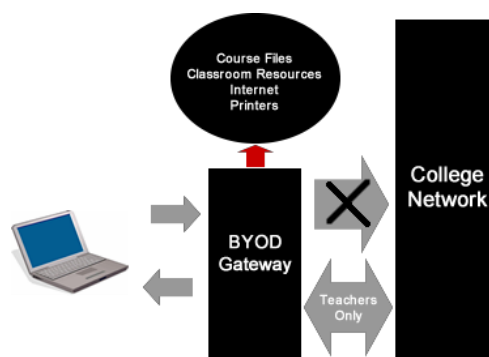
Suggestions to ensure the laptop is safe at school include:

- Keeping the laptop with you at all times – It is each student's responsibility to keep their laptop with them at all times.
- Consider engraving the device – Engraving the bottom of the laptop with the student's name ie First Name and Surname has helped School staff to locate lost laptops and return them to their owners.
- Home and Contents Insurance – Check with your Home and Contents Insurance company regarding damage or theft of the device.
- Inappropriate Behaviour – While the School will continue to deal with inappropriate behaviour in line with existing policies, the school is not liable for any damage or replacement costs incurred while the device is at school or travelling to and from school. Any student who does damage or steal another student's laptop may be disciplined according to the School Responsible Behaviour Plan

## BYOD – Conditions of Use

When using a privately owned laptop at Noosa District State High School, or connecting it to the school network, we agree that:

- The device must at all times be connected to the BYOD Gateway when on School premises and in use. When connected to the BYOD Gateway, all activities will be logged. School ICT guidelines are to be followed in accordance with the completed and signed school ICT Agreement (signed on enrolment)
- The device will only be used for educational purposes when connected to and using schoolservices.
- Noosa District State High School will only provide technical support to enable connectivity to the school network via the BYOD Gateway that provides access to student files required for class, internet and printing services.
- It is the responsibility of the student to ensure that the private laptop is secured when not in use. Noosa District State High School takes no responsibility for theft, loss, vandalism, damage or unauthorised access to private laptops.
- BYOD must contain a virus scanner with up to date data virus definitions.
- It is the responsibility of the student to back up data on the private laptop eg to OneDrive or USBdrive.
- Any software purchased under Education Queensland agreements must be removed from the private laptop as per the conditions of the agreement. This includes students leaving Noosa District State High School. Any privately owned software installed on the laptop must be age appropriate, follow copyright legislation and not cause offence.
- Noosa District State High School and Education Queensland reserves the right to restrict access and use of any private laptop used on the school campus, whether it is connected to the school network or not. Access to the school network and permission to use the private laptop on school grounds will be withdrawn as a consequence of any inappropriate use and/or security breach. Cloud Based Services such as iCloud or Dropbox must not be used at school to store, send or access information at school (with exception to their school-based OneDrive account).



## Web Based Services Consent

### Permission to Use Cloud, Web Based and App Services

Cloud, Web Based and App Services are used to support curriculum delivery at Noosa District State High School. Moodle (Virtual Library) and OneNote are examples of these services. (For a full list please refer to [Websites](#) on Page 9 of this document)

All web based services in use have undergone a risk assessment by the Queensland Government Service Centre. Teachers in charge of these activities will have read the risk assessment and will constantly monitor use and immediately cancel the activity should any concern be raised. Students and parents are asked to report any concerns with any web based activity to their teacher immediately.

A number of precautions will be taken when creating logins. These include:

- The student's first name and first two initials of the surname eg for John Brown use – johnbr – for a student log in has been used.
- Where a first name and surname are required as separate fields, as above, johnbr as a first name and the word student as a surname has been used.
- Students will be told not to use their school password as the password for any of these websites.
- The use of the name Noosa District State High School has been minimised where possible, the use of NDSHS has been used.
- No photos of students have been uploaded.
- Wherever possible, the use of avatars, personas or fictional characters when interacting within a website is utilised.
- If an email address is required, students' school email addresses will be used to register and identify students on these websites.

A list of the services in use will be published in the school newsletter periodically. In order to keep our records up to date, permission for the use of web based services has been included on the BYOD Connection Request and Borrowing a Stay at School Laptop Permission form.

# Website Consent Form

Noosa District SHS 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 CONSENT FORM 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).**

## 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' on the 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' on the form.

## **Purpose of the consent**

Third party online services are used for various purposes. The purpose of use for each service is outlined on the 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 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' 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 under the 'About the Consent' section 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 express a limited consent, withdraw consent or ask questions regarding consent, please contact Lee Merrett, Deputy Principal on [lmerr25@eq.edu.au](mailto:lmerr25@eq.edu.au).**

# CONSENT

## Privacy Notice

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

The purpose of this form is to inform you about the third-party online services used in our school and how student information, including personal information and works, may be recorded, used, disclosed, and published to the services (if you provide your consent for this to occur). This Consent Form is a record of the consent provided.

## About the Consent

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

## Student Information

Student name (first name and/or last name), Gender, Date of Birth, age, year of birth **AND** the following school-based information (generally, non-identifying attributes\*), Student school username, Student school email, Student ID number, School, Year Group, Class, Teacher, Country.

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

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

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

## Approved Purpose

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

- For your child to register an account for the online services

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

### **Time frame**

The consent granted by this form is for the duration of the student's current phase of learning (i.e. Years 7-9,10-12). Consent is obtained upon enrolment, however, there may be circumstances where our school issues a new consent form to seek additional consent e.g., in the event that new online services are identified for use.

### **SERVICE NAME: STILE EDUCATION**

**URL:** <https://stileapp.com/>

**Data Hosting:** Onshore (in Australia)

**Purpose of use:** Stile allows teachers to create 'learning journeys' for classes and individual students and review analytics of student progress. Teachers can choose from a range of curriculum aligned Science lessons, news stories and interactive investigations to build scientific literacy.

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

**Privacy policy:** <https://stileeducation.com/au/other/privacy/>

### **SERVICE NAME: TURNITIN**

**URL:** <https://www.turnitin.com/>

**Data Hosting:** Offshore (outside of Australia)

**Purpose of use:** Turnitin is plagiarism detection software. No student accounts are created for the use of this website. Student work is analysed by detection software for similarity to other sources.

**Terms of use:** <https://www.turnitin.com/terms-of-use-website>

**Privacy policy:** [https://help.turnitin.com/Privacy\\_and\\_Security/Privacy\\_and\\_Security.htm](https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm)

### **SERVICE NAME: MATHLETICS**

**URL:** <http://au.mathletics.com/>

**Data Hosting:** Offshore (outside of Australia)

**Purpose of use:** Mathletics is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and beyond. Powerful courses are aligned to Australian Curriculum Mathematics outcomes across the primary and secondary years, matched with dynamic tools and reporting for teachers.

**Terms of Use:** [https://www.3plearning.com/terms/?\\_ga=2.152275833.1946594620.1648609920](https://www.3plearning.com/terms/?_ga=2.152275833.1946594620.1648609920)

**Privacy policy:** <https://www.3plearning.com/privacy/>

**SERVICE NAME: FINANCIAL BASICS FOUNDATION**

**URL:** <https://financialbasics.org.au/>

**Data Hosting:** Onshore

**Purpose of use:** A game that helps students to understand the fundamentals of Earning, Saving, Spending and Investing – ESSi.

**Terms of Use:** <https://financialbasics.org.au/terms-conditions/>

**Privacy policy:** <https://financialbasics.org.au/privacy-policy.aspx>

**SERVICE NAME: ASX**

**URL:** <https://www.asx.com.au/>

**Data Hosting:** Onshore

**Purpose of use:** Provides students access to real world experience via the game and develop their skills and knowledge around key concepts of our unit including percentage, profit and loss, discounts, commission, research and graphs.

**Terms of Use:** <https://www.asx.com.au/legals/terms-of-use>

**Privacy policy:** <https://www.asx.com.au/legals/privacy-statement>

**SERVICE NAME: RENAISSANCE**

**URL:** <https://www.renaissance.com/>

**Data Hosting:** Offshore

**Purpose of use:** Assessment and practice solutions that put learning analytics to work for educators.

**Terms of Use:** <https://www.renaissance.com/terms-of-use/>

**Privacy policy:** <https://www.renaissance.com/privacy/>

**SERVICE NAME: EDUCATION PERFECT**

**URL:** <https://www.educationperfect.com/>

**Data Hosting:** Offshore

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

**Terms of Use:** [https://www.educationperfect.com/wp-content/uploads/2021/12/Education-Perfect-Terms-of-Use-16\\_12\\_2021.pdf](https://www.educationperfect.com/wp-content/uploads/2021/12/Education-Perfect-Terms-of-Use-16_12_2021.pdf)

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

**SERVICE NAME: WRITE THAT ESSAY**

**URL:** <https://www.writethatessay.org/account/login/?BackURL=wte%2Fdashboard>

**Data Hosting:** Onshore

**Purpose of use:** Online Writers Toolbox

**Terms of Use:** <https://www.writethatessay.org/online-learning/terms-and-conditions-privacy-policy/>

**Privacy policy:** <https://www.writethatessay.org/online-learning/terms-and-conditions-privacy-policy/>



**SERVICE NAME: CANVA****URL:** [https://www.canva.com/en\\_au/](https://www.canva.com/en_au/)**Data Hosting:** Offshore

**Purpose of use:** Available on web and mobile, Canva is a design platform for creating graphics, presentations, posters and other visual content with a library of images, fonts, templates and illustrations. Canva for Education provides eligible school members free access to full features of Canva Pro version.

**Terms of Use:** <https://www.canva.com/policies/terms-of-use/>**Privacy policy:** <https://www.canva.com/policies/privacy-policy/>**SERVICE NAME: NELSONNET****URL:** <https://www.nelsonnet.com.au/>**Data Hosting:** Offshore

**Purpose of use:** This service provides customisable, interactive and educational eBooks and digital resources to teachers and students

**Terms of Use:** <https://www.nelsonnet.com.au/legal/end-user-terms-of-service>**Privacy policy:** <https://cengage.com.au/privacycentre>**SERVICE NAME: OXFORD DIGITAL****URL:** <http://www.oxforddigital.com.au/>**Data Hosting:** Onshore

**Purpose of use:** Oxford Digital offers digital learning for literature and mathematics via eBooks, interactive modules, videos, teacher support and quizzes that are structured for Primary (OxfordOWL) and Secondary (obook and assess) curriculums.

**Terms of Use:** <http://www.oxforddigital.com.au/terms.html>**Privacy policy:** <https://global.oup.com/privacy?cc=au>**SERVICE NAME: CISCO NETWORKING ACADEMY****URL:** <http://www.netacad.com/>**Data Hosting:** Offshore

**Purpose of use:** Cisco Networking Academy is a global IT and cybersecurity education program that partners with learning institutions to provide online courses, curriculum resources and training to build student and teacher IT skills.

**Terms of Use:**[https://www.netacad.com/sites/default/files/terms/cisco\\_networking\\_academy\\_terms\\_and\\_conditions\\_oct\\_2021\\_english.pdf](https://www.netacad.com/sites/default/files/terms/cisco_networking_academy_terms_and_conditions_oct_2021_english.pdf)**Privacy policy:** <https://www.cisco.com/c/en/us/about/legal/privacy.html>**SERVICE NAME: ICAS****URL:** <https://www.icasassessments.com/>**Data Hosting:** Offshore

**Purpose of use:** CAS Assessments, including ICAS Competition and Reach Assessments, provide online academic assessments for students in Digital Technology, English, Mathematics, Science, Spelling, Writing and Grammar and Punctuation

**Terms of Use:** <https://www.icasassessments.com/support-icas/>**Privacy policy:** <https://www.icasassessments.com/support-icas/>

**SERVICE NAME: ARDUINO****URL:** <https://www.arduino.cc/>**Data Hosting:** Offshore**Purpose of use:** Arduino is an electronics platform allowing users to learn coding and programming through writing code, configuring Arduino boards, and sharing projects.**Terms of Use:** <https://www.arduino.cc/en/Main/TermsOfService>**Privacy policy:** <https://www.arduino.cc/en/Main/PrivacyPolicy/>**SERVICE NAME: BEBRAS****URL:** <https://challenge.bebbras.edu.au/>**Data Hosting:** Onshore**Purpose of use:** Challenges designed to encourage students to develop problem solving, critical thinking and computational thinking skills. Schools can participate in challenges or practise skills using previous challenges.**Terms of Use:** <https://education.csiro.au/terms-of-use/>**Privacy policy:** <https://www.csiro.au/en/About/Access-to-information/Privacy>**SERVICE NAME: PROJECT ROCKIT****URL:** <https://www.projectrockit.com.au/>**Data Hosting:** Onshore**Purpose of use:** Project Rockit is an online platform to tackle cyberbullying. This service specialises in anti-bullying education, youth development and leadership for school students. Workshops explore themes of diversity, belonging, respectful relationships, values and ethics, while building student voice, leadership and empathy.**Terms of Use:** <https://www.projectrockit.com.au/privacy-policies/>**Privacy policy:** <https://www.projectrockit.com.au/privacy-policies/>

**THIS CONSENT FORM IS TO BE COMPLETED BY: PARENT/CARER OR STUDENT OVER 18 YEARS**

**Printed forms only:**

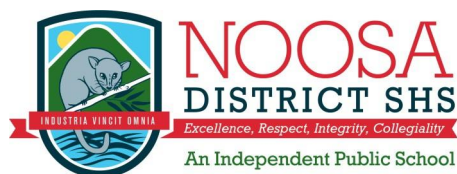
This consent form is being completed for:

<b>Student First Name</b>	
<b>Student Last Name</b>	

**By signing the form, I agree:**

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

Parent/Carer (*)	Name:		
	Phone number:		
	Email address:		
	Signature:		Date:



## **Noosa District State High School Acceptable Use Policy Cont.**

- This policy sets out guidelines for the acceptable use of:
  - the School's computer network facilities
  - installed computer software
  - the Internet
  - electronic mail which are provided to students for educational purposes only.
- Acceptable use issues may be broadly categorised as personal conduct relating to:
  - System security
  - Legal requirements
  - Ethical use of Education Queensland's computer network facilities at Noosa District State High School
  - Standards of interpersonal communication.
- Benefits to students - Students will have access to
  - A variety of equipment, software and services to support effective learning
  - Information sources for research via network facilities and the Internet
  - Network facilities before school and during lunch breaks.
- Procedures for use - Students are expected to:
  - Operate all equipment with care. Follow written and oral instructions for room and equipment use. Consult a teacher where necessary.
  - Ensure personal security of their user account by correctly logging on and off.

## **Responsibilities of Students**

Students are responsible for all activity carried out on their personal network account.

Students will NOT;

- Share their passwords with anyone else
- Use another student's network account
- Allow another student to use their account
- Attempt to change the network in any way
- Install / use any software other than that provided by the school
- Attempt to bypass security
- Store inappropriate material in their network account (eg non-program related files, .exe files, personal files, video files, games)

## **Internet and Email Acceptable Use Responsibilities**

Students will use the Internet in a responsible manner for educational purposes - for their classwork and assignment research. Internet use is a privilege, and students must at all times exercise careful judgment over all material that they access and communications that they make.

## **A Word to Students on Personal Responsibility**

When you are using the school network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about the same as they are in the real world. The fact that you can do something or think you can do something without being caught does not make it right to do so. The school network is for storage and access of school course related materials only.

## **You MUST NOT ....**

- Violate copyright laws by using material from Internet sites without permission of the copyrightowner.
- Plagiarise works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- Film, view, send, store or display indecent and/or offensive messages or pictures.
- Use profane, abusive, impolite or sexually explicit language to communicate. Do not knowingly access materials which are not in line with the rules of the school. A good rule to follow is to never view, send, or access materials which you would not want your teachers and parents or colleagues to see. Should you encounter such material by accident, you should report it to your teacher immediately.
- Share your password with another person under any circumstance or logon for another person whose privileges have been withdrawn.
- Waste limited resources such as storage space or printing capacity. Large files are not to be downloaded unless permission has been obtained from a supervising teacher. Users are expected to remain within allocated storage space and delete material which takes up excessive storage space.
- Trespass in another's folders, work, or files. Respect their privacy. Network storage areas may be treated like school lockers. The Information Technology Coordinator may review communications to maintain system integrity and will ensure that students are using the system responsibly.
- E-mail, or place on the Web, personal contact information about yourself or other people. Personal contact information includes your home address, telephone number, the school address, your work address etc.
- NEVER agree to meet with someone you have met online unless you have your parent's approval.
- Possible Network misuse will be detected in a number of ways:
  - As reported by staff or students
  - As notified by Education Queensland Officers (Note: Education Queensland reserves the right to monitor and audit any or all intranet, Internet or e-mail activity undertaken by EQ officers using departmental resources).
  - As discovered by the Information Technology Coordinator through for example, inspection of Network security logs and Internet proxy logs, scans of student file storage areas, and automatic notifications of inappropriate e-mail use.

## **Inappropriate content on social networking sites**

Social networking sites such as Facebook, Instagram and Snapchat have changed the way young people communicate. While these sites are an effective way to keep in touch, it is important for young people to be cybersmart and think before posting material online.

- All web users have a responsibility to be mindful when publishing content online to ensure it does not breach social, religious, cultural or copyright standards.
- If our school becomes aware of inappropriate content involving our staff, students or school, or images, banners, logos or our school crest are used without permission, we will take reasonable steps to ensure the content is removed.
- Our school is committed to promoting a safe and supportive learning environment and students involved in the posting of inappropriate material on websites may be disciplined in line with our school's Responsible Behaviour Plan for Students

## References

Use of ICT Systems Procedure - <http://ppr.det.qld.gov.au/corp/ict/management/Procedure%20Attachments/use-of-ictsystems/use-of-ict-systems.pdf>

Advice for State Schools on acceptable use of ICT Facilities and Devices.

## Cybersafety

<https://noosadistrictshs.eq.edu.au/Supportandresources/Formsanddocuments/Documents/Computer%20and%20Technology/cyberbullying-cybersafetyprintfriendlyguide.pdf>

## Student Code of Conduct 2021-2024

<https://noosadistrictshs.eq.edu.au/supportandresources/formsanddocuments/documents/policies%20and%20procedures/ndshs-student-code-of-conduct.pdf>

## Frequently Asked Questions

***Will I need to bring the device to school every day?*** Yes. Laptops are essential tools in each classroom.

***How do I protect my BYOD?***

It is the student's responsibility to have their device with them at all times. Protective equipment such as bags or cases need to be organised by the parent and student to keep these devices safe while at school, and travelling to and from school. It is the responsibility of the student to look after the device while at school and kept securely in bags. Lockers are available in the IT Foyer for temporary storage of devices.

***Do I need to back up?***

Yes. It is the student's responsibility at all times to back up all files. The school assessment policy clearly states that loss of data due to technology problems is not an acceptable reason for assessment extensions.

***We already have a device at home; can I use it at school?***

Yes, hardware and software minimum specifications are provided in this document.

***Will every device work inside the Education Queensland network?***

No. Some devices with low specifications have been found to not connect to the EQ network. These devices may have difficulty with the security filters used by Education Queensland.

***Will the school assist me with network connection settings at school?***

Limited assistance will be provided. Students will be provided with a handout of instructions and videos available from the IT Help Desk at school. An appointment can be made during breaks at the IT Help Desk by individual students for assistance in joining the network.

***Will the school protect the device from virus attacks?*** Virus protection remains the responsibility of the owner

***Do I need 3G?***

Private 3G or 4G services are not to be used at school. The school has an effective wireless network available and it is Education Queensland's policy that whilst at school the school web proxy must be used.

***Does the school provide software for my BYOD?***

The Microsoft Office Suite is available free of charge for up to five devices. Specialist software required for some subjects will be provided to students enrolled in those courses.

***Can I take my BYOD to IT for repair?***

The IT Department cannot perform software or hardware repairs on a privately-owned device.

***Will the school assist me with home internet connection settings and issues?***

No. Your home internet provider or local computer technician can assist you with these enquiries.

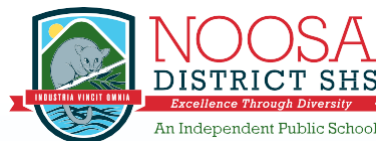
***Will the teacher be able to provide technical support in class?***

No. The IT Help Desk is open before and after school and during break times to assist students in connecting to the network.

***What is deemed inappropriate?***

All illegal (unlicensed) software; pirated music or videos; defamatory documents, or images, or any content not suitable for viewing by persons under the age of 18 are deemed inappropriate.

# Hardware and Software Minimum Specifications



## BYOxLink at Noosa District SHS

Noosa District SHS recommends that all laptops used by students meet the minimum specifications below to enable suitability for curriculum based activities. The minimum specifications provided reflect the requirements for connection to our BYOxLink system.

NDSHS ICT technicians will make every effort to enable connectivity of devices which meet these minimum specifications, assuming there are no technical or other issues outside of their control. An attempt will be made to connect other devices, but parents and students should be aware that connectivity may not be possible if there are technical or other issues.

## HARDWARE

### PC LAPTOP

- ☐ 11 inch screen Minimum
- ☐ 8GB RAM Minimum
- ☐ 256 GB Hard drive
- ☐ 2 USB ports
- ☐ Wi-Fi 802.11ac or 5Ghz compatible (wireless network connectivity)
- ☐ Integrated microphone and speakers (usually standard in laptops)
- ☐ Headphones
- ☐ Windows 10 or 11
- ☐ 6 cell (6 hour) battery– ensure battery is minimum 6 hour
- ☐ Hard or protective shell laptop case to suit model

## SOFTWARE

- ☐ Microsoft Office 365 (Free download refer to the Noosa District State High School website for details)
- ☐ PDF Reader

### NOTE:

**Known incompatible devices are - Apple MacOS and iOS,  
Windows 10S/11S, Chromebooks, Android and Linux**

Students studying subjects that require specialist software will be provided with information on how to download it and/or licencing.





Senior School  
Yr. 10-12  
Students only

Additional Information  
must be completed  
before enrolment



## Unique Student Identifier collection, verification and privacy form

### Student details

<b>Student's full legal name</b>										
<b>Date of birth</b>	Choose date.									
<b>Unique Student Identifier</b>										

**Note:** If you don't have a USI or have forgotten it, you can create or retrieve your USI at [www.usi.gov.au/students](http://www.usi.gov.au/students) and complete this form.

### Privacy notice: Use of your personal information and USI

You are advised and agree that you understand and consent to the use of the personal information you provide in connection with your application and verification of a Unique Student Identifier (USI).

From 1 January 2015, we **Noosa District State High School** can be prevented from issuing you with a nationally recognised VET qualification or Statement of Attainment when you complete your course if you do not have a USI.

The USI is collected by the student identifiers registrar for the purpose of:

- applying for, verifying and giving a USI prior to issuance of Australian Qualification Framework (AQF) certification documentation
- replacing an authenticated AQF certification document
- recording a student's final outcomes that will be made available on the national USI register

A student's verified USI and final assessment outcomes may be disclosed to:

Commonwealth and State or Territory government departments, agencies and statutory bodies performing functions in relation to VET for:

- the purpose of administering and auditing VET, VET providers and VET programs
- education-related policy and research purposes
- assistance with determining eligibility for training subsidies

VET regulators to enable them to perform their regulatory functions

VET admission bodies for the purpose of administering VET and VET programs

- current and former registered training organisations (RTOs) to enable them to deliver VET courses to the individual, meeting their reporting obligations under the Standards for RTOs and the national USI scheme
- schools for the purpose of delivering VET courses to the individual and reporting on these courses
- the National Centre for Vocational Education Research (NCVER) for the purpose of creating authenticated VET transcripts, resolving problems with USIs and the collection, preparation and auditing of national VET statistics. You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted
- any other authorised person or entity required by law to access the information to perform functions in the administration of the USI system

Your verified USI and final assessment outcomes will not otherwise be disclosed without your consent unless authorised or required by or under law.

### Student declaration

I hereby give permission for **Noosa District State High School** to collect, verify and disclose my personal information (which may include sensitive information), along with my final outcomes in accordance with the privacy notice above.

<b>Student name</b>		<b>Parent/carers name</b>	
<b>Student signature</b>		<b>Parent/carers signature</b>	
<b>Date</b>		Date	

Under the Data Provision Requirements 2012, Noosa District State High School is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research (NCVER).

Your personal information (including the personal information contained on this form and your training activity data) may be used or disclosed by Noosa District State High School for statistical, regulatory and research purposes. Noosa District State High School may disclose your personal information for these purposes to third parties, including:

- school — if you are a secondary school student undertaking VET, including a school-based apprenticeship or traineeship
- employer — if you are enrolled in training paid for by your employer
- Commonwealth and State or Territory government departments and authorised agencies
- NCVER
- organisations conducting student surveys
- researchers

## Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

## How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

## How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

## How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice via the link below.

## Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

### Queensland privacy notices and policies relevant to VET students

QCAA Open Data Strategy	<a href="http://www.qcaa.qld.edu.au/about/corporate-policies/information">www.qcaa.qld.edu.au/about/corporate-policies/information</a>
DESBT RTO data collection	<a href="https://desbt.qld.gov.au/training/docs-data/statistics/rto-data">https://desbt.qld.gov.au/training/docs-data/statistics/rto-data</a>
DESE VET Privacy Notice	<a href="http://www.dese.gov.au/national-vet-data/vet-privacy-notice">www.dese.gov.au/national-vet-data/vet-privacy-notice</a>

## Student Information for the Unique Student Identifier

A USI gives you access to your online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5.

A USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards. When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

You can access your USI account online from a computer, tablet or smart phone anywhere and anytime.

### Steps to create your USI

The following steps show how you can create a USI:

**Step 1.** Have at least one and preferably two forms of ID ready from the list below:

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (for international students)
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate

**IMPORTANT:** The personal details entered when you create a USI must match exactly with those on your form of ID.

Go to: <http://www.usi.gov.au>

**Step 2.** Click on 'create a USI'

**Step 3.** Click on 'get started'

**Step 4.** Agree to the terms & conditions and next

**Step 5.** Follow all of the instructions to create a USI

**Step 6.** On completion your USI will now be displayed on the screen.

**Step 7.** Your USI will also be sent to you by either your email, phone or by mailing address (which ever you choose as your preferred contact method when creating your USI).



# Vocational Education & Training Agreement Form

RTO Code - 30417

## Acknowledgment of receipt of information

I acknowledge that prior to commencement in my VET program at NDSHS, I have been provided with and have accessed the VET Student Handbook and Subject Information via the NDSHS website, which contains information on the topics listed below.

- ☐ Code, title and currency of the qualification including units of competency
- ☐ Training and assessment arrangements, including RPL, mode of delivery, duration, location, third party details (if relevant) and work placement arrangements.
- ☐ Student support services
- ☐ Entry requirements
- ☐ Licensing requirements (if necessary)
- ☐ Complaints and appeals process
- ☐ Course outcomes and pathways
- ☐ Fees and charges, including refund policy and VETiS arrangements
- ☐ Materials and equipment to be supplied by the student
- ☐ Competency based training and assessment

## Guarantee of services

Noosa District State High School is committed to completing the outlined training and assessment once students have started study in their chosen qualification/s or accredited course/s from the course start date, and meeting all of their student responsibilities.

In the event of losing the specialist trainer, and the RTO being unable to obtain a suitable replacement, Noosa District SHS will arrange for agreed training and assessment to be completed through another RTO if this is possible. (Fees may be incurred.) Prior to the transfer to another RTO, affected students will be formally notified of the arrangements, and an agreement to those arrangements, including any refund of fees, will be obtained. If transfer is not possible, the RTO will gain a written agreement for a subject/course transfer from the student and parent.

Students who enter the course after the start date will have a negotiated package of units that will lead to a statement of attainment.

By signing this form, I agree to all of the policies and procedures related to VET that are outlined in all school documentation pertaining to VET.

I am aware that late enrolment means that my training and assessment agreement is for the negotiated package of units, which will lead to a statement of attainment.

**Student name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Carer name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



## MY LEARNING PATHWAYS

From Year 10 Term 4

Name: \_\_\_\_\_

- ☐ I acknowledge that to achieve successful results in Senior Studies, I shall have to make time for preparation and study.
- ☐ I understand I need to complete Certificate II in Skills for Work and Vocational Pathways to bank 4 core credits, provide minimum literacy & numeracy compliance as well and provide at least one Certificate II.

### SUBJECT SELECTION:

My subject selection is:	Please tick one box				I have either calculated that  <input type="checkbox"/> I am eligible for a QCE or <input type="checkbox"/> I am eligible for a QCIA
	General	Minimum Standard	Applied	VET	
					I have either:  <input type="checkbox"/> eligibility for an ATAR (5 General subjects or 4 General subjects + An Applied subject or a Certificate III  <input type="checkbox"/> Subjects and certificates that lead me to my Vocational Pathway

### QCE

Currently I am on track for a QCE.

☐ Literacy

☐ Numeracy

☐ 12 Core Credits

☐ 8 other Credits

I understand that I need to successfully complete these requirements.

### FUTURE LEARNING

- ☐ At this stage I intend to pursue a Vocational Pathway  
OR
- ☐ I intend to look at a tertiary pathway

Courses of study required to achieve career goals. (eg courses at a University, TAFE or other institution)	Senior Prerequisite Subjects as per Tertiary Prerequisites

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