

Urangan State High School - Application for Student Enrolment

All Applications for Student Enrolment will be considered on merit, in accordance with the enrolment criteria stated in Urangan SHS's Enrolment Management Plan. Visit www.uranganshs.eq.edu.au for more information.

All Applications for Student Enrolment must be fully completed and a **PHOTOCOPY** of all relevant documentation detailed on the Application for Student Enrolment, is to be submitted to the office at Urangan SHS.

You must bring **ORIGINAL** documentation to be sighted at the time of application (certified copies will not be accepted).

Please note: Each Application for Student Enrolment will be processed and recorded in order of receipt. Incomplete Applications for Student Enrolment will be marked pending until relevant documentation is supplied. Applications for Student Enrolment submitted without documentation will be returned.

PLEASE PROVIDE ONE DOCUMENT FROM EACH OF THE FOLLOWING CATEGORIES

CATEGORY 1 - STUDENT IDENTIFICATION:

required if coming from INTERSTATE or a PRIVATE School Institute

Birth Certificate (see p. 2)	Current Passport	Australian Citizenship Certificate
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CATEGORY 2 - PROOF OF RESIDENCE – PRIMARY SOURCE:

Students who have a primary place of residence IN-CATCHMENT are entitled to enrol at Urangan SHS

Documentation must show same address and parent's/legal guardian's name and be current

Current FCRC rates notice	Contract of Sale	Current Rental / Lease agreement
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CATEGORY 3 - PROOF OF RESIDENCE - SECONDARY SOURCE: (required if IN-CATCHMENT)

Current utility bill (e.g. electricity, gas)
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CATEGORY 4 – PARENT IDENTIFICATION – PRIMARY SOURCE:

Driver's licence	Passport	18+ Card
Australian Citizenship Certificate		

CATEGORY 5 – PARENT IDENTIFICATION – SECONDARY SOURCE:

Medicare Card

CATEGORY 6 - ACADEMIC:

Latest report card

Is your preference for SMS/email correspondence to be sent to: Parent 1 ☐ Parent 2 ☐ Both ☐

Compass is USHS's communication and learning platform, an account will be created for the enrolling parent

Office Use Only

Student Name:

Catchment documents:		Year Level:	
Cat 1 - Student Identification:		EQ ID:	
Cat 2 - Proof of residence – Primary:		SLF Book	
Cat 3 - Proof of residence – Secondary:		SRS Invoice:	
Cat 4 - Parent/caregiver Identification:		Government Text Invoice:	
Cat 5 - Parent/caregiver Identification:		Additional Subject Levy:	
Cat 6 - Academic:		Additional Subject Levy:	
Subject Selection Form completed:		Commencement Date:	
Interview/Date Time:		<input type="checkbox"/> PAF <input type="checkbox"/> OSC	

Supporting Documents for Enrolment

Applicants should provide the following to the school upon enrolment:

- A copy of the child's birth certificate (or alternative document such as a passport or visa, if birth certificate is not available) if enrolling for the first time in a Queensland state primary school. **The birth certificate requirement does not apply to enrolment in state high schools except where the applicant was not enrolled in a state school in their last year of primary school, or in exceptional circumstances where a birth certificate is not marked in the state school database system as having been previously sighted.**
- If not an Australian citizen, provide passport or visa details or other documents as requested by the school.
- For mature age students, photographic identification which proves identity must be provided (e.g. current drivers licence, adult proof of age card, or passport). Mature age students who provide appropriate photographic proof of identity do not need to present a birth certificate.
- Current rates notice or rental/lease agreement, if the school has an enrolment management plan;
- Details of any relevant Family Court or other court orders, if applicable;
- If the child is in the care of the State, provide details to school of arrangements and/or order regarding the child's care;
- Copy of a Transfer Note if received from previous school;
- Where relevant, details of any medical conditions, symptoms, management, medications or disabilities the child may have. Medical conditions may include (but are not limited to) seizures/epilepsy, fainting, diabetes, asthma, heart problems, anaphylaxis and allergies (such as food or insect stings).

Application to enrol in a Queensland state school

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 time of enrolment and on the school's website.

Application for student enrolment form

INSTRUCTIONS

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

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

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

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

PRIVACY STATEMENT

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

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

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

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

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please. 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.

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		

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 EQL, 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"> • current driver's licence; or • adult proof of age card; or • current passport. 	

APPLICATION DETAILS

Has the prospective student ever attended a Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of school and approximate date of enrolment.									
What year level is the prospective student seeking to enrol in?		Please provide the appropriate year level.									
Proposed start date	____/____/____	Please provide the proposed starting date for the prospective student at this school.									
Does the prospective student have a sibling attending this school or any other Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of sibling, year level, date of birth, and school	<table border="1"> <tr> <td>Name:</td> <td></td> </tr> <tr> <td>Year Level</td> <td></td> </tr> <tr> <td>Date of birth</td> <td>____/____/____</td> </tr> <tr> <td>School</td> <td></td> </tr> </table>	Name:		Year Level		Date of birth	____/____/____	School	
Name:											
Year Level											
Date of birth	____/____/____										
School											

INDIGENOUS STATUS

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

Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1 st Phone contact number*	Work/home/mobile	Work/home/mobile
2 nd Phone contact number*	Work/home/mobile	Work/home/mobile
3 rd Phone contact number*	Work/home/mobile	Work/home/mobile
Email		

FAMILY DETAILS			
Parents/carers	Parent/carer 1		Parent/carer 2
Occupation			
What is the occupation group of the parent/carer?	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter '8')		<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '8')
Employer name			
Country of birth			
Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer a permanent resident of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Address line 1			
Address line 2			
Suburb/town			
State		Postcode	
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')			
Address line 1			
Address line 2			
Suburb/town			
State		Postcode	
Parent/carer school education	What is the <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?

☐ No, English only

☐ Yes, other – please specify _____

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

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

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

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

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

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

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

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

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

RELIGIOUS INSTRUCTION*

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

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

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

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

☐ Yes ☐ No

If 'Yes', please nominate the religion:

PROSPECTIVE STUDENT ADDRESS DETAILS*

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

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

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

PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)*

Privacy Statement

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

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

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

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

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

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

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

COURT ORDERS* (continued)**Family Court Orders***

Are there any current orders made pursuant to the <i>Family Law Act 1975</i> concerning the welfare, safety or parenting arrangements of the prospective student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	____/____/____
	End date	____/____/____

Other Court Orders*

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

APPLICATION TO ENROL*

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

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

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

Parental occupation groups for use with parent/carers details

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

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

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

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

Defence Forces commissioned officer

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

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

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

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

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

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

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

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

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

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

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

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

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

Defence Forces senior Non-Commissioned Officer.

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

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

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

Skilled office, sales and service staff:

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

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

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

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

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

Office assistants, sales assistants and other assistants:

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

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

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

Labourers and related workers

Defence Forces ranks below senior NCO not included above

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

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

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

State Schools Standardised Medical Condition Category List

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

Enrolment Health Form

If you answer **Yes** to any of the shaded areas below, a referral form will need to be forwarded to a Registered Nurse from the Education Queensland Nursing Services.

Medical Condition / Requirement	Yes	No	Comment and Provide Details - if Yes
Diabetes/BGL Monitoring			
Administration of Oxygen			
Tracheostomy			
Epilepsy and/or Seizures (Including absences)			
Shunt			
Gastrostomy Tube/Button			
Nasogastric Tube			
Urinary, Catheterisation or Continence Issues/Problems			
Colostomy/Ileostomy			
Emergency Medication			Refer to Request to Administer Medication
Anaphylaxis			
Allergies or sensitivities (medication or other)			
Asthma			
Mental Health			
Other e.g. surgery			

(Extracted from Queensland Health Form: Enrol-Form1 E)

Emergency Health Plans:

Does your child currently have an Emergency Health Plan?

No ☐ Yes ☐ if Yes: Please provide details and a copy of any current Procedure and Plans to the school.

Please Specify Type of Procedure: _____

Specialised Health Procedures:

Does your child require assistance with any Specialised Health Procedures while at school?

No ☐ Yes ☐ if Yes: Please provide details and a copy of any current Procedure and Plans to the school.

Please Specify Type of Procedure: _____



Special Education Support

Has your student received Special Education Support? Yes ☐ No ☐

(If **YES** please give details and supply evidence (Proof of diagnosis, Curriculum Adjustment Plan, Individual Education Plan or other))

Learning Support

Has your student received Learning Support? Yes ☐ No ☐

(If **YES** please give details).

Chaplaincy Program

This school community provides a program endorsed by the school's Parents and Citizens' Association and available on a voluntary basis to all students. The chaplain is involved in a range of activities which happen at this school which are free of religious, spiritual and/or ethical content.

Do you consent for your student to participate in these activities? Yes ☐ No ☐

If you wish to donate to the school chaplaincy program please email chaplaincy@uranganshs.eq.edu.au

Gideons International

The Gideons International (GI) visit our school each year. A GI representative will deliver a short talk on the history of the organisation to Year 7 students after regular Year 7 assembly items are concluded. GI may make copies of the bible available to students. The collection of a bible is optional and will only be available to those students attending the GI presentation. No student will be obliged to take a bible.

Do you consent for your student to participate in the GI presentation? Yes ☐ No ☐

(to be completed for Year 7 students only)

Instrumental Music

If your student wishes to take part in the Instrumental Music program please email relevant experience and instruments played to instrumentalmusic@uranganshs.eq.edu.au

Digital Device Information and Subject Preference Form

In accordance with Digital Device (BYOx) and Subject Selection information provided, please complete a subject selection preference form. All students should select subjects from one of the educational pathways.

Completed ☐

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

The philosophy of Urangan State High School is one that has developed from a foundation of high behavioural expectations for all members of our school community. Urangan State High School utilises school-wide systems of support. These include proactive strategies for defining, teaching, and supporting appropriate student behaviours to create a positive school environment. Positive Behaviour for Learning is an evidence based, whole school approach, to establishing the social culture needed for an effective learning environment for all students. This is the framework adopted at Urangan State High School.

Through our motto of “**Working together to Learn**”, Urangan State High School provides **access to quality education ... access to a better life**. At Urangan State High School we follow a **Philosophy of Respect**. This Philosophy is displayed in every classroom around the school.

Respect Yourself

We do this by ensuring we take responsibility for our learning and behaviour.

Respect Others

We do this by working with others in a positive way.

Respect the Environment

We do this by taking care of our school and its facilities.

THE RIGHTS OF ALL MEMBERS OF THE URANGAN SHS COMMUNITY:

To promote positive learning environments and to encourage responsible behaviour in students, all state schools have a Responsible Behaviour Plan for students, which they develop with their school community.

The plan includes the school's expectations about behaviour and it outlines a range of consequences for inappropriate behaviour. This plan is available on each school's website and is available on request.

The principle on which Urangan State High School has developed this school-wide Positive Behaviour for Learning program is based on the following rights of all members of our school community:

- Everyone has a right to work in an environment which enables them to learn.
- Everyone has the right to be treated respectfully and courteously.
- Everyone has the right to work in a safe and clean environment.
- Everyone has the right to demonstrate and promote pride in the school.
- Parents/Carers have a right to share in their child's education.

SCHOOL RESPONSIBILITIES:

- Design and implement engaging and flexible learning experiences for individuals and groups.
- 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.
- 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 set the highest standards in work and behaviour.
- Clearly articulate the school's expectations regarding the Responsible Behaviour Plan for Students and the school's 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 is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality.
- Deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools.
- Treat students and parents and carers with respect.

STUDENT RESPONSIBILITIES:

- 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.
- Attend every scheduled lesson on time.
- Act at all times with respect and show tolerance towards other students and staff.
- Work hard and comply with requests or directions from the staff and principal.
- Abide by school rules as outlined in the school's Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives).
- Meet homework requirements and wear the school's uniform.
- Respect school property.
- Represent the school with respect.

PARENT/CARER RESPONSIBILITIES:

- Ensure your child attends school on every school day for the educational program in which they are enrolled.
- Attend open meetings for parents and 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.
- Inform the school of student absences and reasons for absences in a timely manner.
- Treat 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 the school's instructions regarding access to school grounds before, during and after school hours.
- Advise the Principal if your child is in the care of the State.
- Keep the school informed of any changes to child's details, such as child's home address and phone number.

SAFETY:

The school is a registered work site, which means Industrial legislation applies to many aspects of the school, i.e.:

- Open footwear (thongs / sandals) is NOT permitted to be worn by students at any time.
- Extra protection is required in some classrooms e.g. Science, Manual Arts, Art, and Home Economics. Departmental and Industrial safety regulations require students not complying, be excluded from these lessons.
- Any potentially dangerous material / objects are not permitted to be brought onto school campus e.g. knives, matches, lighters, cigarettes, aerosol cans or drugs.

DRESS CODE:

The Urangan State High School Dress Code Policy has been developed in consultation with parents and carers, school staff, students and the Parents' and Citizens' Association.

The Urangan State High School community, Parents' and Citizens' Association and School Council endorses, supports and expects students to be in the school uniform.

A uniform is an important part of the development of our school as we agree it presents the first (and often lasting) impression people form about our school and its students. The Urangan State High School Dress Code assists our school community by:

- Allowing for the easy identification of our students on school premises and during regional sporting and cultural events and excursions, critical incidents, safety drills or evacuations.
- Alerting our school staff to people who may not belong on our school grounds.
- Reducing the pressure of buying name brands and following the latest trends and fads which minimises any visible economic or social differences between students.
- Promoting a sense of common purpose and belonging, consistency and unity in the daily activities of students.
- Reflecting the Urangan State High School's community expectations of student safety and is consistent with the Department of Education and Training's Occupational Health and Safety and Anti-discrimination Legislation and Sun Safe Strategy.

DRESS AND PERSONAL APPEARANCE EXPECTATIONS:

Students wearing items that do not comply with the requirements set out below will be asked to remove the inappropriate item and to store it out of sight for the remainder of the school day. In the case of non-uniform jumpers or tracksuit pants worn during autumn and winter, students will not be required to remove these items, unless an equivalent replacement uniform item is provided to replace it during the school day. A refusal to comply will be dealt with in accordance with managing compliance set out below:

Urangan State High School requires all students to be in full school uniform when:

- Attending or representing the school.
- Travelling to and from school.
- Engaging in school activities out of school hours.

Urangan State High School requires students to wear items related to safety, such as safe footwear and eye protection, which may be necessary in order to participate in certain school activities.

Urangan State High School requires all students to come to school with a clean and tidy appearance:

- Hair is to be washed, combed/brushed.
- Clothes are to be clean.
- Hair colour is to be natural tones i.e. not multicoloured, not unnatural hair colours (such as pink, blue, green, purple, etc).
- Hair styles are to be neat and tidy e.g. no shaved styles, no mohawks, no words/symbols shaved into the scalp etc.
- Make-up is to be minimal.
- Clear nail polish is permitted.
- Jewellery is permitted to be worn only if it complies with the following requirements:
 - Small sleepers (no bigger than a five cent piece) or small studs (non-protruding items only).
 - One small pendant (no bigger than a twenty cent piece) on a thin chain. (Due to Workplace Health and Safety requirements, this necklace must be worn inside the student's collar/school shirt and may have to be removed to enable participation in certain activities).
 - A signet ring.
 - Medical alert bracelets and necklaces.
- Other piercings that are not ordinarily covered by the school uniform (i.e. facial piercings) must be covered by tape/Band-Aid or removed during the school day.

STUDENTS LEAVING SCHOOL GROUNDS:

- The *Education (General Provisions) Regulation 2006* allows a principal to grant a student leave of absence in very limited circumstances.

The principal **must only exercise this discretion:**

- If a parent or carer advises the principal of the student's requirement to leave the school grounds for such purposes, and
- If the request is received in writing.

The principal has the right to override the parental request if he/she believes that safety and the good order and management of the school are comprised.

Students who drive to school require permission to use their own vehicle and may not transport other students.

The school does not issue lunch passes, and the expectation is that all students will bring their lunch, or purchase their lunch at the school canteen.



POSSESSIONS, MONEY AND VALUABLES, APPROPRIATE USE OF MOBILE TELEPHONES AND OTHER ELECTRONIC EQUIPMENT BY STUDENTS:

Parents are asked to ensure only essential items for their child's studies are brought to school. Students are also encouraged to clearly name all their possessions. Valuables and large amounts of money should not be left in school backpacks. These can be left in the office for safekeeping. **MP3 players, personal CD players and mobile phones** are not used at school during class time, unless permitted by the class teacher for educational purposes. Appropriate action through the school's Responsible Behaviour Plan will be taken against students who photograph or film other individuals, without their consent, or send harassing or threatening messages. The school will not be held responsible for the loss or damage to electronic equipment brought to the school by students, and will not interrupt educational time to launch enquiries. The school strongly encourages students NOT to bring such items to school. **Students found with such items being used inappropriately during class time, will have them confiscated.** They will be stored securely until a parent or carer collects the item in person.

Parents/Carers and students are reminded that no liability will be accepted by the school in the event of the loss, theft, or damage of any device

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

- | | |
|--|--|
| ▪ Responsible Behaviour Plan for students | ▪ Information for <i>Voluntary Student Participation in Program of Chaplaincy Services</i> |
| ▪ Student Dress Code | ▪ Department insurance arrangements and accident cover for students |
| ▪ Assessment / Homework Policy | ▪ Consent to use copyright material, image, recording or name |
| ▪ School charges and voluntary contributions | ▪ Appropriate use of mobile telephones and other electronic equipment by students |
| ▪ Acceptable use of computers and internet access (ICT facilities and devices) | ▪ School instructions for school access |
| ▪ Absences | |
| ▪ School excursions | |
| ▪ Complaints management | |

Urangan State High School is enrolment managed and it is a requirement of enrolment to provide:

- Student identification – if student has not previously attended a State School
- Proof of residence – primary source
- Proof of residence – secondary source
- Parent identification
- Academic achievement


I acknowledge:

- That I have read and understand 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.

I accept:

- ***The responsibilities of this Enrolment Agreement.***

Student's Full Name: _____ Year Level: _____

 Student Signature: _____ Date: ____ / ____ / ____

Parent/Carer Name: _____

 Parent/Carer Signature: _____ Date: ____ / ____ / ____



Essential tools for schools in the provision of innovative educational programs and resources is the use of intranet, internet, email and other ICT facilities and devices. These technologies are vital for the contemporary educational program provided in schools. At all times while using these ICT facilities and devices, students are required to act in line with the requirements of the [Code of School Behaviour](#), [Urangan State High School's Responsible Behaviour Plan for Students](#), and any other specific rules of the school. Students using school ICT facilities have a responsibility for good behaviour and adhering to the school's network access and usage requirements. Responsibility for conveying and ensuring students understand and follow these behaviour standards when using the school's network facilities, also rests with their parents and carers. Schools reserve the right to restrict access to network services if access and usage requirements are not met or are breached.

1. Purpose

Urangan State High School (USHS) offers a large network of ICT devices and facilities which allows students to access a wide range of curriculum specific software, email and the Internet. With this educational opportunity, comes responsibility and to be able to access these services, all students must be familiar with the guidelines stated in this document.

2. Policy

As students enrol at USHS, they will be provided with a copy of this policy and agreement form for signing. In addition, a copy is available on the school's website. Signature on the agreement form by a student or user and any parent or carer shall constitute a binding agreement to comply with its terms in consideration of an account and password being issued. Accounts and passwords will only be issued to those students who have indicated their acceptance of this policy and their agreement to comply with its terms by signing an agreement form (including signature by a parent or carer where applicable).

In addition, parents/carers and students should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the department's ICT network facilities
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- be aware that:
 - access to ICT facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs
 - ICT facilities and devices should be used appropriately as outlined in the [Code of School Behaviour](#) and the school's [Responsible Behaviour Plan for Students](#)
 - students who use personal and/or school-owned ICT devices or facilities in a manner that is not appropriate may be subject to disciplinary action by the school, which could include restricting network access
 - despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed
 - teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

Urangan State High School 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. Class use of devices will be with the permission of the teacher.

Students using the USHS network will:

- only access the ICT network using their unique computer account assigned to them
- not divulge their login credentials (username and/or password) to any other individual
- be accountable for all computer system usage conducted using their unique account
- save their files (classwork, assignments, etc) on their H drive or other appropriate network drive.
- be provided with network storage space, plus a school email account
- not store executable files, music, games, large amounts of images and other similar files on the school network, unless permission is granted by the Head of Department.

3. 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 [Responsible Behaviour Plan for Students](#).
- Students are to be aware of occupational health and safety issues when using computers and other learning devices.
- Parents/carers are also responsible for ensuring students understand the school's ICT



access and usage requirements, including the acceptable and unacceptable behaviour requirements.

- Parents/carers are responsible for appropriate internet use by students outside the school environment when using a personal device (BYOx).
- 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.

4. Responsibilities for using a personal mobile device (BYOx)

- Prior to any personal device being used, approval must be sought from the school to ensure it reflects the department's security requirements and abides by the BYOx Student Charter.
- Students are responsible for the security, integrity, insurance and maintenance of their personal devices and their network accounts.
- 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 BYOx devices particularly as these devices can store significant numbers of files some of which may be unacceptable at school e.g. games and 'exe' files. An 'exe' file ends with the extension '.exe' otherwise known as an *executable* file. When they are selected they can install programs which may start unwanted processes.
- Any inappropriate material or unlicensed software must be removed from BYOx devices before bringing the devices to school and such material is not to be shared with other students.
- Unacceptable use will lead to the personal device being confiscated by school employees, with its collection/return to occur at the end of the school day where the device is not required for further investigation.

5. Acceptable Use

Urangan State High School's ICT facilities and devices are to be used for educational purposes only, unless otherwise arranged.

It is acceptable for students while at school to use personal and/or school-owned ICT facilities and devices for:

- assigned class work and assignments set by teachers
- developing appropriate literacy, communication and information skills
- authoring text, artwork, audio and visual material for publication on the intranet or internet for education 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, encyclopedias, etc.
- researching and learning through the department's eLearning environment (i.e. The Learning Place, BlackBoard)
- be courteous, considerate and respectful of others
- switch off and place out of sight the BYOx (or school owned) device during classes, where these devices are not being used in a teacher directed activity to enhance learning
- seek teacher's approval where they wish to use a device under special circumstances.

Students must report any problems/damage/vandalism to their class teacher immediately. Students will immediately notify the Head of Department or IT Technician if they have identified a



possible security problem. They will not go looking for security problems because this may be construed as an illegal attempt to gain access.

6. Unacceptable Use

It is unacceptable for students while at school to:

- use the ICT facilities and devices (including BYOx devices) in an unlawful manner
- download, distribute or publish offensive messages or pictures
- install, copy, share, or download unauthorised software/applications
- 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 (including cyberbullying)
- 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 network security
- use in-device cameras anywhere a normal camera would be considered inappropriate
- invade someone's privacy by filming/recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use a personal device (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use personal devices at exams or during class assessment unless expressly permitted by the school Administration

Hacking or intention to breach school security, copyright breaches, pirating and loading of unauthorized discs, and other storage devices onto the school system is a breach of this policy and will result in action being taken.

Urangan State High School reserves the right to restrict student access to network services if access and usage requirements are not met or breached.

7. Usernames and Passwords

Students are only permitted to access the network/internet/intranet/email using their own individual username and password. Under no circumstances, are students permitted to share their username and password with any other student in any way. Students cannot use another student or staff member's username or password to access the school's network, another person's files, home drive or e-mail.

If a student suspects their username/password is being used by another person, it is their responsibility to inform their class teacher and arrange for their password to be changed immediately. Failure to do so will mean the student is held liable for what happens within their account.

8. Internet and E-mail Use

The use of the internet and e-mail is an expense met by the school and is for **educational purposes** only.

- Internet/email access is only to occur with a teacher's permission/supervision.
- Student e-mail usage must be conducted through the email account provided by the school. Use of other email services is not permitted.
- Sites for personal use such as personal web spaces, chats/forums and other personal sites are not to be accessed at school. General web surfing needs to be done at home.
- Students must be aware electronic communication is not guaranteed to be private and all email should be considered a public document. System administrators of the network have access to all mail sent and received and automatic filtering of e-mails and Internet use occurs.
- Students will not reveal personal contact information about themselves or other people such as their name, parent's name, address, phone numbers, school address, work address, etc other than to fulfil the educational program requirements of the school.
- Students will not agree to meet with someone they have met online without their parent's



approval.

- Filtering of websites does occur but any accidental access to inappropriate internet sites must be reported to the Head of Department immediately.
- If students receive inappropriate emails from anyone, they must report it to their year level manager or house manager.
- Students will not use any sites to denigrate the school or any members of its community at any time, including out of school hours.
- Students are required to use their EQ email account for emails to their teachers or other members of staff.

9. Student Private Device Access

Students are not permitted to connect their privately owned device to any part of the school network, unless they have completed the BYOx Agreement Form (available separately) and have a compatible personal device.

10. Portable Storage Devices

- It is acceptable for students to use portable storage devices (such as USB flash drives) to fulfil their educational program requirements (e.g. bring assessment items to school as opposed to emailing, etc).
- Students need to understand that virus scanning occurs on all files downloaded/stored on the network, including files transferred from USB flash drives and other storage devices.
- No computer disks or other storage devices are to be used on the school's network unless they contain educational material and are being used for the purposes of class work and/or assignments.
- Students and parents are to employ caution with the use of portable storage devices as these devices can store significant numbers and sizes of files, some of which may be unacceptable at school (eg. games, executable files, etc.) Please note, personal files on USB flash drives may be deleted by Education Queensland's malware protection.

11. School Monitoring

The Department of Education and Training (DET) and Urangan State High School monitors and reports on intranet, internet and network usage and inspects email messages sent or received by anyone using the department's ICT facilities and devices to:

- identify inappropriate use
- protect system security
- maintain system performance
- protect the rights and property of the department
- determine compliance with state and departmental policy.

Monitoring and investigations include but are not limited to:

- accessing and examining specific types of messages, such as large messages or those containing documents, executables, audio visual files and/or compressed zip files
- accessing and examining messages in specific circumstances, such as at peak periods, where an individual's message volume is high, or on a random sampling basis
- accessing and examining records for the purpose of complying with investigation requests
- introducing and using content security software to protect users and the department's ICT network, systems and services from infectious or malicious content, offensive or libelous material and breaches of confidentiality
- conducting security audits and scans (whether manual or automated) of any personal ICT mobile devices that connect to the departmental network where that device is used on departmental premises and/or is connected to the department's ICT network and a security breach has been detected or the device is suspected to have compromised the integrity of the network.

Urangan State High School reserves the right to:

- moderate access to Internet and Intranet services, including the filtering of websites
- monitor and record all usage of its computer networks, including Internet services
- regularly filter the network for inappropriate/non-education files and if found, delete these automatically
- cull/archive student files to remove unnecessary files and/or to regain disc space
- take disciplinary action when breaches of expected behaviour occur



12. Printing

At the beginning of each semester, each student is given \$2 worth of printing balance. Students are responsible for maintaining their printing balances. If students require additional printing, they need to pay at the office and the officers will adjust the printing balance accordingly.

13. Copyright & Plagiarism

Students must get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft. Students must 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.

14. Breaches of the Policy

Alleged breaches of this policy will be investigated by year level staff, Heads of Department and/or Administration. If students are found to have breached this policy, consequences will apply. Breaches of this policy result in immediate suspension of students' ICT privileges and may result in further actions being taken by Urangan State High School, the Department of Education and Training, State or Federal authorities.

15. Release of Liability

Urangan State High School makes no warranties of any kind, whether express or implied, for the service it provides. Urangan State High School will not be responsible for any damages a user suffers as a result of their use of the USHS network or use thereof by any other person. This includes loss of data resulting from delays, no-deliveries, mis-deliveries, service interruptions, or the Urangan State High School's negligence or by the user's errors or omissions or by the actions of any other user of the USHS network. Use of any information obtained via the Internet is at the user's own risk. Urangan State High School specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain and consider how valid that information may be.

Acceptable Use of Computers & Internet Access (ICT Facilities and Devices)

This agreement remains current for every year the student attends Urangan State High School

Student: _____ Year Level: _____

Student:

- 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.
- Class use of devices will be with the permission of the teacher.
- 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/carers 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/carers.
- 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 will not use any sites to denigrate the school or any members of its community at any time, including out of school hours.
- 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. This may include an effect on my behaviour level, and loss of access to the network (including email/internet) for a period of time.
- 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.

Student's Name: _____

Student's Signature: _____

Date: _____

Parent/Carer:

- 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 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 child that may have come from the school or from other students.
- I understand that the school does not accept liability for any loss or damage suffered to personal devices 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.
- I believe _____ **(name of student)** understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT 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 *Responsible Behaviour Plan for Students*. This may include loss of access and usage of the school's ICT facilities and devices for some time.
- 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.

Parent/Carer Name: _____

Parent/Carer Signature : _____

Date: _____

STATE SCHOOL CONSENT FORM

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

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

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

Your child's student materials:

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

Purpose of the consent

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

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

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

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

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

Voluntary

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

Consent may be limited or withdrawn

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

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

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

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

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

Media sources used

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

- School website: www.uranganshs.eq.edu.au
- Facebook: www.facebook.com/uranganshs
- YouTube: www.youtube.com/user/uranganshs
- Instagram: www.instagram.com/uranganshs
- Twitter: www.twitter.com/uranganshs
- Other: www.uranganshs.eq.edu.au
- 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@uranganshs.eq.edu.au

The Enrolment Officer 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 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.

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.

Project Consent Form

This is to inform you about how the Department of Education (department) will use, record and disclose your or your child's personal information and material. It outlines:

- what information we record; and
- where and how we will use the materials.

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.

Materials that are created by you or your child, whether as an individual or part of a team, may be replicated in full or modified for purpose. This includes copyright material, including written, artistic or musical works, video or sound recording created in connection with the project.

Personal information may include identifying each person who contributed to the creation. The material and personal information may also represent Indigenous knowledge or culture.

Purpose of the consent

This Project Consent Form relates to all non-compulsory school activities.

It is the department's usual practice to take photographs or record images and occasionally to publish limited personal information and materials for the purpose of promoting Queensland education.

To achieve this purpose the department may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below. The department may also use images on a range of materials including (but not limited to) advertising, marketing materials, presentations and publications.

Because of this, the Project Consent Form provides consent for personal information and a licence for materials to be published online or in other public forums.

The department holds images in its Digital Asset Management Library and these may be used by the Queensland Government to promote a range of initiatives.

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

Voluntary

It is your choice whether to give consent.

Consent may be withdrawn

Consent may be withdrawn at any time by you.

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

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

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 and materials), to be deleted or restricted from use once published.

Media sources used

The department will publish images and materials on a range of social media, websites and traditional media sources subject to your consent. Please see the following webpage for a full list of sources where the project may be published.

<https://education.qld.gov.au/parents-and-carers/parent-participation/useimages-recordings>

Duration

The consent is ongoing unless you decide to withdraw your consent.

Who to contact

If you have any questions or wish to withdraw consent please contact enrolments@uranganshs.eq.edu.au

Project Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES (including individuals)

Parent/carer to complete for students under 18. Independent students may complete on their own behalf and if under 18 a witness is required. Otherwise, the consentor is to complete.

Full name:

Date of birth:

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

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

☐ No name ☐ First Name ☐ Full Name

► 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 AND TIMELINE FOR CONSENT

If consent is given in section 4 of the form below:

- The personal information and materials (as detailed in section 2) will be recorded, used and/or disclosed (published) by the school, Department of Education (DoE) and the Queensland Government for the following purposes (the approved purpose):
 - any activities engaged in during the course of the project, as described in the attached letter, or purposes of public relations, promotion, advertising, recruitment advertising, presentations, publications, displays, media, promotional, marketing and communication materials and commercial activities concerning the Project.
- The personal information and materials (as detailed in section 2) will be disclosed (published) for the approved purpose via social media, online or in printed or other forms of media as set out at <https://education.qld.gov.au/parents-and-carers/parent-participation/use-images-recordings>, including: any purpose, commercial or otherwise, required by operators of the websites as a condition of uploading the personal information or materials; and transfer of the personal information outside of Australia in the course of the operation of the website.

Consent is ongoing unless it is withdrawn as outlined in the attached letter.

4 CONSENT AND AGREEMENT To record the consent please sign the top of the following page

► CONSENTER - for the person giving consent

I am (tick as applies):

☐ parent/carer of the identified person in section 1

☐ the identified person in section 1 (if an individual, independent student, teacher or volunteer)

☐ 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 DoE recording, using and/ or disclosing (publishing) the personal information and materials identified in section 2 for the approved purpose as detailed in section 3.

I acknowledge that I will not be paid for giving this consent nor will a payment be made for the use of personal information or material.

By signing, I also agree that this Project Consent Form is a legally binding and enforceable agreement between the consentor, the department and the State. 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 DoE 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.



Project Consent Form

Print name of student

Print name of individual/consenter.....

Signature or mark of individual/consenter.....

Date

Signature or mark of student (if an independent student).....

Date

SPECIAL CIRCUMSTANCES

In many circumstances only the above signatures are necessary. However there may be special circumstances that could apply. Examples include where the form is required to be read out (whether in English or in an alternative language or dialect). Another occasion may be where the consenter is an independent student and under 18.

► WITNESS - for consent from an independent student or where the explanatory letter and Project Consent Form were read.

I have witnessed the signature of an independent student, or that the accurate reading of the explanatory letter and the Project 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 Project 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 Project 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 Project 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 individual's personal information. The information will be used and disclosed by authorised departmental employees for the purposes outlined on the form and 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 information on this form or discuss how it has been dealt with, please use the contact details identified in the Introduction to the Project Consent Form.

Student Resource Scheme - Participation Agreement Form

The Student Resource Scheme

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

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

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

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

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

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

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

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

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

Payment

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

Participation

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

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

School Name	URANGAN STATE HIGH SCHOOL
Form Return Date	With Enrolment
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

Privacy Statement

The Department of Education collects the information you complete on the Participation Agreement Form in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with departmental employees for the purpose of



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Terms and Conditions

Definition

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

Purpose of the SRS

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

Participation in the SRS

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

Non-Participation in the SRS

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

The Resources

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

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

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

Payment Arrangements

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

Debt Management

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

Parents' Experiencing Financial Hardship

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

Additional Information

Textbook and Resource Allowance (TRA)

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



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Urangan State High School - Online Services Consent - Junior

Urangan State High School wishes to utilise the third party web based service provider/s listed on the reverse to aid student's learning. For your child to use the service the teacher may need to register them as a user. Registering with these providers requires your child's personal information to be disclosed to the provider of the service. In the case of the services outlined below they are private companies that are hosted in Australia and/or outside of Australia. Outside of Australia means that data entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws. Registration may include disclosing the following information about your child:

- Student's First Name
- Age – for access permission to content
- Year level
- Class Teacher
- Student email address

NOTE: for all school recommended databases, students are required to use their school email address only.

We require your permission for the registration and use of the sites by your child, as listed on the reverse. Additional information can be found in the "Website Risk Review" document available from our school web site. If you have any queries around the storage of student information, you are welcome to contact us at admin@uranganshs.eq.edu.au

Note: It is not compulsory for you to provide this consent – If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.

As a parent or guardian of this child, I have read the terms of use and privacy policy of each of the websites listed. I understand that my child's personal information will be provided to these third party software providers for the purpose of my child's registration and use of the software programs and that this information may be stored outside of Australia.

Please circle your consent to all the websites listed	Yes	No
--	------------	-----------

or circle your choice / cross out which does not apply - to your child's information being provided to each of the third party providers for the provision of an educational service.

Student details			
First Name	Last Name	Year Level	

Parent Name			
Parent Signature		Date:	

Provider	Type of service	Website	Terms of use	Privacy policy	File storage
AMEB	The purpose of this website is to provide access to Music examinations for Music theory.	https://www.ameb.edu.au/	https://www.ameb.edu.au/terms-and-conditions	https://www.ameb.edu.au/contact/privacy-policy.html	Outside Australia
ASX Education	ASX offers an educational platform which enables users to access online courses, attend webinars, watch investment videos and play and practise sharemarket games to develop knowledge in the financial market exchange.	https://www.asx.com.au/education/shares-education.htm	https://www.asx.com.au/about/terms-use.htm	https://www.asx.com.au/about/privacy-statement.htm	Inside Australia
Autodesk suite	Used for autocad software for graphics and design	https://accounts.autodesk.com	https://www.autodesk.com/company/legal-notices-trademarks	https://www.autodesk.com/company/legal-notices-trademarks/privacy-statement	Outside Australia
Clickview	ClickView curates the best educational videos from renowned content providers and free-to-air TV channels.	https://clickview.com.au/	https://clickview.com.au/terms-and-conditions	https://www.clickview.com.au/privacy-policy/	Inside Australia
Compass	Compass is our online learning system. This is where students will track their assessment progress, attain their notices and class information.	https://www.compass.education/	https://sites.google.com/a/jdlf.com.au/policies/	https://sites.google.com/a/jdlf.com.au/policies/privacy	Inside Australia
Education Perfect	Education Perfect allows teachers to create 'learning journeys' for classes and individual students. Teachers can choose from a range of curriculum aligned resources and review analytics to understand student progress.	https://educationperfect.com	www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_-_standard_terms_and_conditions_2018-07-26.pdf	https://www.educationperfect.com/legal/	Outside Australia
JacPlus	JacPlus is a digital bookshelf for accessing all Jacaranda digital resources including core curriculum titles, eBookPLUS, learnON, studyON, assessON, myWorld Atlas, SpyClass and Knowledge Quest. Resources are aligned to the Australian curriculum and some state curriculums for specific year levels.	https://jacplus.com.au	https://www.jacplus.com.au/jsp/general-nav/terms/terms.jsp	https://www.jacplus.com.au/jsp/general-nav/copyright/privacy_policy.jsp	Outside Australia
Kahoot	Kahoot! is a game based learning platform. It provides the ability to create, discover, play and share fun learning quizzes, surveys and activities for any subject, in any language, on any device, for all ages.	https://Kahoot.it	https://kahoot.com/terms-and-conditions/	https://kahoot.com/privacy-policy/	Outside Australia
Literacy Planet	Online literacy application with assessment, diagnostic and reporting capabilities which allows teachers to assign curriculum-aligned interactive games and activities based on students' needs.	https://literacyplanet.com/au/	https://www.literacyplanet.com/au/about/privacy-policy/schools-terms/	https://www.literacyplanet.com/au/about/privacy-policy/	Outside Australia
Mathletics	3P Learning Mathletics is a web based service which encourages independent learning and the development of critical math awareness.	https://login.mathletics.com/	https://www.3plearning.com/terms/?locale=en-AU	https://www.3plearning.com/privacy/	Outside Australia
Socrative	Classroom assessment application that allows teachers to conduct engaging assessment of student learning in real-time through assessments, quizzes and polls. Educators can grade, monitor and evaluate learning in real time and provide feedback to students.	- https://socrative.com/	https://socrative.com/terms-of-use/	https://socrative.com/privacy	Outside Australia
Taste	This website is used to research and source recipes for Hospitality.	https://www.taste.com.au/	https://preferences.news.com.au/privacy	https://www.taste.com.au/articles/legal-notices/MUfw5jvc	Outside Australia

Urangan State High School Student BYO iPad Charter

Introduction

This charter is a condensed version of the Urangan SHS Student Charter. It summarises the key information students and parents require to understand their rights and responsibilities surrounding the Bring Your Own device program.

The full charter is available for reading on the school's web site. It is recommended that, before signing the Responsible Use Agreement, both student and parent/guardian read the full charter as signing the Responsible Use Agreement means you agree to the full charter and not just this summary. If you are unable to access the internet, a full printed version will be provided for you upon request.

BYO iPad overview

Bring Your Own Device (BYO iPad) is a new pathway supporting the delivery of 21st century learning. It is a term used to describe a digital device ownership model where students use their personally-owned mobile devices to access the department's information and communication (ICT) network.

Responsible use of BYO iPad

Our goal is to ensure the safe and responsible use of facilities, services and resources available to students through the provision of clear guidelines.

Responsibilities of stakeholders involved in the program:

School

- network connection at school
- internet filtering (when connected via the school's computer network)
- some technical support (please consult Technical support table below)
- some school-supplied software e.g. Microsoft Office 365 ...
- printing facilities.

Student

- acknowledgement that core purpose of device at school is for educational purposes
- care of device
- appropriate digital citizenship and online safety (for more details, see ACMA Cybersmart)
- security and password protection — 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 others)
- some technical support (please consult Technical support table below)
- maintaining a current back-up of data
- charging of device
- abiding by intellectual property and copyright laws (including software/media piracy)
- internet filtering (when not connected to the school's network)
- ensuring personal login account will not be shared with another student, and device will not be shared with another student for any reason
- understanding and signing the BYO iPad Charter Agreement.

For digital device classes, it is also the student's responsibility to ensure that devices are brought to school on a daily basis and are fully charged.

Parents and Guardians

- acknowledgement that core purpose of device at school is for educational purposes
- internet filtering (when not connected to the school's network)
- encourage and support appropriate digital citizenship and cybersafety with students (for more details, see ACMA Cybersmart)
- some technical support (please consult Technical support table below)
- required software, including sufficient anti-virus software
- protective backpack or case for the device
- adequate warranty and insurance of the device
- understanding and signing the BYO iPad Charter Agreement.

For students in digital device classes, it is also the parent's responsibility to notify the school if the student is unable to bring their device for a legitimate reason (e.g. device being repaired). This can be done via a note or email to ipadsupport@uranganshs.eq.edu.au. This will ensure that a loan device (if available) can be issued to the student.

Technical support

	Connection:	Hardware:	Software:
Parents and Guardians	✓ (home-provided)	✓	✓
Students	✓	✓	✓
School	✓ (school provided)		✓ (some school-based)
Device vendor		✓ (see specifics of warranty)	

The following are examples of responsible use of devices by students:

- Use mobile devices for:
 - engagement in class work and assignments set by teachers
 - developing appropriate 21st Century knowledge, skills and behaviours
 - authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by school staff
 - conducting general research for school activities and projects
 - communicating or collaborating with other students, teachers, parents, guardians or experts as part of assigned school work
 - accessing online references such as dictionaries, encyclopedias, etc.
 - researching and learning through the school's eLearning environment.
- Be courteous, considerate and respectful of others when using a mobile device.
- Switch off and place out of sight the mobile device during classes, where these devices are not being used in a teacher directed activity to enhance learning.
- Use the personal mobile device for private use before or after school, or during lunch breaks.
- Seek teacher's approval where they wish to use a mobile device under special circumstances.

The following are examples of irresponsible use of devices by students:

- using the device in an unlawful manner
- creating, participating in or circulating content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- disabling settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
- downloading (or using unauthorised software for), distributing or publishing of offensive messages or pictures
- using obscene, inflammatory, racist, discriminatory or derogatory language
- using language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insulting, harassing or attacking others or using obscene or abusive language
- deliberately wasting printing and Internet resources
- intentionally damaging any devices, accessories, peripherals, printers or network equipment
- committing plagiarism or violate copyright laws
- using unsupervised internet chat
- sending chain letters or spam email (junk mail)
- accessing private 3G/4G networks during lesson time
- knowingly downloading viruses or any other programs capable of breaching the department's network security
- using the mobile device's camera anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- invading 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
- using the mobile device (including those with Bluetooth functionality) to cheat during assessments
- take into or use mobile devices at exams or during class assessment unless expressly permitted by school staff.

In addition to this:

Information sent from our school network contributes to the community perception of the school. All students using our ICT facilities are encouraged to conduct themselves as positive ambassadors for our school.

- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present.
- Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.
- Students must get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft.
- Students need to understand 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.
- Parents and Guardians need to be aware that damage to mobile devices owned by other students or staff may result in significant consequences in relation to breaches of expectations and guidelines in the school's Responsible Behaviour Plan.
- The school will educate students on cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to incorporate these safe practices in their daily behaviour at school.

The school's BYO iPad program supports personally-owned Windows and Mac laptops and tablets with wireless access to the internet, and printing and file storage on the school network. Other personally-owned mobile devices, such as iOS and Android tablets and phones are supported with wireless internet access only.

The school's BYO iPad program does not support personally-owned mobile devices in regard to:

- technical support (except for approval and connection)
- charging of devices at school
- security, integrity, insurance and maintenance
- private network accounts

Fees

BYO iPad access is free.

Insurance

We strongly recommend that all personal electronic devices are insured against accidental damage, loss and theft. You can either:

- Include the iPad on your home and contents insurance policy
- Purchase Apple Care Plus or Accidental Damage Protection at time of purchase
- Contact an insurer that offers specific student device cover products.

Responsible use agreement

The following is to be read and completed by both the STUDENT and PARENT/GUARDIAN:

I have read and understood the BYO iPad Charter and the school Responsible Behaviour Plan (available in the Student Handbook on the school website).

I agree to abide by the guidelines outlined by both documents.

I am aware that non-compliance or irresponsible behaviour, as per the intent of the BYO iPad Charter and the Responsible Behaviour Plan, will result in consequences relative to the behaviour.

Student's name: **Form Class (if known):**
(Please print)

Login:
(Please print)

Student's signature: **Date:** / /

Parent's/Guardian's name:
(Please print)

Parent's/Guardian's signature: **Date:** / /





Urangan State High School - Year 7 Subject Preference Form – 2023

Student's Name: _____ Primary school: _____

Arts Preference for 2023 – Please Number from 1 to 5									
	Dance		Drama		Media Arts		Music		Visual Arts

Dance

Students will learn about the art of Dance through both making and responding experiences. Throughout the course, students will participate in learning experiences designed to develop technical and expressive skills and the ability to analyse the function and components of a variety of dance styles. Students will develop an introductory understanding of the elements of dance and learn how to choreograph their own routines. They will also participate in dance performances for the public. This energetic subject provides students with an excellent insight into and preparation for the subject of Dance in future years.

Drama

Students will engage in an introductory level exploration of the dramatic elements, focusing specifically on the Human Context, Focus and Tension. Learning experiences will include making tasks where students will be involved in role-play, group work and playmaking. Students will work in pairs and small groups to create a number of performances across a range of styles. When responding to drama, students will create character profiles and individual reflective written responses.

Media Arts

Students will explore and produce a range of media forms. Making tasks include exploration of photography, digital darkroom, and image manipulation. In Media Arts learning experiences in making will include designing and creating a movie poster and trailer. Responding learning experiences will involve finding out about a range of film genres and conventions. Media Arts will provide an introductory level exploration for students who have a strong interest in filmmaking and animation.

Music

Students study contemporary musical styles and genres as they learn to compose, perform and respond to music. As they listen to contemporary music, they explore how music elements are used to create meaning. They learn basic skills on guitar, bass guitar, drums, keyboard, and ukulele as they work towards producing performances of contemporary songs in a band setting. Students will also learn the fundamentals of music theory, including rhythm, notation, and score layout, applying these concepts to the creation of their own original music.

Visual Arts

Students will learn about Visual Arts through making and responding experiences. Students will develop knowledge, skills and techniques within a creative working environment. Throughout the course, they will create a folio of artworks using a variety of techniques and media. Students will explore a range of techniques including drawing, painting, sculpting, digital imaging and printmaking. They will work with a variety of media including pencils, watercolours, clay and iPads. In responding, students will begin to analyse, interpret and evaluate artworks, both historical and contemporary, in order to understand how and why people make art.

Urangan State High School – Digital Device Information – 2023

In 2023 we are continuing to offer digital device classes in Years 7-9 where all students in the class have their own laptop or tablet. In align with progressing towards 21st Century learning students will have a heightened use of digital learning opportunities in their classes.

Our goal and expectation for Year 7 students in 2023 is all students will be a part of the BYOx program. NB: All ACE classes will be Digital Device Classes.

Are you currently part of a digital device program at your primary school? ☐ Yes ☐ No
Do you currently own a device that would be suitable for the program? ☐ Yes ☐ No
Would your preference be to source your own device or be part of a school supplier offer? ☐ Own ☐ School