BRIBIE ISLAND
State High School



2027
Year 11 Enrolment Application Forms

Welcome to Bribie Island State High School

Dear Parent/Carer,

Thank you for your enquiry regarding enrolment at Bribie Island State High School. We look forward to assisting your family throughout the enrolment process and welcoming your student to our school community.

To commence the enrolment process, families are asked to complete the enrolment forms contained within this booklet and submit them to the school office, together with all required supporting documentation.

We have included an Enrolment Checklist to assist you in ensuring that all necessary documentation has been provided and the relevant forms have been completed. As Bribie Island State High School operates under an Enrolment Management Plan, families residing within our designated catchment area are required to provide evidence of their residential address as part of the enrolment application.

Once your completed application and supporting documentation have been received, the information will be reviewed by the school. Once the application has been reviewed and approved, an enrolment interview with a Deputy Principal will be arranged.

We appreciate your time in completing the enrolment requirements and look forward to working with you and your family.

Kind Regards,

Matt Bradley
Principal
Bribie Island State High School

BRIBIE ISLAND
State High School

Form 0.0 – Checklist for enrolment

The following checklist will assist you to compile all of the documents and forms you will require to complete the enrolment process.

Student Name: _____

	Returned	Office
Form 1.0 - Application for Student Enrolment	☐	
Current Proof of Residency Primary Source (current lease agreement or rates notice) Secondary Source (utility bill – electricity, gas or phone)	☐ ☐ ☐	
Copy of Birth Certificate / Passport	☐	
Form 2.0 - Enrolment Agreement	☐	
Form 3.0 – State School Consent	☐	
Form 4.0 - Information and Communication Technology Charter Agreement	☐	
Form 5.0 – Voluntary Participation in School Chaplaincy Welfare Program	☐	
Form 6.0 - CREST Application (if applicable) Ignite or Innovate **(YEAR 7 only)**	☐	
Form 8.0 - Instrumental Music Program (if applicable)	☐	
Form 9.0 - Bring Your Own Device Connectivity Request	☐	
Form 10 – Website letter and risk review	☐	
Form 11 – Enrolment profile (Year 7 only)	☐	
Form 12 – Anti-Bullying Agreement	☐	
Form 13 – Senior Phase of Learning Agreement **(YEARs 10 -12 only)**	☐	
Student Resource Scheme Participation Agreement	☐	
Notes:		

Application for student enrolment form

INSTRUCTIONS

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

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

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

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

PRIVACY STATEMENT

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

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

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

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

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

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

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

APPLICATION DETAILS

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

INDIGENOUS STATUS

Is the prospective student of Aboriginal or Torres Strait Islander origin?	☐ No ☐ Aboriginal ☐ Torres Strait Islander ☐ Both Aboriginal and Torres Strait Islander

FAMILY DETAILS

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

FAMILY DETAILS (continued)

Parents/carers	Parent/carer 1	Parent/carer 2
Address line 1		
Address line 2		
Suburb/town		
State / Postcode		
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		
Parent/carer school education	**What is the *highest* year of schooling parent/carer 1 has completed?** (For people who have never attended school, mark 'Year 9 or equivalent or below')	**What is the *highest* year of schooling parent/carer 2 has completed?** (For people who have never attended school, mark 'Year 9 or equivalent or below')
Year 9 or equivalent or below	☐	☐
Year 10 or equivalent	☐	☐
Year 11 or equivalent	☐	☐
Year 12 or equivalent	☐	☐
Parent/carer non-school education	**What is the level of the *highest* qualification parent/carer 1 has completed?**	**What is the level of the *highest* qualification parent/carer 2 has completed?**
Certificate I to IV (including trade certificate)	☐	☐
Advanced Diploma/Diploma	☐	☐
Bachelor degree or above	☐	☐
No non-school qualification	☐	☐

COUNTRY OF BIRTH*

In which country was the prospective student born?	☐ **Australia** ☐ **Other (please specify country)** _____ **Date of arrival in Australia** ____/____/____
Is the prospective student an Australian citizen?	☐ **Yes** ☐ **No** (if no, evidence of the prospective student's immigration status to be completed)

PROSPECTIVE STUDENT LANGUAGE DETAILS

Does the prospective student speak a language other than English at home?	☐ **No, English only** ☐ **Yes, other – please specify** _____

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

☐ **Permanent resident**	**Complete passport and visa details section below**	
☐ **Student visa holder**	**Date of arrival in Australia** ____/____/____	**Date enrolment approved to:** ____/____/____
	EQI receipt number:	
☐ **Temporary visa holder**	**Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI**	
☐ **Other, please specify** _____		

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

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

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

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

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

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

Where does the prospective student come from?	☐ **Queensland** ☐ **interstate** ☐ **overseas**
Previous education/activity	☐ **Kindergarten** ☐ **School** ☐ **VET** ☐ **Home education** ☐ **Full-time employment** ☐ **Part-time employment** ☐ **Other**
Please provide name and address of education provider/activity provider/employer	

RELIGIOUS INSTRUCTION*

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

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

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

Do you want the prospective student to participate in religious instruction?
☐ **Yes** ☐ **No**
If 'Yes', please nominate the religion:

PROSPECTIVE STUDENT ADDRESS DETAILS*

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

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

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

PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)*

Privacy Statement

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

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

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

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

COURT ORDERS*

Out-of-Home Care Arrangements*

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

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

COURT ORDERS* (continued)

Family Court Orders*

Are there any current orders made pursuant to the *Family Law Act 1975* concerning the welfare, safety or parenting arrangements of the prospective student?	☐ Yes ☐ No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	**Commencement date**	/ /
	End date	/ /

Other Court Orders*

Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?	☐ Yes ☐ No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	**Commencement date**	/ /
	End date	/ /

APPLICATION TO ENROL*

I hereby apply to enrol my child or myself at _____.

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

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

Office use only

Enrolment decision

Has the prospective student been accepted for enrolment? ☐ **Yes** ☐ **No (applicant advised in writing)**

If no, indicate reason:

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

Date enrolment processed	/ /	**Year level**		**Roll Class**		**EQ ID**	
Independent student	☐ Yes ☐ No			**Birth certificate/passport sighted, number recorded and DOB confirmed**	☐ Yes ☐ No **Number:**		
Is the prospective student over 18 years of age at the time of enrolment?	☐ Yes ☐ No						
If yes, is the prospective student exempt from the mature age student process?	☐ Yes ☐ No						
If no, has the prospective mature age student consented to a criminal history check?	☐ Yes ☐ No						
School house/ team				**EAL/D support**	☐ Yes ☐ No ☐ To be determined		
FTE		**Associated unit**		**Visa and associated documents sighted**	☐ Yes ☐ No		
EQI category				**SV – student visa** **TV – temporary visa** **DS – dependent – parent on student visa**	**EX – exchange student** **DE – distance education**		

Parental occupation groups for use with parent/carer details

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager [section head or above], regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces commissioned officer

Professionals generally have degrees or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others

Health, education, law, social welfare, engineering, science, computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

Group 2: Other business managers, arts/media/sportspeople and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsperson, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals

Health, education, law, social welfare, engineering, science, computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer.

Group 3: Tradespeople, clerks and skilled office, sales and service staff

Tradespeople generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople are included in this group

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff:

- **Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Service** [aged/disabled/refuge/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

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

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

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

Office assistants, sales assistants and other assistants:

- **Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]
- **Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
- **Assistant/aide** [trades' assistant, school/teacher aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

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

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

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

State schools standardised medical condition category list

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

Application to enrol in a Queensland state school

This sheet contains information on how to complete the Application for student enrolment form (SEF-1 Version 8).

Entitlement to enrolment

Under the *Education (General Provisions) Act 2006 (Qld)* a state school must enrol a prospective student if they are entitled to enrolment. While not exhaustive, the following matters may affect a prospective student's entitlement to enrol in a state school:

- if the school has a School Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a prospective mature age student (the applicant can only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All prospective mature age students must have a remaining allocation of state education.)
- the prospective student is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the prospective student has been excluded, or is subject to suspension from a state school at the time of the application
- the school principal reasonably believes that the prospective student presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to the Director-General)
- the school is a state special school and the prospective student does not meet the criteria for enrolment in a special school
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the *Education (General Provisions) Act 2006 (Qld)*, and the arrangement has not yet been approved
- the prospective student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the prospective student must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol)
- the school does not offer the year level that the prospective student should be enrolled in
- the prospective student has no remaining semester allocation of state education. Enrolment cannot proceed until additional semesters are applied for by the prospective student (or parent on their behalf) and granted.

Prospective student

A prospective student is a person who has applied to enrol at a state school but who has not yet been accepted for enrolment.

Parent's occupation and education

All parents across Australia, no matter which school their child attends, are asked to provide information about family background (answering this question is optional). The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background.

Court Orders

Any court orders concerning the prospective student's welfare, safety or parenting arrangements should be provided to the school, and the school should also be provided with any new or updated orders.

Name on enrolment form

A prospective student should be enrolled under their legal name as per their birth certificate. There is provision to also record a preferred family and/or given name. The preferred name will be used on internal school documents such as class rolls. The legal name will appear on semester reports unless there is a specific request to use the preferred name only. This request can come from parents/carers or the student (if the student is independent/mature age).

Gender

Information about gender is supplied to the Federal Government to comply with State funding agreements. The gender category with which a person identifies may not match the sex they were assigned at birth. There is no requirement for a student's gender recorded on this form to align with the sex shown on their birth certificate or passport.

Religious Instruction

Religious instruction is a program approved and provided by a religious denomination or religious society. Other instruction relates to part of a subject area that has been covered within the curriculum and may include, but is not limited to, personal research and/or assignments, revision of class work, and wider reading. Information about religious instruction available at the school, and about other instruction, is provided by the school at the time of enrolment and on the school's website.

Form 2.0
Enrolment agreement

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Bribie Island State High School. As a part of the enrolment process all prospective students will complete an enrolment form prior to participating in an interview with a member of the school leadership team. The enrolment interview will provide an opportunity to explain all relevant polices, complete subject selection, finalise financial arrangements and sign the enrolment agreement.

Responsibility of student to:

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

Responsibility of parents/carers to:

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

Responsibility of school staff to:

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

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

- ☐ Student Code of Conduct (available online)
- ☐ Student Dress Code (in the Student Diary and online)
- ☐ Parent and Community Code of Conduct
- ☐ Homework Policy
- ☐ School charges and voluntary contributions
- ☐ Advice for state schools on acceptable use of ICT facilities and devices
- ☐ Absences
- ☐ School excursions
- ☐ Complaints management
- ☐ Religious instruction policy statement
- ☐ Chaplaincy and student welfare worker services – policy statement
- ☐ Department insurance arrangements and accident cover for students
- ☐ Obtaining and managing student and individual consent
- ☐ School instructions for school access

I acknowledge:

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

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

Student Name:	Signature:	Date:
Parent/Carer Name:	Signature:	Date:
Bribie Island SHS Rep. Name:	Signature:	Date:

Form 3.0

State School Consent Form

Introduction to the State School Consent Form (attached) for Bribie Island 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: bribieislandshs.eq.edu.au
- Facebook: facebook.com/bribieislandhigh
- Instagram: @BribieIslandSHS
- LinkedIn: N/A
- 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 Bribie Island State High School office on 3400 2444.

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

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

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

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

(c) Name of school: ……..

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

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

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

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

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

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

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

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

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

4 TIMEFRAME FOR CONSENT

School representative to complete.

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

5 LIMITATION OF CONSENT

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

6 *CONSENT AND AGREEMENT*

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

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

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

Print name of student .....

Print name of consenter.....

Signature or mark of consenter.....

Date .....

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

Date .....

SPECIAL CIRCUMSTANCES

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

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

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

Print name of witness .....

Signature of witness .....

Date .....

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

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

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

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

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

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

Signature of person taking the consent .....

Date .....

Privacy Notice

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

Form 4.0

Information and Communication Technology Charter Agreement

The Information and Communication Technology (ICT) Charter agreement form must be signed and returned to the school before using the school network. The student and parent or caregiver must carefully read this agreement andcharter before signing it. Any questions should be addressed to the school and clarification obtained before the agreement is signed.

I acknowledge that we:

- accept all policies and guidelines of the ICT Charter, which outlines appropriate use of the device and the internet;
- understand and agree with all of the conditions detailed in the ICT Charter;
- understand that failure to comply with the ICT Charter could result in disciplinary action which includes - but is not limited to - the withdrawal of access to services;
- agree to bring a device that meets or exceeds the minimum specifications outlined in the ICT Charter;
- agree to provide an administrator account for Bribie Island IT Support if requested, to log on to the student Bring Your Own Device (BYOD) device to perform device troubleshooting, install or audit school related software.

Student responsibility agreement

Bribie Island State High School maintains a strong focus on embedding digital learning into the curriculum. Having access to such technologies brings with it certain responsibilities – both ethical and legal. The smooth operation of the school computer network relies on the proper conduct of the users who must adhere to the following agreement.

As a responsible user, I agree that:

- I will login into the school network, or any other digital device, using only my username and password;
- I will keep my login passwords confidential at all times;
- I will lock my device whenever I move away from it;
- I will ensure that my device has licensed, working anti-virus software, which is regularly updated;
- my Education Queensland email account is the only permissible email account I can access within the school;
- I will only use digital learning technologies (including the internet and email) for learning related activities;
- Illegal software, games or inappropriate content will not accessed, downloaded, stored, emailed or saved on my device;
- I adhere to the laws concerning copyright and intellectual property rights and will acknowledge the owners of copyright works;

- I will provide authorised school staff with access to the device and personal holdings associated with the use of the device if requested, this includes any device that was or has been attached or used with the computer from the time the assigned user received the device, (i.e. USB storage device etc.);
- I will not retrieve, view, post, store or distribute any material that is sexually explicit, obscene, violent or offensive via my school's email account, network or other hardware;
- I will not use digital technologies to harass or bully others;
- I will not attempt to circumvent the network or internet security;
- I will take care to not reveal personal contact details, including my own over the internet;
- I will not knowingly introduce a virus onto the device or school network;
- I will charge my device fully each evening in preparation for the next school day;
- I will regularly back-up my device and personal data on the network, a USB or OneDrive and understand that it is my responsibility to have a backup completed before visiting the IT team with any issues to do with my device or network account;
- I will promptly report to staff any inappropriate material that is accidently accessed;
- I will promptly report any damage to any hardware or software to the IT Department located in the Resource Centre;
- I will keep my device with me at all times or stored in a safe place when not in use;
- I will take all reasonable precautions to ensure that my device is not lost or damaged;
- my parents/caregivers will be aware of and monitor my use of digital technology and the internet at home, as they see appropriate.

Student Agreement

Student Name:

Signature: Date:

Parent Agreement

Parent/Guardian Name:

Signature: Date:

Form 5.0
Voluntary student participation in Chaplaincy Services

Privacy notice

The Department of Education is collecting personal information about the student in this form for the purpose of recording consent for participation in one-on-one meetings with the school's chaplain or student welfare worker. This form will be stored securely at school and only be accessed by the chaplain/student welfare worker, the school's student support team and the principal. The personal information collected here will not otherwise be used or disclosed unless you consent, or the use or disclosure is authorised by law.

Chaplaincy/student welfare worker service

Bribie Island State High School provides a chaplaincy/student welfare worker service, which is approved by the School Council and is available to all students. The chaplain/student welfare worker is employed through Scripture Union. Chaplains and student welfare workers provide social, emotional and spiritual support to students and the school community and are inclusive of and show respect for all religious and non-religious beliefs and other stances represented in the school community.

Information about the school's chaplaincy/student welfare worker service is available on the school's website and through newsletters. Further information about the chaplaincy and student welfare worker program, including definitions, is located on the department's website at https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-welfare-worker-services.

Your student may be referred to meet, or self-initiate individual meetings with the chaplain/student welfare worker on a on a needs basis, this support may be single meetings or regular ongoing support. For this to occur, your written informed consent is required. The focus of these meetings, which may occur during lesson time or within the broader school day, will be determined by your student's needs, however chaplains and student welfare workers are not allowed to provide counselling. If a referral to an external agency or service is required, the chaplain/student welfare worker must have the approval of the principal, deputy principal or guidance officer and your consent.

The meetings with the chaplain/student welfare worker are confidential and the chaplain/student welfare worker may record what happened or was said during the meetings. These notes will be securely stored at the school and may be viewed by the student, if requested.

There may be times when the chaplain/student welfare worker is required to disclose confidential information provided by your student to the principal. The principal may be required to inform you, the Queensland Police Service and/or Child Safety Services. This would happen if:

- a person is at risk of harm, or being harmed;
- the student plans to, or is, harming themselves;
- the student has harmed, or is planning to harm, another person; or
- a law has been broken.

Consent provided on this form will be considered valid for the duration of the chaplain's/student welfare worker's involvement in supporting your student and for the duration of your student's enrolment. Consent provided may be withdrawn at any time by notifying the school principal in writing. The reason your student accesses the worker, and the outcome of any consultation with them, will not be disclosed without your consent, unless required by law.

Please complete the attached form indicating whether you consent to your student accessing individual support meetings with the chaplain/student welfare worker.

If you would like to discuss this matter, please contact the school administration office on 3400 2444 to arrange an appointment. Alternatively, you may wish to discuss this with the school chaplain/student welfare worker, who can also be contacted through the school administration office 3400 2444.

Yours sincerely



Matthew Bradley
Principal
Bribie Island State High School

Parent Consent

☐ **I give consent** for my child to meet with the chaplain/student welfare worker. I understand that this consent is inclusive of all such activities performed by the School Chaplain and remains operational unless I advise the school otherwise in writing.

OR

☐ **I do not consent** for my child to meet with the chaplain/student welfare worker. I understand I can alter this consent by advising the school in writing.

Parent/Guardian Name: _____

Signature: _____ Date: _____

Form 8.0
Instrumental Music Program participation form

Bribie Island State High School Instrumental program offers students small group instrumental lessons (30 minutes per week). Instrumental lessons occur during class time, on a rotational basis, so that students do not miss the same subject each lesson. Instrumental music is an optional program.

Student Given Name: Surname:

Previous School:

What type of instrument do you play?

How long have you been playing? Which book level you are working on (1, 2 or 3)?

Do you have your own instrument (Yes / No)? Type:

Please be advised that if you need to hire an instrument, an instrument hire agreement form will need to be completed and there will be an additional hire charge.

I give permission for my child to participate in the Instrumental Music program, please refer to the fees and charges booklet on the school website for program costs. I understand that hire of musical instruments and excursions for band competitions will be an additional expense.

Parent/Guardian Name:

Signature: Date:

Form 9.0
Bring Your Own Device (BYOD) Connectivity Request

Before completing this form please refer to the BYOD Information section of the Parent Information Handbook or the
Year 7 to 12 Subject Selection booklets. This document must be signed and returned before access to the school network will be provided.

Student Name: _____

MIS ID *(flast1)* _____ Year Level in 2026 _____

Security software installed (minimum Anti-Virus): _____

When using a privately owned laptop, or connecting to the school network, we agree that:

- ☐ Bribie Island State High School will only provide technical support to enable connectivity to the school network via the BYOxLink, for access to student files required for class, internet and printing services
- ☐ It is the responsibility of the students to ensure that the private laptop is secured when not in use. Bribie Island State High School takes no responsibility for theft, loss, vandalism, damae or unauthroised access to private laptops
- ☐ All private laptops must be brought to school fully charged.
- ☐ BYOD devices 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 e.g. to external hard drive or USB or OneDrive
- ☐ Any software purchased under Education Queensland agreements must be removed from the private laptop as per the conditions of the agreement. This includes if the student leaves Bribie Island State High School. Any privately owned software installed on the laptop must be age appropriate, follow copyright legislation and not cause offence.
- ☐ Bribie Island State High School and the Education Department 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

Student signature: _____ Date: _____

Parent/ Guardian Name: _____

Signature: _____ Date: _____

Form 10.0
Introduction to the Online Services Consent Form for Bribie Island State High School 2025

If there is a change to this form for 2026, parents will be advised with an updated version via email early in the new year

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

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

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

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

About the online services

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

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

Student information

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

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

Student works

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

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

Purpose of the consent

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

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

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

Voluntary consent provision

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

Consent may be limited or withdrawn

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

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

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

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

Duration of consent

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

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

Who to contact

Please return the completed and signed form to either the front office or your roll class teacher. To express a limited consent, withdraw consent or ask questions regarding consent, please contact **3rdparty@bribieislandshs.eq.edu.au**.

Online Services Consent Form

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

This form is to be completed by:
- **Parent/carer*;**
- **Student over 18 years; or**
- **Student with independent status.**

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

- ***IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES***

a) Full name of student _____

- ***INFORMATION COVERED BY THIS CONSENT FORM***

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

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

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

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

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

b) If an online service records, uses, discloses and/or publishes student works, parent information or additional student information (such as photographs of students), not listed above (Section 2a.), the school will specify it as part of the *additional consent requirements* on the form. Examples may include:
- Student assessment
- Student projects, assignment, portfolios
- Student image, video, and/or audio recording
- Sensitive information (e.g., medical, wellbeing)
- Name and/or contact details (e.g. email, mobile phone number) of student's parent

3. APPROVED PURPOSE

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

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

4. TIMEFRAME FOR CONSENT

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

5. CONSENT FOR ONLINE SERVICES

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

6. A tick has been placed in the "yes" column, indicating consent. If you do not wish to give consent for a website, please cross out the tick and place a tick in the "no" column.

6. *CONSENT AND AGREEMENT*

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

☐ parent/carer of the person identified in Section 1

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

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent for the information outlined in Section 2 and any additional consent requirements outlined in Section 5 *to be disclosed to the online services in accordance with the purpose outlined in Section 3 and for the timeframe specified in Section 4.*

Print name of student: _____

Print name of consenter: _____

Signature or mark of consenter: _____

Date: ____/____/_____

Signature or mark of student*: _____

Date: ____/____/_____

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

SPECIAL CIRCUMSTANCES

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

A) required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent **and/or**:

B) when the person giving consent is an independent student under the age of 18.

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

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

Print name of witness: _____

Signature of witness: _____

Date: ____/____/_____

➔ ***Statement by the person taking consent – when it is read***

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

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

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

A copy of the explanatory letter has been provided to the person giving consent.

Print name and role of person taking the consent: _____

Signature of person taking the consent: _____

Date: ____/____/_____

Bribie Island State High School

Website Risk Review Register

Please tick (✔) for CONSENT

Website Name	Type of Use	Terms of Use	Privacy Policy	File Storage	Risk Level	Yes	No
Adobe Creative Cloud https://www.adobe.com/au/creativecloud	This website provides information and trial copies of the applications included in the Adobe Creative Cloud subscription.	https://www.adobe.com/au/creativecloud.	https://www.adobe.com/au/privacy.html	Outside of Australia	Medium	✔	
Bebras https://digitalcareers.csiro.au/en/Bebras	The Bebras Australia Computational Thinking Challenge allows students to access online problem solving tasks as well as compete as a class	https://www.csiro.au/en/About/Footer/Legal-notice	https://www.csiro.au/en/About/Access-to-information/Privacy	In Australia	Medium	✔	
Binnacle Training https://www.binnacletraining.com.au/	Delivery of Cert. III in Fitness	https://www.binnacletraining.com.au/privacy/	https://www.binnacletraining.com.au/privacy/	In Australia	Use with caution	✔	
Blooket https://www.blooket.com/	Blooket is a game-based learning platform that allows educators to create and host learning games and quizzes to review content taught in the classroom. Teachers can create their own question set, import one or select from pre-made question sets from the database. Students can win points and coins to spend in the game. Games can be played as a whole class or solo as an assigned homework.	https://www.blooket.com/terms	https://www.blooket.com/privacy	Outside of Australia	Medium	✔	
BookCreator https://bookcreator.com/	Book Creator is a simple tool for creating digital books.	https://bookcreator.com/terms-of-service/	https://bookcreator.com/privacy-policy/	Outside of Australia	Medium	✔	
Cambridge GO https://www.cambridge.edu.au/education/	Online student textbook lesson materials	https://www.cambridge.edu.au/education/about/terms/	https://www.cambridge.edu.au/education/about/privacy/	Outside of Australia	Use with caution	✔	
Canva for Education	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.	https://www.canva.com/policies/terms-of-use/	https://www.canva.com/policies/terms-of-use/	Outside of Australia	Medium	✔	
Code https://code.org/	Online course, lesson materials and lesson plans	https://code.org/tos	https://code.org/privacy	Outside of Australia	Medium	✔	

College of Health and Fitness https://www.cohaf.edu.au/	Delivery of Cert III in Fitness	https://www.cohaf.edu.au/our-policies/	https://www.cohaf.edu.au/our-policies/privacy-statement/		Use with caution	✔	

Connect 'n' Grow https://connectngrow.edu.au/	Cert II in Health Support Services Cert II in Community Services	https://connectngrow.edu.au/terms-conditions/	https://connectngrow.edu.au/privacy/		Use with caution	✔	
Defence Jobs https://www.defencejobs.gov.au/	Job website	https://www.defencejobs.gov.au/copyright-and-privacy	https://www.defencejobs.gov.au/copyright-and-privacy	In Australia	Use with caution	✔	
Edmodo https://new.edmodo.com/	Used to create a paperless classroom	https://go.edmodo.com/terms-of-service/	https://go.edmodo.com/privacy-policy/	Outside of Australia	Medium	✔	
Education ABC https://education.abc.net.au/home	Activities and resources for the classroom	https://help.abc.net.au/hc/en-us/articles/360001548096	https://help.abc.net.au/hc/en-us/sections/360000320736-ABC-Privacy-Policies-and-Statements		Use with caution	✔	

Education Perfect https://www.educationperfect.com/	Lesson materials and lesson plans	https://www.educationperfect.com/wp-content/uploads/2020/11/Education-Perfect-Terms-of-Use-2020-04-14.pdf	https://www.educationperfect.com/legal/	Outside of Australia	Medium	✔	
Esmart Digital Licence	B2S	https://digitallicenceplus.org/terms-conditions/	https://www.amf.org.au/privacy-policy/ and https://digitallicenceplus.org/digital-product-privacy-policy/	Primarily in Australia	Use with caution at principal's discretion	✔	
Flat.io https://flat.io/	Music composition writing tool	https://flat.io/help/en/policies	https://flat.io/help/en/policies/#our-terms-and-policies	Outside of Australia	In progress	✔	
Get Set Education https://www.getset.edu.au/courses/cert-iv-entrepreneurship/	Get Set Education is a Registered Training Organisation (RTO) providing schools with Vocational Educational and Training (VET) courses around business and entrepreneurship	https://www.getset.edu.au/terms/	https://www.getset.edu.au/privacy/	In Australia	Use with caution	✔	
I'm Alert Food Study https://www.imalert.com.au/foodsafety/	Online food safety training	https://www.imalert.com.au/terms.php	https://www.imalert.com.au/privacy.ph	In Australia	Medium	✔	
Kahoot https://kahoot.it/	Tool for quizzes, discussions or surveys. Game based response system.	https://kahoot.com/terms-and-conditions/	https://kahoot.com/privacy-policy/	Outside of Australia	Medium	✔	
Khan Academy https://www.khanacademy.org/	Online courses for a variety of subjects	https://www.khanacademy.org/about/tos	https://www.khanacademy.org/about/privacy-policy	Outside of Australia	Caution	✔	
Mathspace https://mathspace.co/au	An online math program to provide notes, examples and practice questions	https://mathspace.co/terms-of-use	https://mathspace.co/au/privacy-policy	Outside of Australia	Medium	✔	
Menti https://www.menti.com/	Online quiz platform for general learning	https://www.menti.com/terms	https://www.menti.com/policies	Outside of Australia	Caution	✔	
Micromelon https://micromelon.com.au/	Micromelon aims to bring like minded individuals, companies and organisations together to further the impact that STEM education can have on students, teachers and adults alike. With experience in not only programming, but also manufacturing, engineering, product development and innovation	https://micromelon-s3.s3-ap-southeast-2.amazonaws.com/Documentation/Micromelon_Pty_Ltd_Terms_and_Conditions.pdf	https://static1.squarespace.com/static/60a43bf842d7b601064a8828/t/61a068272b1c155d953d948a/1637902375664/micromelon-privacy-policy-and-collection-statement.pdf		In progress	✔	

Microsoft Forms	This service allows teachers to create surveys, quizzes, and polls, and see results as they are submitted. Teachers can create a quiz or form and invite other staff members and students to respond. As results are submitted, c reators of the form can view responses.	https://www.microsoft.com/en-us/legal/terms-of-use	https://privacy.microsoft.com/en-us/privacystatement	Outside of Australia	Caution	✔	
Money Smart https://moneysmart.gov.au/	Promotes critical thinking and creating thinking in STEM	https://www.moneysmart.gov.au/copyright	https://www.moneysmart.gov.au/privacy	In Australia	Use with caution	✔	
My Future https://myfuture.edu.au/	Career guide	https://myfuture.edu.au/footer/terms-of-use	https://myfuture.edu.au/footer/privacy-policy	In Australia	Medium	✔	
MyiMaths https://www.myimaths.com/	Provides ready-made lessons and interactive tutorials	https://www.myimaths.com/terms-conditions.html	https://global.oup.com/privacy?_ga=2.209510038.507157855.1612930409-969658845.1612930409&cc=au	Outside of Australia	In progress	✔	
My Path https://www.qtac.edu.au/my-path/	Tool that helps students choose their senior subjects, determine their ATAR eligibility, check whether their senior subject selection will meet prerequisites for courses.	https://www.qtac.edu.au/about-us/policies	https://www.qtac.edu.au/about-us/policies	In Australia	Medium	✔	
Nearpod https://nearpod.com/	Learning tool for online polls, activities etc	https://nearpod.zendesk.com/hc/en-us/articles/360052323111	https://nearpod.zendesk.com/hc/en-us/articles/360049188592	Outside of Australia	Use with caution	✔	
Note Flight https://www.noteflight.com/	Music Composition writing tool	https://www.noteflight.com/legal/terms	https://www.noteflight.com/legal/privacy	Outside of Australia	In progress	✔	
OnGuard Safety Training http://www.onguardsafety.com.au/	Online WH&S site	https://www.onguardsafety.com.au/legal.html	https://www.onguardsafety.com.au/privacy.html	In Australia	Low	✔	
Padlet https://padlet.com/	Create books, documents and webpages that are easy to read.	https://padlet.com/about/terms	https://padlet.com/about/privacy	Outside of Australia	Medium	✔	
Plickers https://www.plickers.com/	Tool that lets teachers collect real-time formative assessment data without the need for student devices	https://help.plickers.com/hc/en-us/articles/360009090913-Terms-of-Service	https://help.plickers.com/hc/en-us/articles/360009090833-Plickers-Privacy-Policy	Outside of Australia	Medium	✔	
Prodigy Maths Game https://prodigygame.com/	Curriculum-aligned, adaptive, online, role playing game, style video game	https://www.prodigygame.com/main-en/terms-and-conditions/	https://www.prodigygame.com/Privacy-Policy/	Outside of Australia	Medium	✔	
Quizziz https://quizizz.com/	Pre-programmed quizzes to check for understanding and formative assessment for science curriculum	https://quizizz.com/tos	https://quizizz.com/privacy	Outside of Australia	Use with caution	✔	
Quizlet https://quizlet.com/	Access to study sets or create your own. Students can study with flash cards, games and more.	https://quizlet.com/en-gb/tos	https://quizlet.com/privacy	Outside of Australia	Medium	✔	
Reading Eggs https://readingeggs.com.au/	Online reading games and activities to support children learning to read	https://readingeggs.com.au/terms	https://readingeggs.com.au/privacy/	Outside of Australia	Medium	✔	
Reading Epic https://www.getepic.com/	Educational Activites	https://www.getepic.com/tos	https://www.getepic.com/privacy	Outside of Australia	Use with caution	✔	
Reflex Maths https://www.reflexmath.com/	Interactive, game –based program which allows students to increase their confidence and ability to recall number facts	https://apps.explorelearning.com/account/reflex/terms	https://apps.explorelearning.com/account/reflex/privacy	Outside of Australia	Use with caution	✔	
Renaissance https://www.renaissance.com/	Levelled reading program	https://www.renaissance.com/terms-of-use/	https://www.renaissance.com/privacy/	Outside of Australia	In progress	✔	

Scootle https://www.scootle.edu.au/	A national repository that provides Australian schools with digital resources aligned	https://www.scootle.edu.au/ec/p/conditions	https://scootle.edu.au/ec/p/privacy_policy	In Australia	Medium	✔	
Scratch https://scratch.mit.edu/	Create interactive stories, games and animations	https://scratch.mit.edu/terms_of_use	https://scratch.mit.edu/privacy_policy	Outside of Australia	Medium	✔	
Socrative https://socrative.com/	Online quizzes	https://socrative.com/terms-of-use/	https://socrative.com/privacy/	Outside of Australia	Medium	✔	
Sound Waves https://online.fireflyeducation.com.au/	Literacy Activities	https://www.fireflyeducation.com.au/company/terms	https://www.fireflyeducation.com.au/company/privacy	Outside of Australia	Medium	✔	
Spheroedu https://edu.sphero.com/	Online community of code sharing to solve curriculum activity problems using Spheros	https://sphero.com/pages/terms-of-use	https://sphero.com/pages/privacy	Outside of Australia	Use with caution	✔	
Stile Education https://stileapp.com/	The purchased online science resource containing interactive lessons	https://stileeducation.com/terms	https://stileeducation.com/privacy	In Australia	Medium	✔	
Stockmarket Game https://www.asx.com.au/education/shares-education.htm	Students invest virtual money over a 10 week period in 200 companies listed on the ASX.	https://www.asx.com.au/about/terms-use.htm	https://www.asx.com.au/about/privacy-statement.htm	In Australia	Medium	✔	
Study Ladder https://www.studyladder.com.au/	Maths and literacy activities	https://www.studyladder.com.au/about/terms	https://www.studyladder.com.au/about/privacy	Outside of Australia	Low	✔	
Stymie about.stymie.com.au	Stymie is an anonymous harm reporting tool that schools are proactively using to support their students to say something without fear.	https://about.stymie.com.au/terms-of-use/	https://about.stymie.com.au/privacy-policy/	Outside of Australia	Medium	✔	
Tinkercad https://www.tinkercad.com/	An app for 3D design, electronics and coding.	https://www.autodesk.com/company/legal-notices-trademarks/privacy-statement	https://www.autodesk.com/company/legal-notices-trademarks/privacy-statement	Outside of Australia	Medium	✔	
Turnitin www.turnitin.com	An assignment submission service with inbuilt tools designed to track submissions, detectplagiarism anddeliver formative and summative assessment feedback	https://www.turnitin.com/about	https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm?_ga=2.203910032.1840617901.1686001941-1524155232.1686001941	Outside of Australia	Medium	✔	
Typing https://www.typing.com/	Online lesson materials	https://www.typing.com/termsofservice	https://www.typing.com/privacypolicy	Outside of Australia	Medium	✔	
USI https://www.usi.gov.au/	Unique User Student Identifier is a reference no. that creates an online record of your training and qualifications attained in Australia.	https://www.usi.gov.au/terms	https://www.usi.gov.au/terms	In Australia	In progress	✔	
Venngage https://venngage.com/	Tool to create infographics used in assessment	https://support.venngage.com/article/428-terms-of-service-2-3	https://support.venngage.com/category/397-privacy	Outside of Australia	In progress	✔	
Via Character https://www.viacharacter.org/	Career quiz	https://www.viacharacter.org/terms-of-service	https://www.viacharacter.org/privacy-policy	Outside of Australia	Medium	✔	

Form 12.0
Bribie Island State School– Anti Bullying Agreement

We agree to work together to improve the quality of relationships in our community at Bribie Island State School. It is through intentional consideration of our behaviour and communication that we can reduce the occurrence of bullying and improve the quality of the schooling experience for everyone.

The agreed national definition for Australian schools describes bullying as

- ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm.
- involving an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.
- happening in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records);
- having immediate, medium, and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

We believe that no one deserves to be mistreated and that everyone regardless of race, colour, religious belief, immigration status, nationality, size, gender, popularity, athletic capability, academic outcomes, social ability, intelligence or disability, has the right to feel safe, secure, and respected.

I agree to:

- Treat everyone with kindness and respect.
- Abide by the school's anti-bullying policies and procedures.
- Support individuals who have been bullied.
- Speak out against verbal, relational, physical bullying and cyber bullying.
- Notify a parent, teacher, or school administrator when bullying does occur.

Student's signature:	
Parent's signature:	
School representative signature:	
Date:	

Bribie Island State High School
Senior Phase of Learning Agreement

Senior Phase of Learning

Legislative Requirements
Compulsory participation phase (section 231)

Education and training for young people in Queensland stipulates a 'compulsory participation' requirement, which means that all young people must participate in **'learning or earning'**:

- for two years after they complete compulsory schooling (i.e. completed Year 10 or turned 16 years of age); or
- until they turn 17 years of age; or
- until they complete a Queensland Certificate of Education (**QCE**) or Queensland Certificate of Individual Achievement (**QCIA**), Senior Statement of Attainment, or a Certificate III or IV vocational qualification.

These requirements are based on national and international evidence that young people who complete 12 years of education have greater opportunities for further education and sustainable employment.

Queensland Certificate of Education (QCE)

The Queensland Certificate of Education (QCE) is Queensland's senior school-based qualification, awarded to eligible students on completion of the senior phase of learning, usually at the end of Year 12. To gain a QCE, students need:

- ***20 credits, gained from approved courses completed at a sound achievement, pass or equivalent***
- ***Subjects chosen from a set pattern, at least 12 credits from CORE courses of study***
- ***To meet literacy and numeracy requirements***

School's Expectations

All students who are enrolled at Bribie Island State High School in the Senior Phase of Learning will be working towards a QCE or a QCIA. This means students will:

- Enrol in subjects that support an appropriate pathway with a realistic ability of achieving a 'Satisfactory Achievement';
- Participate in an academic review process and set goals after each reporting period in order to maintain eligibility for the QCE or the QCIA;
- Complete all set class work to at least a satisfactory standard, including home study, in order to achieve the set standard for your courses of study;
- Submit all assessment tasks by the due date. This includes drafts which must be submitted in full;
- Complete Certificate II in Workplace Skills or Certificate II in Financial Services by the end of Term 2 in Year 11;
- Attend a minimum of 90% of school days and demonstrate punctuality to school and all classes;
- Adhere to all school uniform requirements;
- Demonstrate the values of the Bribie Way – Respect, Responsibility, Unity, Discovery at all times;
- Participate in all learning activities and contribute in such a way that positively affects their learning and the learning of others;
- Have a parent/carer explanation provided for all absences from school and provide a medical certificate for an absence of 3 days or longer.
- Attend assessments/exams on time, or present a medical certificate if absent in line with QCAA policy.

Grounds for Cancellation of Enrolment

The Principal may cancel the enrolment of a post compulsory age student if the student displays persistent failure to meet the **School's Expectations**.

Student Acknowledgement

I have read and understood the above information regarding the:

1. Senior Phase of Learning;
2. Queensland Certificate of Education (QCE);
3. School's Expectations;
4. Grounds for Cancellation of Enrolment.

I fully understand that as a member of the Senior School, I have completed the compulsory stage of my schooling. Further secondary education will be provided for me by Bribie Island State High School upon my acceptance of and adherence to the **School's Expectations**.

I understand that after each reporting period, an academic review will occur to track my ongoing eligibility for the QCE/QCIA with a recommended course of action with subject selections where required, in consultation with myself, my parents and the school. I understand that I need to take ownership of my learning and tracking my performance throughout the Senior Phase of Learning.

I will aim to bring credit to myself and my school in all that I say and do and provide a positive role model for all other students. I will uphold the high standards the school expects in attendance, study habits, achievements, behaviour, dress and appearance.

Student Name: _____

Student signature: _____ Date: _____

Parent/Carer Acknowledgement

As parent/carer, I undertake to support the school in ensuring that my child fulfils the **School's Expectations** to the best of their ability.

Parent's/Carer's name: _____

Parent's/Carer's Signature: _____ Date: _____

School Acknowledgement

On behalf of Bribie Island SHS: _____ Date: _____

Student Resource Scheme - Participation Agreement Form

The Student Resource Scheme

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

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

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

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

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

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

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

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

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

Payment

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

Participation

☐ **YES** **I wish to participate in the Student Resource Scheme.** I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.

☐ **NO** **I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme.** I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

School Name	Bribie Island State High School
Form Return Date	
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

Privacy Statement

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

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 maybe:
    - 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 https://ppr.qed.qld.gov.au/pp/debt-management-procedure

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.