



# STUDENT ENROLMENT APPLICATION PACKAGE

Please read and complete the attached forms and present the finalised package to the Administration Office when you attend your enrolment interview:

- ✓ Application for Student Enrolment Form
- ✓ Enrolment Agreement
- ✓ State School Consent form
- ✓ ICT Network Agreement
- ✓ Third Party Website Consent
- ✓ EQ BYO Participation Agreement
- ✓ HSSC BYO Participation Agreement
- ✓ Student Resource Scheme

Please also ensure you bring:

- The student being enrolled;
- Copy of birth certificate or passport if not an Australian Citizen;
- Details of any relevant Family Court or other Court Orders, if applicable;
- NAPLAN Results for Non-State School students only
- Details of your child's medical conditions (symptoms, management and medications) or disabilities (if relevant).
- PLEASE ENSURE THAT ALL PAGES MARKED IN YELLOW ARE FULLY COMPLETED AND SIGNED**

## Enrolment Application



# HIGHFIELDS STATE SECONDARY COLLEGE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**RELIGIOUS INSTRUCTION\***

<p>From Year 1, the prospective student may participate in religious instruction if it is available.</p> <p>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.</p> <p>Parents/carers may change these arrangements at any time by notifying the principal in writing.</p>	<p>Do you want the prospective student to participate in religious instruction?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>If 'Yes', please nominate the religion:</p>

**PROSPECTIVE STUDENT ADDRESS DETAILS\***

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

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

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

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

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

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

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

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

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

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

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

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

**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? <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.



# Highfields State Secondary College

## **Enrolment Agreement – HIGHFIELDS STATE SECONDARY COLLEGE**

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

### ***Responsibility of student to:***

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

### ***Responsibility of parents/carers to:***

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

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

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



# Highfields State Secondary College

- 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.

The following policies are available in the Parent Handbook and on the HSSC website (<https://highfieldsssc.eq.edu.au/Pages/default.aspx>):

- Responsible Behaviour Plan for Students
- Anti-bullying Policy
- Weapons Policy
- Social Media Policy
- Assessment Policy
- Homework Policy
- Student Appearance Policy
- Student Resource Scheme
- Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
- Attendance Improvement Strategy
- Complaints Procedure
- State Schools Consent
- Workplace, Health and Safety Policy

I acknowledge:

- That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and
- That information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me.

.....  
**Student Signature**

.....  
**Parent/Carer Signature**

.....  
**On behalf of Highfields State  
Secondary College**



# HIGHFIELDS STATE SECONDARY COLLEGE

## **Introduction to the State School Consent Form (attached) for Highfields State Secondary College**

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

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

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

Your child's student materials:

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

### **Purpose of the consent**

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

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

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

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

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

## **Voluntary**

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

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

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

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

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

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

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

## **Media sources used**

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

- School website: <https://highfieldsssc.eq.edu.au/>
- Facebook: <https://www.facebook.com/HighfieldsSSC/>
- YouTube: **NA**
- Instagram: **NA**
- Twitter: **NA**
- Other: **NA**
- 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 Enrolments Officer on 46147222 or via email at [admin@highfieldsssc.eq.edu.au](mailto:admin@highfieldsssc.eq.edu.au).

Business Services Manager should be contacted if you have any questions regarding consent.

## State School Consent Form

### 1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

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

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

(c) Name of school: .....

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

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

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

### 2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

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

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

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

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

### 3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

### 4 TIMEFRAME FOR CONSENT

**School representative to complete.**

(a) Timeframe of consent: duration of enrolment.

(b) Further identified activities not listed in the form and letter for the above timeframe: **duration of enrolment**

### 5 LIMITATION OF CONSENT

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

## 6 CONSENT AND AGREEMENT

### ► CONSENTER – I am (tick the applicable box):

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

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.

By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student .....

Print name of consenter.....

Signature or mark of consenter.....

Date .....

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

Date .....

### **SPECIAL CIRCUMSTANCES**

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

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

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

Print name of witness .....

Signature of witness .....

Date .....

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

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

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

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

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

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

Signature of person taking the consent .....

Date .....

### **Privacy Notice**

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

# ICT and Network Usage Agreement

## What is this agreement?

All students who undertake schooling in a Queensland Department of Education and Training school are required to sign this document to be allowed access to the education departments networking, internet facilities and school ICT resources.

## Purpose statement

- Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs.
- Schools are constantly exploring new and innovative ways to incorporate safe and secure information and communication technology (ICT) use into the educational program.

## Authorisation and controls

The principal reserves the right to restrict student access to the school's ICT facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program. For example, a student with restricted school network access may be allocated a stand-alone computer to continue their educational program activities.

The Department of Education and Training monitors access to and usage of their ICT network. For example, email monitoring will occur to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

## Responsibilities for using the school's ICT facilities and devices

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

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

## Borrowing school owned devices

Students and parents/guardians are subject to loan conditions and accept the terms and conditions of loan upon logging in and borrowing the device. Devices are loaned on an identified basis as per the BYO policy. Loans are issued for a whole day and must be returned before the end of the day or upon departure from the school. Terms of use are as follows:

- Students will accept or decline these terms during the sign-in process for the laptop with a login prompt.
- Devices are assigned individually and are not shared by other students. Any damage incurred will be identified as having been damaged by the individual who borrowed the device for the borrowing period.
- A minimum \$50 repair fee can be issued for technicians to resolve device damage. Parents/guardians of students who borrow devices can be financially liable for any damage that renders the device unstable, impractical or unusable, including aesthetic destruction during the loan period; devices will be regularly inspected for damage.
- The student accepts all responsibility for the device and will not ask peers or teachers to care for the device or return the device in their absence. Care for the device must be taken for transit between classes, use in the classroom and storage during break times. Repeated misuse or mismanagement of laptops such as leaving them unattended or taking them home, will result in students not being permitted to borrow the device for the whole day; which will escalate to being unable to borrow for the term for repeated mismanagement.
- Device loans can be denied to students where prior damage has occurred and a bill/request for payment has been issued that is in arrears; financial hardship and extenuating circumstances can be discussed and resolved via the Principal or Business Services Manager.
- Existing and ongoing device conditions will be documented and recorded before loans are issued to identify any additional damage incurred.

## What is acceptable/appropriate use/behaviour by a student?

It is acceptable for students to use school computers and network infrastructure for:

- assigned class work and assignments set by teachers;
- developing appropriate literacy, communication and information skills;
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school;
- conducting general research for school activities and projects;

- communicating or collaborating with other students, teachers, parents or experts in relation to school work; accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the Department's e-learning environment.

## What is unacceptable/inappropriate use/behaviour by a student?

It is unacceptable for students to:

- use the IT resources in an unlawful manner
- download, distribute or publish offensive messages or pictures;
- insult, harass or attack others or use obscene or abusive language;
- deliberately waste printing and Internet resources;
- damage computers, printers or the network equipment;
- commit plagiarism or violate copyright laws;
- use unsupervised internet chat;
- use online email services (e.g. gmail), send chain letters or Spam e-mail (junk mail)
- knowingly download viruses or any other programs capable of breaching the Department's networks security.

## Monitoring Software

School owned computers are monitored using classroom management software solutions such as 'AB Tutor'. HSSC will not log usage or keystrokes, it does not pilfer any personal or private information. It is strictly used as a classroom behaviour management strategy. Please refer to the '[ICT Privacy Policy](#)' for further information.

## Additional Information

For additional information regarding ICT implementation, please refer to the following documentation:

- HSSC '[ICT Privacy Policy](#)'

## Student ICT Network Usage Agreement:

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

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

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

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

When using email or the internet I will not:

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

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

I understand that if the school decides I have broken the rules for using its ICT facilities and devices, appropriate action may be taken as per the school's *Behaviour Management Policy*, which may include loss of access to the network (including the internet) for a period of time.

I have read and understood the rules and behaviour expectations included in this agreement.

I agree to abide by the above rules identified in this agreement.

<hr/> Student Name	<hr/> Signature	<hr/> Date
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The Department of Education and Training through its *Information Management (IM) Procedure* is collecting your personal information in accordance with the *Education General Provisions Act 2006* in order to ensure:

- appropriate usage of the school network

The information will only be accessed by authorised school employees to ensure compliance with its *Information Management (IM) Procedure*. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.

## Parent/Guardian ICT Network Usage Agreement:

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

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

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

I have read and understood the rules and behaviour expectations included in this agreement.

I agree to abide by the above rules identified in this agreement.

<hr/> <p style="text-align: center;">Parent/Guardian Name</p>	<hr/> <p style="text-align: center;">Signature</p>	<hr/> <p style="text-align: center;">Date</p>
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The Department of Education and Training through its *Information Management (IM) Procedure* is collecting your personal information in accordance with the *Education General Provisions Act 2006* in order to ensure:

- appropriate usage of the school network

The information will only be accessed by authorised school employees to ensure compliance with its *Information Management (IM) Procedure*. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.



# HIGHFIELDS STATE SECONDARY COLLEGE

## Online Services Consent Form

### **Introduction to the Online Services Consent Form for Highfields State Secondary College**

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 Enrolments Officer on 46147222 or via email at [admin@highfieldsssc.eq.edu.au](mailto:admin@highfieldsssc.eq.edu.au).

## Online Services Consent Form

### Privacy Notice

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

### This form is to be completed by:

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

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

## 1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

a) Full name of student \_\_\_\_\_

## 2. INFORMATION COVERED BY THIS CONSENT FORM

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

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

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

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

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

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

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

## 3. APPROVED PURPOSE

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

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

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

#### 4. TIMEFRAME FOR CONSENT

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

#### 5. CONSENT FOR ONLINE SERVICES

For all 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.

**Below are the third-party web-based service providers where student accounts may be created:**

Provider	Type of Service	Curriculum	Website	Terms of Use	Privacy Policy	File Storage
JacPlus	JacPlus is the online portable for Jacaranda Plus online digital textbooks. It provides online and PDF digital copies of textbooks for students across a range of subject areas for the Australian Curriculum	Maths, Science, HPE, Geography, History	www.jacplus.com.au	https://content.jacplus.com.au/jsp/general-nav/terms/terms.jsp	https://www.jacplus.com.au/jsp/general-nav/copyright/privacy_policy.jsp	Australian Based Servers
ACER OARS	ACER Online Assessment and Reporting Platform (OARS) provides a suite of educational assessment and reporting tools for schools	Maths, Science, English	https://oars.acer.edu.au/	https://oars.acer.edu.au/terms-conditions	https://www.acer.org/privacy	Australian Based Servers
Stile	Stile is an online digital classroom learning platform offering students engaging and interactive lessons developed by teachers. It can be used to offer independent learning opportunities or whole class experiences using interactive components to respond to activities with real-time feedback given by teachers.	All	http://stileapp.com	https://stileeducation.com/terms/	https://stileeducation.com/privacy	Australian Based Servers
Education Perfect	Education Perfect is an online platform designed to make learning fun, engaging and effective.	Japanese	http://www.educationperfect.com		http://worldseries.educationperfect.com/privacy.html	Physical server hosted in United States.
Code.org	A non-profit dedicated to expanding access to computer science. Sponsored by large tech industry bodies, Code.org allows teachers to introduce coding at a beginner's level.	ICT	https://code.org	https://code.org/tos	https://code.org/privacy	Physical server hosted in United States.

<b>Unity</b>	Unity is a cross-platform game engine used for development of games in C#. Senior ICT students need to create Unity accounts to participate in development lessons.	ICT	<a href="https://unity3d.com">https://unity3d.com</a>	<a href="https://unity3d.com/legal/terms-of-service">https://unity3d.com/legal/terms-of-service</a>	<a href="https://unity3d.com/legal/privacy-policy">https://unity3d.com/legal/privacy-policy</a>	Physical server hosted in United States.
<b>Adobe</b>	Adobe provides students with industry design and media tools. Students can optionally register with Adobe to access stock images and trial tools for Media, Art and ICT subjects.	Media, Art, ICT	<a href="http://www.adobe.com">http://www.adobe.com</a>	<a href="http://www.adobe.com/au/legal/terms.html">http://www.adobe.com/au/legal/terms.html</a>	<a href="http://www.adobe.com/au/privacy.html">http://www.adobe.com/au/privacy.html</a>	Physical server hosted in United States.
<b>Storyboard That</b>	Storyboard Creator is the perfect tool to create storyboards, graphic organizers, comics, and powerful visual assets for use in an education setting	Media	<a href="http://www.storyboardthat.com/">http://www.storyboardthat.com/</a>	<a href="http://www.storyboardthat.com/about/terms-of-use">http://www.storyboardthat.com/about/terms-of-use</a>	<a href="http://www.storyboardthat.com/about/privacy">http://www.storyboardthat.com/about/privacy</a> <a href="http://www.storyboardthat.com/about/privacy-for-schools">http://www.storyboardthat.com/about/privacy-for-schools</a>	Physical server hosted in United States
<b>ASX</b>	ASX Sharemarket Game provides students an opportunity to learn how to invest in the sharemarket and how the economy operates.	Business	<a href="http://www.asx.com.au/education/sharemarket-game.htm">http://www.asx.com.au/education/sharemarket-game.htm</a>	<a href="http://www.asx.com.au/about/terms-use.htm">http://www.asx.com.au/about/terms-use.htm</a>	<a href="http://www.asx.com.au/about/privacy-statement.htm">http://www.asx.com.au/about/privacy-statement.htm</a>	Australian Based Servers
<b>DayMap</b>	DayMap is the schools CMS, notices and attendance management platform. Students and parents can access DayMap to monitor school communication and student attendance.	School Use	<a href="http://highfieldsssc.eq.daymap.net">http://highfieldsssc.eq.daymap.net</a>		<a href="http://www.daymap.net/privacy-policy">http://www.daymap.net/privacy-policy</a>	Australian Based Servers
<b>Campion</b>	Campion is the digital e-learning textbook platform that consolidates the schools digital textbooks for online access at school or home	All	<a href="http://www.campion.com.au">http://www.campion.com.au</a>	<a href="https://www.campion.com.au/terms-conditions/">https://www.campion.com.au/terms-conditions/</a>	<a href="https://www.campion.com.au/privacy-policy/">https://www.campion.com.au/privacy-policy/</a>	Australian Based Servers
<b>Cambridge HotMaths</b>	Textbook interactive mathematic tutorials, lessons and assessment	All	<a href="https://hotmaths.cambridge.edu.au/">https://hotmaths.cambridge.edu.au/</a>	<a href="https://hotmaths.cambridge.edu.au/">https://hotmaths.cambridge.edu.au/</a>	<a href="https://hotmaths.cambridge.edu.au/">https://hotmaths.cambridge.edu.au/</a>	Australian Based Servers
<b>Oxford Digital</b>	Textbook interactive platform resources	All	<a href="https://www.oxforddigital.com.au/">https://www.oxforddigital.com.au/</a>	<a href="https://www.oxforddigital.com.au/terms.html">https://www.oxforddigital.com.au/terms.html</a>	<a href="https://global.oup.com/privacy">https://global.oup.com/privacy</a>	Australian Based Servers
<b>Mathspace</b>	Online math diagnostic tool for mathematical comprehension exercises and activities	Maths	<a href="https://mathspace.co/au">https://mathspace.co/au</a>	<a href="https://mathspace.co/terms-of-use">https://mathspace.co/terms-of-use</a>	<a href="https://mathspace.co/au/privacy-policy">https://mathspace.co/au/privacy-policy</a>	Australian Based Servers (AWS)
<b>AgCard</b>	AgCard is an online pre-induction tool which provides comprehensive, simple workplace health and safety information.	Science	<a href="https://www.agcard.com.au">https://www.agcard.com.au</a>		<a href="https://www.primaryemployers.com.au/s/PET-Privacy-Policydocx.pdf">https://www.primaryemployers.com.au/s/PET-Privacy-Policydocx.pdf</a>	Australia Based Servers
<b>OnShape</b>	OnShape is a online CAD software that allows	Technology	<a href="https://www.onshape.com">https://www.onshape.com</a>	<a href="https://www.onshape.com/e">https://www.onshape.com/e</a>	<a href="https://www.onshape.com/en/privacy-">https://www.onshape.com/en/privacy-</a>	International Based Servers

	students to participate in graphics based activities.			n/legal/terms-of-use	center/privacy-policy	
<b>OnGuard</b>	OnGuard is a Machine operations safety training platform for students undertaking Trade/workshop classes	Technology	<a href="https://onguardv3.com.au/">https://onguardv3.com.au/</a>	<a href="https://www.onguardsafety.com.au/licensing.html">https://www.onguardsafety.com.au/licensing.html</a>	<a href="https://www.onguardsafety.com.au/privacy.html">https://www.onguardsafety.com.au/privacy.html</a>	Australian Based Servers
<b>Atomi</b>	Curriculum-aligned videos and interactive quizzes paired with simple yet powerful tools for students, teachers and schools.	Science	<a href="https://learn.getatomi.com/">https://learn.getatomi.com/</a>	<a href="https://www.getatomi.com/terms-and-conditions">https://www.getatomi.com/terms-and-conditions</a>	<a href="https://www.getatomi.com/privacy">https://www.getatomi.com/privacy</a>	International Based Servers
<b>Queensland State Library</b>	State Library of Queensland (SLQ) is a library service which offers online access to eBooks, resources, journals, newspapers, manuscripts, movies and images.	School Use	<a href="https://www.slq.qld.gov.au/">https://www.slq.qld.gov.au/</a>	<a href="https://www.slq.qld.gov.au/services/membership">https://www.slq.qld.gov.au/services/membership</a>	<a href="https://www.slq.qld.gov.au/privacy">https://www.slq.qld.gov.au/privacy</a>	International Based Servers
<b>Makers Empire</b>	Makers Empire enables students to create digital 3D designs and participate in interactive lessons.	Technology	<a href="https://www.makersempire.com">https://www.makersempire.com</a>	<a href="https://www.makersempire.com/legal-privacy/">https://www.makersempire.com/legal-privacy/</a>	<a href="https://www.makersempire.com/legal-privacy/">https://www.makersempire.com/legal-privacy/</a>	International Based Servers
<b>Essential Assessment</b>	Essential Assessment is an online numeracy and literacy assessment platform and curriculum model.	Support	<a href="https://www.essentialassessment.com.au/">https://www.essentialassessment.com.au/</a>	<a href="https://www.essentialassessment.com.au/terms/">https://www.essentialassessment.com.au/terms/</a>	<a href="https://essentialassessment.com.au/privacy/">https://essentialassessment.com.au/privacy/</a>	Australian Based Servers
<b>TinkerCAD</b>	Tinkercad is a free 3D design, electronics, and coding application.	Technology	<a href="https://www.tinkercad.com/">https://www.tinkercad.com/</a>	<a href="https://www.autodesk.com/company/legal-notices-trademarks/terms-of-service-autodesk360-web-services/terms-of-service-for-tinkercad">https://www.autodesk.com/company/legal-notices-trademarks/terms-of-service-autodesk360-web-services/terms-of-service-for-tinkercad</a>	<a href="https://prismic-io.s3.amazonaws.com/tkv3/b8d327a5-6b2a-481e-92aa-2d5b75a9d139_2020.03.18+-Tinkercad+DPA+%28non-US%29.pdf">https://prismic-io.s3.amazonaws.com/tkv3/b8d327a5-6b2a-481e-92aa-2d5b75a9d139_2020.03.18+-Tinkercad+DPA+%28non-US%29.pdf</a>	International Based Servers

**6. ONLINE SERVICE 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 consentor: \_\_\_\_\_

Signature or mark of consentor: \_\_\_\_\_

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

# BYOD Participation Agreement

## What is this agreement?

Highfields State Secondary College offers a BYOD program that assists students improve their learning outcomes in a contemporary educational setting.

This agreement acknowledges the benefits, purpose and risks associated with joining a personal BYO device to the school's network infrastructure and internet. The agreement must be signed and conditions of use accepted by both student and parent before the device will be allowed to join the BYO network and to participate in HSSCs BYO program.

## Purpose statement

- Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs. Schools are constantly exploring new and innovative ways to incorporate safe and secure information and communication technology (ICT) use into the educational program.
- Our BYOD program assists students improve their learning outcomes in a contemporary educational setting. Assisting students to become responsible digital citizens enhances the teaching learning process and achievement of student outcomes as well as the skills and experiences that will prepare them for their future studies and careers.
- School students, only with the approval of the principal, may be permitted limited connection of personally owned BYODs to the department's information and communication technology (ICT) network, where this benefits the student's educational program.

## Authorisation and controls

The principal reserves the right to restrict student BYO device access to the school's ICT facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program. For example, a student with restricted BYO access school network access may be allocated a stand-alone computer to continue their educational program activities.

The Department of Education and Training monitors access to and usage of their ICT network. For example, email monitoring will occur to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

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

## Responsibilities for using a personal Bring Your Own Device (BYOD)

- Parents/guardians are responsible for appropriate internet use by students outside the school environment when using a school owned or provided BYOD.
- Prior to any personal BYOD being used approval is sought from the school to ensure it reflects the minimum computing specification requirements and supported operating environment.
- Students are responsible for the security, integrity, insurance and maintenance of their personal BYODs.
- All files are to be scanned using appropriate virus software before being downloaded to the department's ICT network.
- Follow any advice provided on best security requirements e.g. password protection.
- Students and parents are to employ caution with the use of personal BYODs particularly as these devices can store significant numbers of files some of which may be unacceptable at school e.g. games and 'exe' files. An 'exe' file ends with the extension '.exe' otherwise known as an *executable* file. When they are selected they can install programs which may start unwanted processes.
- Any inappropriate material or unlicensed software must be removed from personal BYODs before bringing the devices to school and such material is not to be shared with other students.
- Unacceptable use will lead to the BYOD being confiscated by school employees, with its collection/return to occur at the end of the school day where the BYOD is not required for further investigation.

## Acceptable/appropriate use/behaviour by a student

It is acceptable for students while at school to:

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

## Unacceptable/inappropriate use/behaviour by a student

It is unacceptable for students while at school to:

- use the BYOD in an unlawful manner
- circumvent school network restrictions
- utilise or access 4G/5G networks during school times
- download, distribute or publish offensive messages or pictures
- download, distribute or publish illegal or copyright infringing materials including pirated content
- use of obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions for the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department's networks security
- use BYOD camera without the consent of the school, anywhere a normal camera would be considered inappropriate
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- take into or use BYODs at exams or during class assessment unless expressly permitted by school employees.

Unacceptable usage is subject to HSSCs '*Student Code of Conduct*'. If inappropriate usage of a personal device is identified, a teacher, student manager or deputy principal reserves the right to apply an appropriate consequence.

## Software Installation

### Curriculum Software

All students who undertake the BYO participation agreement have access to curriculum software packages supplied by Highfields State Secondary College. These software packages are utilised across curriculum areas such as Microsoft Office. Specialist software packages will also be installed for elective subjects deemed necessary. If a BYO device does not meet the minimum specifications for the correct operation of provided software packages, a school device can be provided.

### BYOD Acceptable Use Guidelines

BYO devices are used at school to ensure students always have access to ICT resources, to help engage, extend and enhance the learning environment and ensure minimal use of paper based resources.

As a student of Highfields State Secondary College, you are required to always be prepared for learning; this includes bringing your laptop every day, charged and functional.

## Being Prepared

- **Bringing laptop** – You must bring your laptop to school **every day** (as advised). Your laptop will be used for educational reasons each day. Laptop usage is subject to teacher and lesson need.
- **Charged Laptop** – It is your responsibility to ensure your laptop is charged at home. Your laptop should be charged at greater than 80% each day.
- **Maintain your Access** – Your laptop should operate effectively and remain functional. This includes making sure school software is activated and working, that you can access the internet and network. If these are not working, you are required to resolve these issues during school lunch via the school technician.
- **Repair your Laptop** – if your laptop is broken in any way, it is your responsibility to ensure it is repaired in a timely manner. A note must be provided by your parents to the school to inform house coordinators that your laptop is broken. A device borrowing slip will be organised for a maximum 2 weeks.

Students are to inform their Form Class teachers during form (8.45am to 9.00am) in the following instances:

- If your device is below 80% charged
- Forgotten Laptop
- Broken Laptop (with a note from guardian)

**If a student does not provide reasonable context for their laptop being unavailable/prepared, they may be given a detention, which will continue until their preparedness issues are resolved or explained by a parent or guardian.**

## Responsible Use

Device usage is subject to HSSCs '[Student Code of Conduct](#)'. Your device should not contain any illegal or pirated software, movies, music or games. You must be responsible for your own device and your use of network resources:

- **Internet Access** – Your internet usage is monitored and filtered through Education Queensland's departmental content filtering system. Excessive usage of internet resources will be closely monitored.
- **Email** – Your email access is monitored and filtered for inappropriate keywords. If your emails contain any explicit words or conversations, a student manager will inform you of consequences.
- **Educational** – Remember that the device is for educational purposes only.
- **Games** – Legally owned games that are permissible as appropriately rated for your age can be played. Game usage at school is limited to appropriate hours or rewards by teachers. Playing inappropriate games or playing during class instruction can result in a consequence issued by the teacher or student manager.

## Device Damages

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

It is recommended that parents undertake accidental damage insurance as part of their BYO purchase. Any accidental or intentional damage caused by the owner or another student is a risk worn by the device owners.

## Borrowing School Devices

If a student device is broken or lost, a school device can be loaned per day to a student temporarily, and returned at the end of the day. Students and parents/guardians are subject to loan conditions and accept the terms and conditions of loan upon logging in and borrowing the device. Devices are loaned on an identified basis as per the BYO policy. Loans are issued for a whole day and must be returned before the end of the day or upon departure from the school. Terms of use are as follows:

A minimum \$50 repair fee can be issued for technicians to resolve device damage. Parents/guardians of students who borrow devices can be financially liable for any damage that renders the device unstable, impractical or unusable, including aesthetic destruction during the loan period; devices will be regularly inspected for damage.

Consult the HSSC '[ICT Network Usage Agreement](#)' and '[BYOD Handbook](#)' for restrictions and conditions of device loans.

## Additional Information

For additional information regarding BYO implementation, please refer to the following documentation:

- HSSC '[BYOD Policy](#)'
- HSSC '[ICT Privacy Policy](#)'

## Student BYOD Participation Agreement:

I accept I will use my BYO device appropriately as defined by this agreement. I understand that failure to do will result in consequences relative to the behaviour as defined by the 'Student Code of Conduct'. I will not modify or purposefully disrupt the function of the device to inhibit my education, including purposeful removal of school deployed software packages that are made available for my educational benefit.

I provide consent for HSSC to monitor my school network usage which can result in blocking of internet for inappropriate use.

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

I understand that participating in the schools BYO program is to benefit my educational experience. As such I will abide by the expectations of being prepared by:

- Bringing my laptop every day unless advised otherwise
- Charging my laptop every night and ensuring it has 80% charge at the start of each day
- Maintaining my laptop, ensuring I have network access and correct software installed
- Repairing my laptop as required

If I am unable to bring my device, if it is not charged above 80% or is being repaired, I will inform my form teacher each morning to notify them of the issue. My failure to do so may result in a detention for not following the school value of being responsible which will have a negative impact on my learning in class.

I will care for my device at school, carry it appropriately to each class and ensure it is maintained appropriately. In the event the device is damaged, I will report the incident to a suitable teacher or student manager and seek to resolve the problem with the school technician or parents/guardians.

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

I have read and understood this procedure/policy/statement/guideline and accept the 'BYOD policy'.

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

<hr/> Student Name	<hr/> Signature	<hr/> Date
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The Department of Education and Training through its *Information Management (IM) Procedure* is collecting your personal information in accordance with the *Education General Provisions Act 2006* in order to ensure:

- appropriate usage of personal BYODs within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its *Information Management (IM) Procedure*. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.

## Parent/Guardian BYO Participation Agreement:

I accept my child will use their BYO device appropriately as defined by this agreement. I understand that the nature of the device being owned by my child invokes personal responsibilities to ensure the device is suitably maintained, safe and protected. I will endeavour to ensure the device is used for educational purposes at school and acknowledge that misuse and non-compliance of appropriate use can result in consequences.

I provide consent for HSSC to monitor my child's school network usage which can result in blocking of internet for inappropriate use and misconduct as identified by the BYOD Policy and Student Code of Conduct.

If the device is damaged or broken, the device will be repaired in a timely manner, or replaced if lost or unrepairable.

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

I understand that participating in the schools BYO program is to benefit my child's educational experience. As such I will ensure that they abide by the expectations of being responsible for their learning by:

- Taking their laptop to school every day unless advised otherwise
- Charging their laptop every night and ensuring it has 80% charge at the start of each day
- Maintaining their laptop, ensuring it has network access and correct software installed
- Repairing the laptop as required

In the event that there are problems in meeting these expectations, I will provide a written reason for my child to submit to house coordinators (before school). I will then endeavour to resolve these issues in consultation with my child.

I believe my child understands their responsibilities in undertaking this program, and I hereby give my permission for him/her to participate in the BYO program subject to the guidelines outlined in this agreement, the 'BYOD Policy' and 'Student Code of Conduct'.

I have read and understood this procedure/policy/statement/guideline and the *Code of School Behaviour*.

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

<hr/> Parent/Guardian Name	<hr/> Signature	<hr/> Date
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The Department of Education and Training through its *Information Management (IM) Procedure* is collecting your personal information in accordance with the *Education General Provisions Act 2006* in order to ensure:

- appropriate usage of personal BYODs within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its *Information Management (IM) Procedure*. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.



# Bring Your Own Device Participation Agreement

Student Details		
LAST Name	FIRST Name	Grade in 2026

**DO NOT PURCHASE TREND MICRO ANTIVIRUS – EDUCATION QUEENSLAND DOES NOT SUPPORT THIS APPLICATION AND IT WILL CAUSE CONFLICTS WITH NETWORK OPERATIONS ON THE LAPTOP**

Supported Hardware Requirement Minimums			
	Minimum	Recommended	Avoid
Processor	Intel Core 3 or AMD Ryzen 3 or Snapdragon X Plus	Intel Core 5 or AMD Ryzen 5 or Snapdragon X Elite	<ul style="list-style-type: none"> <li>Intel Celeron</li> <li>Intel Pentium</li> <li>AMD Athlon</li> <li>Mechanical HDDs</li> <li>eMMC Memory</li> <li>NVIDIA GTX branded devices.</li> <li>High refresh rate displays.</li> <li><b>Gaming Laptops: poor battery life and fail to benefit the student educationally.</b></li> <li><b>Windows 10 Laptops</b></li> </ul>
RAM	8GB DDR4	>=16GB DDR4 or DDR5	
Hard Drive	128GB SSD	>= 256GB (M.2)	
Screen	10 inches diagonally Resolution: HD 1280x720	> 10 inches diagonally Resolution Full HD 1920x1080	
Operating System	Windows 11 Home	Windows 11 Home/Pro	
Wireless	Wi-Fi 5 (11ac)	Wi-Fi 6 (11ax)	
Features	USB 3.0 port, 3.5mm Head phone Port	USB 3.0 port, 3.5mm Head phone port	
Battery Life	5 hours	> 8 hours	

### Not Supported Devices:

- Apple Mac devices \*
- iPad or Android Tablets \*\*
- **GOOGLE CHROMEBOOKS ARE NOT SUPPORTED \*\*\***
- **Windows 10 operating system \*\*\*\***

\* Apple Mac devices are not fully supported. We highly recommend devices running Windows 11 to ensure full compatibility with school software.

\*\* Apple iPads and Android tablets are not supported and provide supplementary experiences not conducive to educational products HSSC utilises in the school curriculum across IT, Arts and Technology subjects.

\*\*\* Google Chromebooks are not supported by the EQ Microsoft Intune platform across QLD.

\*\*\*\* Windows 10 support/updates end on October 2025. The department will no longer support Windows 10 devices on departmental network enrolment for 2026.

Acceptance	
<input type="checkbox"/>	My child's laptop meets the College's BYOD Laptop Requirements outlined above
<input type="checkbox"/>	I have read and understood the following College BYOD documents and agree to abide by them: <ul style="list-style-type: none"> <li>• HSSC BYOD Handbook</li> <li>• BYOD Policy</li> <li>• ICT Privacy Policy</li> <li>• Mobile and Electronic Devices Policy</li> <li>• HSSC Responsible Behaviour Plan for Students</li> </ul>
<input type="checkbox"/>	I have returned the following signed documents: <ul style="list-style-type: none"> <li>• BYO Agreement Form</li> <li>• ICT Network Usage Agreement Form</li> <li>• Third Party Online Website Consent Form</li> </ul>

Parent/Guardian Details			
Name:			
Parent Signature:		Date:	

# Student Resource Scheme - Participation Agreement Form

Dear Parents/Guardians,

This letter contains important information about the **Student Resource Scheme (SRS)** including how the scheme operates and the annual participation fee.

The Queensland Government supports students' education by providing funding for:

- Instruction, e.g. teachers
- Facilities, e.g. buildings, amenities, furniture
- Administration, e.g. staffing and resources to administer the operations of the school.

Funding does not extend to individual student resources such as textbooks, equipment for personal use, and items used/consumed by the student in the classroom. Supply of these items is the responsibility of parents.

To provide parents with a cost-effective alternative to purchasing textbooks and/or resources elsewhere, Highfields State Secondary College operates an SRS.

The scheme ensures that students have the resources required for them to engage with the curriculum for their education, and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the school's bulk purchasing practices and hiring arrangements. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the resources and operation of the scheme. The financial impact on parents and whether the school can absorb any of the cost has been considered before determining the SRS fee.

The scheme's operation, resource inclusions and participation fees were approved by the school's P&C Association at the meeting held at the end of the current year.

## SRS Participation

The objective of the scheme is to provide a convenient and cost-effective way for students to access the educational resources necessary to enhance their learning experience at school. The Department encourages parents to participate in the scheme. Participation in the SRS is optional, and no obligation is placed on a parent to participate. Participation is for the duration of your child's enrolment at the school.

*Student is new to the school.....*

Parents are required to complete and return the SRS Participation Agreement Form when joining the scheme for the first time. If no participation form is received, the school will take the view that the parent has chosen to opt out of the SRS. The parent is then required to provide the educational resources listed in the SRS for their child by the start of the school year. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

*Continuing student of the school.....*

A parent's participation or non-participation in the scheme will continue as per their previously completed Participation Agreement Form. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

**If a parent has opted out of the scheme, the parent is required to provide the educational resources listed in the attached SRS Resource List for their child by the start of the school year.**

For more detailed information about the SRS can be found on the Department's website: (<https://ppr.qed.qld.gov.au/pp/student-resource-scheme-srs-procedure>).

For general information on school fees and charges please see the 'parents and carers' site on [School fees and charges](#).

## Resource Inclusions

All resources included in the SRS are detailed in the attached **SRS Resource list**. This list is also available on the school's website. This is a comprehensive list of all resources included in the scheme and their associated costs.

Parents must inform the school if items on the list of resources are not received by their child when resources are distributed.

## Type of Resources provided

Generally, the three types of resources that could be included are:

- **Owned** – these items are retained by the student and used as required (e.g. stationery, exercise books, student diary).
- **Used** – these items are used/consumed in class by the student (e.g. industry technology/cooking/art supplies).
  - work/items produced from these resources will remain the property of the student.
- **Hired** – these items are hired to the student for their personal use for a specific period of time (e.g. textbooks, musical instruments, laptops).
  - Hired items must be returned to the school in good condition at the end of the hire period or if the student leaves the school.
  - A repair or replacement cost may be charged to the parent for any hired items that are damaged or not returned.

## Costing Methodology

The schools SRS fee is calculated based on:

1. A flat fee for all students in the school, OR
2. A flat fee for a cohort group of students (e.g. a year level), OR
3. A general fee for all students or a cohort group plus additional fees for individual subject inclusions.

Please refer to the **SRS Resource list** for the associated costings.

## The Textbook and Resource Allowance

The Department of Education provides a Textbook and Resource Allowance (TRA) to assist parents with the cost of textbooks and other education resources for eligible Years 7 to 12 students. For those students who are eligible to receive the TRA, the TRA will be applied to reduce the cost of participation in the SRS. Information on the TRA can be found on the department's website (<https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>).

Year level	TRA Rate
Years 7 to 10	<b>\$160</b>
Years 11 to 12	<b>\$348</b>

## Financial Hardship

Parents experiencing financial hardship who are currently participating or wish to participate in the SRS should contact the school to discuss available options in confidence.

## Payment Arrangement

Several payment options including a single payment for the full year's fee or term instalments are available. An instalment plan can also be negotiated with the school.

Any unpaid invoices will be managed according to the department's Debt Management Procedure. Only as a last resort, a Principal may use discretion to exclude a student from optional, non-curricular activities where a parent has an outstanding debt with the school. (<https://ppr.qed.qld.gov.au/pp/debt-management-procedure>).

## Payment Method

SRS payments can be made by BPOINT, EFTPOS (Credit/Debit Card), Cheque, Cash, Centrepay.

- When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. If unsure of the CRN, please contact the school.
- Centrepay Deductions are available to pay the SRS fees. Use Centrepay to make regular deductions from your Centrelink payment. Centrepay is a voluntary and easy payment option available to Centrelink customers. Go to [humanservices.gov.au/centrepay](https://humanservices.gov.au/centrepay) for more information on how to set up your Centrepay deductions.

## Contact Us

For all queries regarding the SRS and its inclusions, please contact and arrange an appointment with our Business Manager.

# 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.

For further information please see the 'parents and carers' site for general information on [School fees and charges](#).

## 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.

**Please note:** The payment figure for participation in the Student Resource Scheme will only be confirmed and communicated to families once it has been approved by the P&C Association in early Term 1 of the enrolment year.

### Payment Arrangement and Method of Payment

Please select the preferred payment option (see details of method of payments over page).

<input checked="" type="checkbox"/>	PAYMENT OPTIONS	INSTALMENTS	PAYMENT METHOD
<input type="checkbox"/>	A single payment for the full year's fee	NIL	
<input type="checkbox"/>	3 Instalments <ul style="list-style-type: none"> <li>Term 1 – on or before <b>30<sup>th</sup> April</b></li> <li>Term 2 – on or before <b>20<sup>th</sup> June</b></li> <li>Term 3 – on or before <b>12<sup>th</sup> September</b></li> </ul>	Instalment 1 Instalment 2 Instalment 3	<input checked="" type="checkbox"/> <b>METHOD</b> <input type="checkbox"/> Cash/EFTPOS <input type="checkbox"/> BPoint <input type="checkbox"/> Centrepay <input type="checkbox"/> Direct Debit
<input type="checkbox"/>	An Instalment Plan as negotiated with our college office staff or Business Manager	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly	

## 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 and resources that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

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

# 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 required for their child to engage with the curriculum 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.

- The resources, as determined and advised by the school may be used/consumed by the student in the classroom; or
  - hired to the student for their personal use for a specified period of time.
21. 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.
  22. Parents are responsible for ensuring that any hired SRS resources provided for their child’s temporary use are kept in good condition.
  23. The school administration office must be notified immediately of the loss or damage to any hired item.
  24. 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.
  25. 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.
  26. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

## Payment Arrangements

27. 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.
28. Payment of the participation fee must be made as per the payment methods nominated by the school.
29. Any concessions relating to the participation fee will be at the discretion of the Principal.

## Debt Management

30. Payment of the participation fee is a requirement for continued participation in the SRS.  
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

31. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
32. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
33. The onus of proof of financial hardship is on the parent.
34. The school may require annual proof of continuing financial hardship.
35. 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 as either a credit to the student’s account or as a direct payment from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.

