Consent Package

SCHOOL ADDRESS:
Glenella State School and Prep, 35-55 Hill End Road
Glenella, Mackay, 4740 Qld

SCHOOL TELEPHONE NUMBER:
(07) 49692333

SCHOOL E-MAIL ADDRESSES:
Principal@glenellass.eq.edu.au and admin@glenellass.eq.edu.au

SCHOOL PRINCIPAL:
Brett De Boni

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Please ensure all highlighted areas are completed.

GLENELLA STATE SCHOOL INTERNET ACCESS AGREEMENT

Children from Prep to Year 3 inclusively are exempt from signing the student section below.

***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.
Specifically in relation to internet usage, should any offensive pictures or information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.
If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/guardians. When using email or the internet I will not:

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

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT facilities and devices inside or outside of school hours. I understand that if the school decides I have broken the rules for using its ICT facilities and devices, appropriate action may be taken as per the school's *Behaviour Management Policy*, which may include loss of access to the network (including the internet) for a period of time.
I have read and understood this procedure/policy/statement/guideline and the Student Code of Conduct. I agree to abide by the above rules / the procedure/policy/statement/guideline.

Student's name _____

Student's signature _____ Date _____

***Parent or guardian**:*

I understand that the school provides my child with access to the school's information and communication technology (ICT) facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on computers from around the world; that the school cannot control what is on those computers; and that a small part of that information can be illegal, dangerous or offensive. I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by students/my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT facilities and devices. Furthermore I will advise the school if any inappropriate material is received by my student/child that may have come from the school or from other students. I understand that the school is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or mobile device. I understand that the school may remotely access the departmentally-owned student computer or mobile device for management purposes. I understand that the school does not accept liability for any loss or damage suffered to personal mobile 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 *Behaviour Management Policy*. 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/Guardian name _____

Parent/Guardian signature _____ Date: ___/___/___

Student's name: _____

Year level: _____

GLENELLA STATE SCHOOL
RELIGIOUS INSTRUCTION CONSENT

The *Education (General Provisions) Act 2006* requires schools to provide RI for up to one hour each week if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI classes at Glenella State School are Ecumenical in nature and are delivered by volunteers of faith groups using resources especially developed for the program. These materials are not part of the formal school curriculum and are not endorsed by the Department of Education and Training.

Participation in RI is not compulsory.

Any student (except Prep students) may participate in RI if a parent has given consent and indicated a religion on the *Application for Student Enrolment* Form or in other written advice to the principal.

Any child not participating in RI, or whose nominated religion is not represented within the RI program/s at the school, will be supervised by a member of school staff during the time RI is held. This supervision will relate to subject areas that have already been covered in class.

At any time, parents may provide written instruction to the principal to change their preference for their child to participate in or be withdrawn from RI.

You can access the Department's RI policy statement available at http://education.qld.gov.au/schools/school-operations/ri-policy-satement.html for further information.

If you would like further information about RI at our school, or require assistance with completing the form, please contact us on 49 692 333.

Please complete, sign and return this form to the school office or email it to admin@glenellass.eq.edu.au.

Student Name: _____ Year Level: _____

RELIGION – RELIGIOUS INSTRUCTION	
From Year 1, your child 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, your child will be supervised 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 your child to participate in religious instruction? Yes ◯ No ◯

Parent/Carer Name: _____

Signature: _____ Date: _____

Privacy Notice

The Department of Education and Training (DET) is collecting the personal information requested in this form in order to:

- obtain lawful consent for your child to participate in religious instruction or other instruction;
- update the school records where necessary.

The information will only be accessed by authorized school staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Qld). The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorized or required by law, or you have given DET permission for the information to be disclosed.

THIRD PARTY WEBSITE CONSENT

Privacy Notice

The Department of Education and Training is collecting your personal information on this form in order to obtain consent for disclosure of a student's personal information to facilitate registration and use of third party web based software identified on the form. The information will be used and disclosed by authorised school employees for the purposes outlined on the form.

Student personal information collected on this 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.

The use of web based educational resources has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes.

Our school and teachers make decisions about the best technology to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party web based providers.
Glenella State School wishes to utilise the third party web based service provider/s listed below to aid students' learning. For your student to use the service the teacher will need to register them as a user. Registering with these providers requires student 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 onshore in Australia and outside of Australia. Outside of Australia means that data that is 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 Name,
- Student ID,
- Age,
- Year group,
- Class Teacher and
- Student school email

We need your permission for the registration and use of these sites by your student.
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.
Before you complete this consent form it is important that you understand the reasons that these websites collect this information, what will be done with it, who else may have access to it and where the data is stored. This information can be found in the hyperlinks below referring to each website's terms and conditions and/or privacy policy.

Please read these and ensure that you understand the implications of using this service before giving your consent.

Below are the third party web based service provider/s:

Name of Provider: ***ClassDojo***

Type of Service: The purpose of this website is to help teachers improve student behaviour and engagement while keeping parents and caregivers in the loop.
Website: http://www.classdojo.com
Terms of Use: https://www.classdojo.com/en-gb/terms
Privacy Policy: https://www.classdojo.com/en-gb/privacy
File Storage: This service stores information in the United States of America (USA). USA information privacy and protection laws differ substantially from Queensland and Australian law

☐ YES

☐ NO

Name of Provider: ***Reading Eggs***

Type of Service: The purpose of this website is to promote and provide access to a product designed to develop a student's ability to read English. This product is designed to engage students with interactive learning systems.
Website: http://readingeggs.com.au
Terms of Use: http://readingeggs.com.au/terms
Privacy Policy: http://readingeggs.com.au/privacy
File Storage: Product stores some student personal information in Australia but outside the department's IT network.

☐ YES

☐ NO

Name of Provider: Seesaw

- **Type of Service:** A digital portfolio platform that enables students to create, reflect on, and share their learning process in conjunction with teachers and family members. Teachers can share photos, videos, links and files in private messages to family members or announcements to the whole class.

Website: **https://app.seesaw.me/**
Terms of Use: **https://seesaw.com/terms-of-service/**
Privacy Policy: **https://seesaw.com/privacy-policy/**
File Storage: This service stores information offshore

☐ YES

☐ NO

Name of Provider: ***Studyladder***

Type of Service: The purpose of this website is to provide students with an online learning platform for all

subjects
Website: https://www.studyladder.com.au
Terms of Use: https://www.studyladder.com.au/about/privacy
Privacy Policy: https://www.studyladder.com.au/about/privacy
File Storage: This service stores information in the United States of America (USA).

☐ YES

☐ NO

Name of Provider: ***Educational Assessment Australia (EAA) ICAS***

Type of Service: The purpose of this website is to provide a platform to purchase EAA products and services as well as find information on the latest news and events for EAA. This website provides independent assessment of student skills development.
Website: https:/www.eaa.unsw.edu.au ICAS
Copyright and Disclaimer: https://www.eaa.unsw.edu.au/copyright-disclaimer
Privacy Policy: https://shop.eaa.unsw.edu.au/topicsdetail?topic=EAA_PUBLIC_MISC_privacy2014Q1

File Storage: This website stores information in Australia but is outside the department's IT network. This information would not be covered by the department's security policies.

☐ YES

☐ NO

Name of Provider: ***Stile***

Type of Service: The purpose of this website is to provide users with the ability to reflect, collaborate and brainstorm with other students. The website will be used for students to post ideas and share them with the class.
Website: http://www.stileapp.com/
Terms of Use: http://www.stileeducation.com/other/terms/
Privacy Policy: http://www.stileeeducation.com/other/privacy

☐ YES

☐ NO

Name of Provider: ***Prodigy Learning – Minecraft Credentials***

Type of Service: Prodigy Learning is a credential program that delivers coursework for AI Ready Skills, Cyber in Minecraft and Coding in Minecraft, delivered through Minecraft Education.
Website: **https://portal.codingcredentials.com/Account/Login**
Terms of Use: **https://www.prodigylearning.com/terms-and-conditions/**
Privacy Policy: https://www.prodigylearning.com/privacy-policy/
File Storage: Offshore

☐ YES

☐ NO

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

Student's name: _____

Year level: _____

_____ _____ _____
Parent/Guardian's Name Parent/Guardian's Signature Date

GLENELLA STATE SCHOOL MEDIA CONSENT FORM

This document 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* 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.glenellass.eq.edu.au***
- Facebook: ***Glenella State School***
- YouTube: ***N/A***
- Instagram: ***N/A***
- Twitter: ***N/A***
- Other: ***N/A***
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

Duration

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

Who to contact

To return a consent, express a limited consent or withdraw consent please contact:

Principal admin@glenellass.eq.edu.au

07 49692333

The Enrolment Officer should be contacted if you have any questions regarding consent. Please retain this letter for your records and return the signed consent form.

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at http://ppr.qed.qld.gov.au/ to ensure you have the most current version of this document.

- **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: GLENELLA STATE 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

▸ Recording (voices and/or video)

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

▸ Sound recording ▸ Artistic work ▸ Written work ▸ Video or image

▸ Software ▸ Music score ▸ Dramatic work

3 *APPROVED PURPOSE*

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:

– Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.

– Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.

– Any other activities identified in section 4(b) below.

- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:

– the school's newsletter and/or website;

– social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);

– year books/annuals;

– promotional/advertising materials; and

– presentations and displays.

4 *TIMEFRAME FOR CONSENT*

School representative to complete.

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

_____

_____

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 .....

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.

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 .....