



Department of
Education

Introduction to the State School Consent Form (attached) for McDowall State School

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

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

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

Your child's student materials:

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

Purpose of the consent

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

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

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

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

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

Voluntary

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

Consent may be limited or withdrawn

Consent may be limited or withdrawn at any time by you.

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

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

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

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

Media sources used

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

- School website: www.mcdowallss.eq.edu.au
- Facebook: McDowall State School
- YouTube: www.youtube.com (McDowall State School Channel)
- Instagram: McDowall State School
- Twitter: N/A
- Other: Digital Media - Yr 6 Presentation, School Photograph's
- 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 McDowall State School Administration Ph.3872 5333.

School Administration should be contacted if you have any questions regarding consent.

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

(a) Full name of individual:

(b) Date of birth:

(c) Name of school:

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

Full Name First Name No Name Other Name

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

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

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

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

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

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

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

4 TIMEFRAME FOR CONSENT

School representative to complete.

(a) Timeframe of consent: duration of enrolment.

(b) Further identified activities not listed in the form and letter for the above timeframe: For specific project, such as publishing for any newspaper, a separate Project Consent will be sought in advance of publication.

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.



McDowall State School

Enrolment Agreement – McDowall State School

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

Responsibility of student to:

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

Responsibility of parents/carers to:

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

Responsibility of school staff to:

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



McDowall State School

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

- Student Code of Conduct {must be provided to parent/carer}
- Student Dress Code {must be provided to parent/carer}
- Parent and Community Code of Conduct
- Homework Policy
- School charges and voluntary contributions
- [Advice for state schools on acceptable use of ICT facilities and devices](#)
- Absences
- School excursions
- Complaints management
- [Religious instruction policy statement](#)
- [Chaplaincy and student welfare worker services – policy statement](#)
- Department insurance arrangements and accident cover for students
- [Obtaining and managing student and individual consent](#)
- School instructions for school access

I acknowledge:

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

Student Signature:

Parent/Carer Signature:

On behalf of McDowall State School

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MCDOWALL STATE SCHOOL – PREP to YEAR 6 PARENT'S / CARER'S AUTHORISATION

This information on this form complements that contained within the Application for Student Enrolment.

STUDENT'S NAME:

DATE OF BIRTH:

MEDICAL ASSISTANCE, ACTIVITY RISKS & INSURANCES

The school collected medical information about your child on the *Application for Enrolment Form*. (Refer to the Student Medical Information section) This information will be stored in *OneSchool*, the school database. Parents must provide full details of any new or changing conditions (medical, physical or management) which may affect their child's full and safe participation within the school programme (during school hours as well as during school excursions, camps, sports and other activities).

The Department of Education does not maintain personal accident insurance cover for students. If your child is injured as a result of an accident or incident, all costs associated with the injury, including medical costs are the responsibility of the parent / carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents / carers. It is up to all parents / carers to decide what types and what level of private insurance they wish to arrange to cover their child.

I understand that supervising teachers will obtain any medical or associated assistance that they may deem necessary, in the 'best interests' of the child, should any medical incident, condition or accident occur. Should such circumstances arise, the supervising teacher/s will endeavour to contact you by phone as soon as possible.

Parent's / Carer's initials here:

Is your child currently on any form of medication? YES / NO

(Refer to Medication Policy)

(Speak with School Administration)

RAFFLE / FUNDRAISING BOOKLETS ISSUE

Should the McDowall State School P&C Association, Student Council or other associated body conduct raffles or sponsored activities as part of their fundraising during the year, do you wish to receive raffle books or sponsor sheets to buy and/or sell?

YES / NO

Parent's / Carer's initials here:

RELIGIOUS INSTRUCTION (Years 1-6 only)

The school collected religion information about your child on the *Application for Student Enrolment Form* (refer to the Religion section). You were asked whether you want your child to participate in Religious Instruction. From Year 1, your child may be placed in your nominated Religious Instruction class (*if it is available*). Religious Instruction is generally conducted according to an EQ approved ecumenical curriculum and is presented by volunteers endorsed by local churches. Class teachers do not teach but retain supervisory responsibility during Religious Instruction Classes. Where implemented, depending on student numbers (either engaged within Religious Instruction or not), students may be temporarily located in another class or be involved in an alternative educational supervised activity during this time.

Do your views represent both parents of the child and have you expressed this view within *the Application for Student Enrolment Form*?

YES / NO

Parent's / Carer's initials here:

PHOTOGRAPHS / CHILDREN'S WORK / AUDIO / VIDEO - RELEASE

Refer to the Education *Queensland State School Consent Form* (to use, record or disclose copyright material, image, recording, name or personal information) within the *Application for Student Enrolment Form*. Photographs, audio, video and work samples are often taken, collected and used within school events and activities for school news, reporting, school promotion, teaching and other educational purposes. These medium are used in a cautious and well considered manner and may appear in: school publications and documents (including class publications to parents) and/or the school website (including Tartan Times School Newsletter, School Information and/or Class produced publications). CD/DVD recordings are only issued to students and/or their family. On-line, full names are generally not used unless consent is provided. For a specific project, such as publishing in the local press, television, special event or purpose external to the school community, separate Project Consent will be sought in advance of publication.

Do you give permission for photos / work samples / name / audio and/or video that may be taken/belong to your child (relating to school activities) to be published?

YES / NO

Note: During school events such as concerts, public speaking competitions, sports events and open days etc. – parents, extended family and visitors to our school often take photographs and recordings of student performance. Should this be of particular concern, parents are requested to discuss this matter with the Principal or event supervisor, well in advance of the student's involvement.

Parent's / Carer's initials here:

ELECTRONIC 'TARTAN TIMES' NEWSLETTER

Many businesses, including schools are recognizing that most people are now on-line and that it is more environmentally friendly, direct (avoiding the child courier) and cost effective to access communications such as newsletters electronically (and in colour). The '*Tartan Times*' is posted to the school website at time of publishing. In acknowledging that the '*Tartan Times*' is the main published communication vehicle for the school, it will continue to be published on paper (black/white) for those who need them. Other notices may also be forwarded to you electronically or will continue to be issued to your child.

Please complete the details below if you elect to receive an email link / reminder to the '*Tartan Times*' school newsletter within the website, instead of a paper copy being issued to your child. Should your email address fail, the school generally has no way of identifying which family did not receive contact. The parent must keep School Administration informed of family email address changes.

Your email address:

Parent's / Carer's initials here:

STUDENT MEDICATION

Medication is administered by Administration staff at the discretion of the Principal, and only according to documented medical practitioner instructions. Teachers and staff will not accept responsibility for administration of medication to students without all appropriate documented approvals. Please refer to the *McDowall State School Medication Administration Request Form*.

PARENT'S / CARER'S AUTHORITY ENDORSEMENT:

I understand that this agreement will continue as long as my child is enrolled at this school. If I wish to change the conditions of this agreement at any time, I will complete a new form, sign it and date it – then return it to School Administration.

PARENT'S / CARER'S SIGNATURE:

DATE:

Printed Name:

Student Computer Access Agreement

PREPARATORY YEAR – YEAR 4

The McDowall State School encourages students to competently engage with provided information technologies, electronic information, our network and the internet. These educational tools are made available to deliver heightened quality student learning outcomes. Students are held responsible on how they use provided information technologies, electronic information and networks. This agreement must be signed by a student and their parent/guardian, then returned to School Administration in order to have a computer account activated. Parents/guardians are encouraged to contact the appropriate personnel at the school if they require more information about this form.

Student

I know that McDowall State School provides me with access to computer technologies, electronic information, networks and the internet to assist me with my learning.

My teachers instruct, supervise and assist me to use these computer technologies safely and properly. I will follow their rules, procedures and expectations.

If I am not obedient and fail to be a responsible user, (as determined by the teacher), a consequence may result and I may not be permitted to use McDowall State School technologies, electronic information, networks or internet either temporarily or permanently (at the discretion of the Principal or his delegate).

Some things about and on the internet are not suitable for children, so my school has rules about using the internet.

I agree that when I use Computer Technologies (Computers, Network & Internet):

- A teacher must be supervising me in the room. Teachers trust me to do the right thing.
- I will only use them to improve my learning and for the purpose/s as directed by my supervising teacher.
- I will be obedient and comply with school rules, procedures and expectations.
- I will not look for anything that is rude, dangerous, violent, or unpleasant. If I accidentally find something that makes me feel uncomfortable, I will clear it from my screen and immediately and quietly tell the nearest adult.
- I will not print information without permission from my teacher.
- I will not reveal home addresses, phone numbers or share photos when working online. (My friend's or mine.)
- I will not use the Internet to annoy, upset, bully, harass or offend anyone else.
- I will not download apps and programs or introduce data, memory sticks, or software, into the school system without permission from my teacher.
- I will seek permission from my teacher and the other person before I use a computer to take a photograph, video or audio recording of them.



Student's Name – Please Print

Student's Signature

Class

Parent or Guardian

I understand that McDowall State School's information technologies (computer) and network is intended to be used as an effective tool to deliver students with valuable learning experiences. My child will receive instruction in the use of this technology. I also understand that there is a risk that my child may come into contact with material that I consider not acceptable, dangerous or offensive. I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information must depend upon responsible personal use by students. I am satisfied that my child understands their user responsibilities (as outlined by the school) and the consequences should a breach occur. I therefore approve of my child accessing computer technologies for educational purposes while at school.

Parent or Guardian Name – Please Print

Parent or Guardian Signature

Date

