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Enrolment Form: Confidential

APPLICATION TO ENROL IN A QUEENSLAND STATE SCHOOL

Information on how to complete the Application for Student Enrolment Form (SEF-1 Version 2) which has been approved for use by schools with Release 3 of OneSchool.

Entitlement to enrolment: Under the *Education (General Provisions) Act 2006* a state school must enrol an applicant if they are entitled to enrolment. While not exhaustive, a list of matters which may affect an applicant's entitlement to enrolment are included on the first page of the enrolment form.

Questions which must be answered: The Application for Student Enrolment Form contains a number of questions marked with an (*) which must be answered. These include – Student demographic details, Student address details, Student family details, Country of birth, Emergency contact details, Student medical information and the Application to enrol. These questions and 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 Commonwealth and State funding.

Parent's occupation and education: All parents across Australia, no matter which school their child attends, are being asked to provide information about family background. The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background.

Sighting of birth certificate: Schools are required to sight and copy a child's birth certificate. An alternative to a birth certificate will be considered where it is not possible to obtain a birth certificate (eg. Child born in a country without a birth registration system – passport or visa documents will suffice).

Name on enrolment form: A child should be enrolled under their legal name as per their birth certificate. There is provision to also record a child's preferred family and given name.

Evidence of Student's Immigration Status: This section is required to be completed by a student who is not an Australian citizen and requires information to be recorded about a student's passport and visa.

Medical information and emergency contacts: A child's medical condition, symptoms and management must be documented. Parents must indicate if they are an emergency contact. Three additional emergency contacts are also required.

Religion: Parents/carers are asked to identify a child's religion. From Year 1, a child will be placed in the nominated religious instruction class if it is available. If this section is left blank or marked "no religion" or a non-religion is nominated, the child will be recorded as "No Religion" and placed in alternative activities.

Court Orders: Any court orders concerning the welfare, safety or parenting arrangements of children, must be provided by parents.

Office Use: This section is to be completed by the school and will assist in documenting specific details in relation to a student's enrolment including confirmation of the sighting of documentary evidence such as a student's birth certificate, passport or visa and student's mature age status.

Security and confidentiality: The information provided in the Application for Student Enrolment is stored securely in

STUDENT'S NAME: _____

YEAR LEVEL: _____

This student is a re-enrolment



Millchester State School

Application for student enrolment form

INSTRUCTIONS

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

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

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

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

PRIVACY STATEMENT

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

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

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

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

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

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name			Preferred given names
Gender*	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth*	_____
Copy of birth certificate available to show school staff*	<input type="checkbox"/> Yes <input type="checkbox"/> 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*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Prospective mature age students must provide photographic identification which proves their identity: <ul style="list-style-type: none"> • 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of school and approximate date of enrolment.		
What year level is the prospective student seeking to enrol in?		Please provide the appropriate year level.		
Proposed start date	____/____/____	Please provide the proposed starting date for the prospective student at this school.		
Does the prospective student have a sibling attending this school or any other Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of sibling, year level, date of birth, and school	Name:	
			Year Level	
			Date of birth	____/____/____
			School	

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

FAMILY DETAILS		
Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1 st Phone contact number*	Work/home/mobile	Work/home/mobile
2 nd Phone contact number*	Work/home/mobile	Work/home/mobile
3 rd Phone contact number*	Work/home/mobile	Work/home/mobile
Email		
Occupation		
What is the occupation group of the parent/carer?	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter '9')	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '9')
Employer name		
Country of birth		
Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer a permanent resident of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

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

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

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



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

Passport and visa details (to be completed for a prospective student who is NOT an Australian citizen).
 NOTE: A permanent resident will have a visa grant notification with an indefinite stay period indicated.
 For prospective students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or 'Document to travel to Australia' with 'stay indefinite' recorded must be sighted by the school.

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

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

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

RELIGIOUS INSTRUCTION*

From Year 1, the prospective student may participate in religious instruction if it is available.
 If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction.
 Parents/carers may change these arrangements at any time by notifying the principal in writing.

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

Yes No

If 'Yes', please nominate the religion:

PROSPECTIVE STUDENT ADDRESS DETAILS*

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

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

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



PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)*

Privacy Statement
 The Department of Education (DoE) is collecting this medical information in order to address the medical needs of students during school hours as well as during school excursions, school camps, sports and other school activities. DoE will not use this information to make a decision about a prospective student's eligibility for enrolment. The information will only be used by authorised employees of the department and DoE will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2006.
 It is essential that the school is advised before the prospective student's first day of attendance if the prospective student has any medical conditions. The school administration staff must also be informed of any new medical conditions or a change to medical conditions as soon as they are known.
 Should the prospective student need to take routine medication during school hours, the Parent consent to administer medication at school form must be completed before school staff can administer medication. All medication must be provided in the original container with a pharmacy label providing clear instructions for administration. For emergency medication the school will also require a doctor's letter containing detailed instructions and/or a signed Action Plan / Emergency Health Plan. Parent consent and health plans must be reviewed annually. All original documentation will be retained at the office and copies of Action or Emergency Health Plans kept with the student.

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

COURT ORDERS*

Out-of-Home Care Arrangements*

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

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



COURT ORDERS* (continued)		
Family Court Orders*		
Are there any current orders made pursuant to the <i>Family Law Act 1975</i> concerning the welfare, safety or parenting arrangements of the prospective student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	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? <input type="checkbox"/> Yes <input type="checkbox"/> No (applicant advised in writing)			
If no, indicate reason:					
<input type="checkbox"/> Does not meet School EMP or Enrolment Eligibility Plan requirements					
<input type="checkbox"/> Prospective student is mature age and school is not a mature age state school					
<input type="checkbox"/> Does not meet Prep age eligibility requirement					
<input type="checkbox"/> Prospective student is subject to suspension from a state school at the time of enrolment application					
<input type="checkbox"/> Does not meet requirements for enrolment in a state special school					
<input type="checkbox"/> Does not have an approved flexible arrangement with the school					
<input type="checkbox"/> School does not offer year level prospective student is seeking to be enrolled in					
<input type="checkbox"/> Prospective student has no remaining semester allocation of state education					
Date enrolment processed	/ /	Year level	Roll Class	EQ ID	
Independent student	<input type="checkbox"/> Yes <input type="checkbox"/> No		Birth certificate/passport sighted, number recorded and DOB confirmed		<input type="checkbox"/> Yes <input type="checkbox"/> No Number:
Is the prospective student over 18 years of age at the time of enrolment?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, is the prospective student exempt from the mature age student process?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, has the prospective mature age student consented to a criminal history check?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
School house/team	EAL/D support			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> To be determined	
FTE	Associated unit	Visa and associated documents sighted		<input type="checkbox"/> Yes <input type="checkbox"/> No	
EQI category		SV – student visa TV – temporary visa DS – dependent – parent on student visa		EX – exchange student DE – distance education	



Parental occupation groups for use with parent/carer details

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

Senior executive/manager/department head in industry, commerce, media or other large organisation.
 Public service manager [section head or above], regional director, health/education/police/fire services administrator
 Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]
 Defence Forces commissioned officer
 Professionals generally have degrees or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others
 Health, education, law, social welfare, engineering, science, computing professional
 Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
 Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

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

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
 Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]
 Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]
 Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]
 Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsperson, coach, trainer, sports official]
 Associate professionals generally have diploma/technical qualifications and support managers and professionals
 Health, education, law, social welfare, engineering, science, computing technician/associate professional
 Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]
 Defence Forces senior Non-Commissioned Officer.

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

Tradespeople generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople are included in this group
 Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]
 Skilled office, sales and service staff:
 Office [secretary, personal assistant, desktop publishing operator, switchboard operator]
 Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
 Service [aged/disabled/refugee/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

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

Drivers, mobile plant, production/processing machinery and other machinery operators
 Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]
 Office assistants, sales assistants and other assistants:
 Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]
 Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
 Assistant/aide [trades' assistant, school/teacher aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]
 Labourers and related workers
 Defence Forces ranks below senior NCO not included above
 Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
 Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].

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



State schools standardised medical condition category list

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



Application to enrol in a Queensland state school

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

Entitlement to enrolment

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

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

Prospective student

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

Parent's occupation and education

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

Court Orders

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

Name on enrolment form

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

Gender

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

Religious Instruction

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

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

(a) Full name of individual:

(b) Date of birth:

(c) Name of school:

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

Full Name First Name No Name Other Name

** Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.*

*** For school photos Full Name will be used unless a limitation is given in Section 5 below.*

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

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

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

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

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

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

4 TIMEFRAME FOR CONSENT

School representative to complete.

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

5 LIMITATION OF CONSENT

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

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.



Introduction to the Online Services Consent Form for Millchester State School

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

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

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

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

About the online services

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

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

Student information

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

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

Student works

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

Parent information

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

Purpose of the consent

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

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

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

Voluntary consent provision

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

Consent may be limited or withdrawn

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

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

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

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

Duration of consent

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

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

Who to contact

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact Our school office at: admin@millchesterss.eq.edu.au or phone 4754 6666.



Online Services Consent Form

Privacy Notice

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

This form is to be completed by:

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

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

1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

a) Full name of student _____

2. INFORMATION COVERED BY THIS CONSENT FORM

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

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

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

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

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

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

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

3. APPROVED PURPOSE

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

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

4. TIMEFRAME FOR CONSENT

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

5. CONSENT FOR ONLINE SERVICES

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

Service name:	Reading Eggs	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	www.readingeggs.com.au				
Purpose of use:	Reading Eggs is an early childhood online literacy and numeracy education program.				
Terms of use:	https://readingeggs.com.au/terms				
Privacy policy:	https://readingeggs.com.au/privacy/				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published publicly. <input checked="" type="checkbox"/> Student works are stored and published publicly <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, surname, age, year level, school name, response- online learning, <input checked="" type="checkbox"/> The following parent personal information is disclosed: NIL <input checked="" type="checkbox"/> Student information is able to be viewed by the public <input checked="" type="checkbox"/> Parent information is able to be viewed by the public <input checked="" type="checkbox"/> Other: stored and published publicly				

Service name:	Literacy Planet	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.literacyplanet.com/au/				
Purpose of use:	Online literacy application with assessment, diagnostic and reporting capabilities which allows teachers to assign Curriculum - aligned interactive games and activities based on students' needs.				
Terms of use:	https://www.literacyplanet.com/au/about/privacy-policy/schools-terms/				
Privacy policy:	https://www.literacyplanet.com/au/about/privacy-policy/				
Additional consent is being sought for the following reasons:	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published publicly. <input checked="" type="checkbox"/> Student works are stored and published publicly.				

(as per Section 2b)	<input checked="" type="checkbox"/> The following additional student personal information is disclosed: Student personal information is collected, used or disclosed through use of the service <input type="checkbox"/> The following parent personal information is disclosed: NIL <input checked="" type="checkbox"/> Student information is able to be viewed by the public <input checked="" type="checkbox"/> Parent information is able to be viewed by the public <input checked="" type="checkbox"/> Other: stored and published publicly.		
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Service name:	Study Ladder	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.studyladder.com.au/				
Purpose of use:	Free online educational activities created by Australian teachers to support teachers and students				
Terms of use:	https://www.studyladder.com.au/about/terms				
Privacy policy:	https://www.studyladder.com.au/about/privacy				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published publicly. <input checked="" type="checkbox"/> Student works are stored and published publicly. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, class name, school name, country, user name, response – online learning <input type="checkbox"/> The following parent personal information is disclosed: NIL <input checked="" type="checkbox"/> Student information is able to be viewed by the public <input checked="" type="checkbox"/> Parent information is able to be viewed by the public <input checked="" type="checkbox"/> Other: stored and published publicly.				

Service name:	Cool Maths	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.coolmathgames.com/				
Purpose of use:	Coolmath Games provide online Mathematics, Geography and Science games.				
Terms of use:	https://www.coolmathgames.com/terms-use				
Privacy policy:	https://www.coolmathgames.com/privacyp				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published publicly. <input checked="" type="checkbox"/> Student works are stored and published publicly. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: NIL as students cannot create an account <input type="checkbox"/> The following parent personal information is disclosed: NIL <input checked="" type="checkbox"/> Student information is able to be viewed by the public <input checked="" type="checkbox"/> Parent information is able to be viewed by the public <input checked="" type="checkbox"/> Other: stored and published publicly.				

Service name:	Mathletics	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.coolmathgames.com/				
Purpose of use:	Mathletics is a web based platform which encourages independent learning and the development of math skills through activities, games, and challenges. Teachers can review students' progress and set activities which are aligned to the Australian Curriculum.				
Terms of use:	https://www.3plearning.com/terms/				
Privacy policy:	https://www.3plearning.com/privacy/				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published publicly. <input checked="" type="checkbox"/> Student works are stored and published publicly. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, surname, academic testing. <input type="checkbox"/> The following parent personal information is disclosed: NIL <input checked="" type="checkbox"/> Student information is able to be viewed by the public <input checked="" type="checkbox"/> Parent information is able to be viewed by the public <input checked="" type="checkbox"/> Other: stored and published publicly.				

Service name:	See Saw	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.seesaw.com				
Purpose of use:	A digital portfolio that enables students to create, reflect on, and share their learning process in conjunction with teachers and family members. Teachers can share photos, videos, links and files in private messages to family members or announcements to the whole class.				
Terms of use:	https://web.seesaw.me/terms-of-service				
Privacy policy:	https://web.seesaw.me/privacy				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published publicly. <input checked="" type="checkbox"/> Student works are stored and published publicly. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: Surname, email and academic testing <input type="checkbox"/> The following parent personal information is disclosed: First name, surname, phone and email. <input checked="" type="checkbox"/> Student information is able to be viewed by the public <input checked="" type="checkbox"/> Parent information is able to be viewed by the public <input checked="" type="checkbox"/> Other: stored and published publicly.				



Service name:	Typing Club	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.typingclub.com/				
Purpose of use:	Typing Club is an online keyboard for schools and individuals to help students of all skill levels increase their typing speed and accuracy				
Terms of use:	https://www.typingclub.com/terms.html				
Privacy policy:	https://www.typingclub.com/privacy.html				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published publicly. <input checked="" type="checkbox"/> Student works are stored and published publicly. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: Name only <input type="checkbox"/> The following parent personal information is disclosed: NIL <input checked="" type="checkbox"/> Student information is able to be viewed by the public <input checked="" type="checkbox"/> Parent information is able to be viewed by the public <input checked="" type="checkbox"/> Other: stored and published publicly.				

Service name:	Scratch	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://scratch.mit.edu/				
Purpose of use:	Scratch is a visual programming tool and online learning community that allows users to program and share interactive media such as stories, games and animations.				
Terms of use:	https://scratch.mit.edu/terms_of_use				
Privacy policy:	https://scratch.mit.edu/privacy_policy				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published publicly. <input type="checkbox"/> Student works are stored and published publicly. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: Gender only <input type="checkbox"/> The following parent personal information is disclosed: NIL <input checked="" type="checkbox"/> Student information is able to be viewed by the public <input checked="" type="checkbox"/> Parent information is able to be viewed by the public <input checked="" type="checkbox"/> Other: stored and published publicly.				

Service name:	Brave	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://brave4you.psy.uq.edu.au/				
Purpose of use:	BRAVE online program provides parents, caregivers, children and adolescents the information and skills to help overcome fears and anxiety through various age-based Interactive program offerings.				
Terms of use:	https://brave4you.psy.uq.edu.au/				
Privacy policy:	https://brave4you.psy.uq.edu.au/				
Additional consent is being sought for the following	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published publicly.				



reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student works are stored and published publicly. <input type="checkbox"/> The following additional student personal information is disclosed: Refer to website <input type="checkbox"/> The following parent personal information is disclosed: NIL <input checked="" type="checkbox"/> Student information is able to be viewed by the public <input checked="" type="checkbox"/> Parent information is able to be viewed by the public <input checked="" type="checkbox"/> Other: stored and published publicly.		
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Service name:	Plickers		Offshore		
Url:	https://www.plickers.com/				
Purpose of use:	Plickers is an online tool that enables teachers to collect real time formative assessment data or survey responses using a device's camera to scan student response cards. Students participate without the need for devices.				
Term of use:	https://help.plickers.com/hc/en-us/articles/360009090913-Terms-of-Service				
Privacy policy:	https://help.plickers.com/hc/en-us/articles/360009090833-Plickers-Privacy-Policy				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published publicly. <input checked="" type="checkbox"/> Student works are stored and published publicly. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: Name <input checked="" type="checkbox"/> The following parent personal information is disclosed: NIL <input checked="" type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input checked="" type="checkbox"/> Other: stored and published publicly.			<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent

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: ____/____/____





Enrolment Agreement – State School

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

Responsibility of student to:

- attend school regularly, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules, meet homework requirements and wear school's uniform
- respect the school environment.

Responsibility of parents to:

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

Responsibility of school to:

- develop each individual student's talent as fully as possible
- inform parents and carers regularly about how their children are progressing
- teach effectively and to set the highest standards in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community
- clearly articulate the school's expectations regarding the responsible behaviour plan for students and the school's dress code policy
- 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; religious instruction
- contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- consult parents on any major issues affecting students
- treat students and parents with respect and tolerance.

I accept the rules and regulations of the Millchester State School as stated in the school policies that have been provided to me as follows:

- Responsible Behaviour Plan for Students
- Student Dress Code
- School Charges and voluntary contributions
- Student usage of internet, intranet and extranet
- Absences
- School Excursions
- Parent Notice for Religious Instruction in School Hours
- Consent to use Copyright Material, Image, Recording or Name
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students

I acknowledge that information about the school's current programs and services has been explained to me.

Student Signature:

Parent/Carer Signature:

On behalf of Millchester State School:

COMPUTER USE POLICY

"Developing the individual in a caring environment."

Introduction: Millchester State School acknowledges that the World Wide Web has become a fundamental tool in information retrieval. Telecommunication technology has impacted greatly on the way we access and communicate information. Access to the Internet allows students to explore web sites, databases, libraries, bulletin boards and many other resources. It also allows students to communicate with other people all around the world. The Internet service is available to students for "limited educational purpose". This means that the Internet will only be used for classroom activities, professional and personal development and high-quality activities.

The School: In addition to this policy, the Internet service we provide has filter software installed to censor offensive material. Millchester State School cannot be responsible for every student while they are using the Internet. However, we will ensure that all staff are familiar with the policy and will always seek to deliver adequate supervision. It is also the responsibility of the students to understand and follow the procedures set in place should they access such a site. Under no circumstances are students to access web-based email (eg Hotmail) other than that provided by the school.

Parents and Guardians: Parents and guardians share the responsibility with the school to discuss the need for acceptable use of the Internet and encourage their child to adhere to the guidelines as set out below.

Students should understand:

Computers and other information technology resources at Millchester State School are intended primarily for use in learning. Every student is given a computer account to allow access to the school's computer network and this is private to the user.

No student may interfere with another account.

When using "global" systems, such as the Internet, it is impossible for the school to filter out or screen all material which is controversial, inappropriate or offensive. Although there will be strict supervision during Internet access, each student must also take RESPONSIBILITY to ensure they do not initiate access to such material or to distribute such material by copying, storing or printing.

I agree that I will use information technology resources appropriately and legally as detailed below:

I will take care of information technology resources.

I will take care not to damage computer equipment or furniture.

I will not use computers for arcade style games during classes or resource centre study.

I will never eat or drink near any school owned computer or equipment.

I understand that materials such as music and video files may contain material subject to copyright and loading them on to the school system constitutes an illegal use of such material, even if a CD of it is owned by the student.

I will follow teacher directions precisely, with relation to the operation of computers. This includes directives to log off and cease activity.

I will not attempt to upload or create computer viruses or be involved with other forms of electronic vandalism.

I will not use unauthorised disks or CDs on school computers or load files from other media.

I will be considerate of other users.

I will use the computer only for school purposes during class time.

I will make sure that I do not monopolise equipment.

I will use computer resources wisely and economically (e.g. avoiding unnecessary printing).

I will not scan or display graphics; record or play sounds; or type messages that could cause offence to others.

If I come across inappropriate material I will:

Close the web browser or offending system immediately;

Notify the closest teacher;

Ensure that the material is removed from the system.

I will accept responsibility for privacy and security.

I will keep my password secret.

I will not attempt to use or otherwise interfere with another student's account or folder under any circumstances.

I will report any security problems immediately to my teacher or Network Administrator.

I will not reveal my personal address or phone number or those of other students or staff in any electronic communications.

I am responsible for any actions that take place under my user account even if such action is not taken by myself.

I will not enter online chat rooms.

I will not access web mail or other email systems based outside the school network.

I will adhere to copyright and plagiarism regulations.

For specific information regarding copyright visit the Australian Copyright Council website, www.copyright.org.au

I will check to see whether the information I wish to download is protected by copyright.

I will only download information directly related to assignments or study (Fair Dealing).

I will obtain permission from the author if permission to reproduce a document is not given.

I will not attempt to download material into assignments and claim it is original work, therefore committing plagiarism.

I will not download games, MP3 or other music files, videos, pictures or material that is for recreational purposes.

I realise that the Network Administrator regularly inspects folders to check whether copyright material has been downloaded and that this material will be deleted when found.

I will use recreational Internet for high quality activities only.

I accept that students with assignments will be given priority.

I accept that students who have not had access to the Internet will be given priority.



INFORMATION & COMMUNICATION TECHNOLOGY

ACCEPTABLE USE AGREEMENT

The use of Information and Communication Technology resources at Millchester State School is a privilege, which involves the acceptance of certain responsibilities.

Information and Communication Technology (ICT) includes computers, printer, scanners, digital cameras, Internet and email facilities, and other associated electronic and mechanical hardware and software.

STUDENT'S INTERNET ACCESS AGREEMENT –

Student's Name: _____

While I have access to the Internet I will:

- Use it only for educational purposes.
- Not reveal any addresses or phone numbers - mine or anyone else's.
- Not look for anything that is illegal, dangerous or offensive.
- Not use the Internet to annoy or offend anyone else.
- Not access the control panel, or make any changes to settings, passwords or configurations, without prior approval.

If I accidentally come across something that is illegal, dangerous or offensive, I will:

- clear any offensive pictures or information from my screen; and
- Immediately inform my teacher.

I understand that if the school decided I have broken these rules, appropriate action will be taken.

_____ (Student's signature) ___/___/20___ (Date)

PARENT/GARDIAN INTERNET ACCESS AGREEMENT –

Parent/Guardian's Name: _____

I understand and accept that:

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

I believe my child _____ understands this responsibility, and I hereby give my permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school.

_____ (Parent/Guardian's signature) ___/___/20___ (Date)

VOLUNTARY STUDENT PARTICIPATION IN CHAPLAINCY PROGRAM

1. CHAPLAINCY ACTIVITIES WHICH ARE FREE OF RELIGIOUS, SPIRITUAL AND/OR ETHICAL CONTENT:

This school community provides a chaplaincy program endorsed by the school's Parents and Citizens' Association and available on a voluntary basis to all students. The chaplain is involved in a range of activities at this school which are free of religious, spiritual and/or ethical content. These activities are available to all students on a voluntary basis unless a parent or guardian requests that this is not to occur for their child/ren in writing.

Please tick one of the boxes below:

<input type="checkbox"/> YES I Give My Consent	<input type="checkbox"/> NO I Do Not Give My Consent
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(Please tick the relevant box)

2. CHAPLAINCY ACTIVITIES WITH RELIGIOUS, SPIRITUAL AND/OR ETHICAL CONTENT:

Chaplains may also be involved in activities with religious, spiritual and/or ethical content and additional consent is sought from parents/guardians for these specific activities.

Information about the school's chaplaincy program is on the school's website. Prior to commencement of any additional activities with religious, spiritual and/or ethical content in the school, parents/guardians will be advised through the school newsletter and website.

These activities are available to students on a voluntary basis, if a parent or guardian has given consent:

Pastoral Care: Providing social, emotional, physical and spiritual support to students.

Visiting Groups: Christian groups and bands communicating through a wide range of youth relevant media.

Guests: High quality motivational speakers and people sharing personal life stories.

Lunch Programs: Games, competitions, Christian music and a Christian message.

Care Class: Interactive class presentations encompassing a wide range of life issues.

Auslife: Year 10 to 12. One full day of high energy activities, talks and peer discussions about life issues, providing the opportunity for students to explore the impact of Christianity.

Prayer: At memorials and various events within the school community.

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

Please tick one of the boxes below:

<input type="checkbox"/> YES I Give My Consent	<input type="checkbox"/> NO I Do Not Give My Consent
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(Please tick the relevant box)

SIGNATURES		
	Parent/Caregiver 1/Independent Student	Parent/Caregiver 2
Signature		
Date		