1. **PARTICULARS – PARENT / CARER TO COMPLETE**

Name to be used in association with the individual’s personal information, image, recording or copyright material: (to be completed by parents/carer)

- [ ] Full name
- [ ] First name only
- [ ] No name
- [ ] Other: [Print]

2. **PARTICULARS – SCHOOL TO COMPLETE**

Description of what is to be created, used, retained or reproduced:
(Image or recording includes photographs, videos, film or sound recordings of the Individual)

- [ ] Individual’s image
- [ ] Individual’s recording
- [ ] Individual’s copyright material

Description of copyright material, image, recording or other personal information:

- [ ] sound recording
- [ ] artistic work
- [ ] written work
- [ ] film name
- [ ] photograph / image
- [ ] Other: [Print]

Where will this information be used (e.g. on the website, newsletter or brochure etc).

- [ ] newsletter (uploaded to the web)
- [ ] printed promotional material
- [ ] advertising
- [ ] website
- [ ] displays
- [ ] competitions
- [ ] year books / annuals
- [ ] local media
- [ ] Other: [Print]

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 mediums 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 the 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, a notification and permission letter will be sent advising parents/carers.

Note: During school events such as concerts, public speaking competitions, sports events, 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.

**What is the timeframe for the individual’s consent (e.g. is it for the duration of enrolment? What date or dates?):** Duration of student’s enrolment at McDowall State School

3. **LIMITATIONS ON CONSENT – PARENT/CARER TO COMPLETE**

The Individual or Signatory wishes to limit the consent in the following way:

**IT IS NOT COMPELLARY FOR YOU TO PROVIDE CONSENT**

If you decide not to provide consent, this will not adversely affect academic achievement, or any relationship with the teachers or the school.

Uncontrolled Copy. Refer to the Department of Education, Training and Employment Policy and Procedure Register at [http://ppr.det.qld.gov.au](http://ppr.det.qld.gov.au) to ensure you have the most current version of this document.
State School Consent Form

to use, record or disclose copyright material, image, recording, name or personal information

<table>
<thead>
<tr>
<th>4. DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Individual</td>
</tr>
<tr>
<td>Name of School</td>
</tr>
<tr>
<td>Signature of the Individual (if over 18 years of age, or if under 18 years of age and capable of understanding and giving this consent)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Signature of the parent or guardian (required if the Individual is under 18 years)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Name of signing parent or guardian</td>
</tr>
</tbody>
</table>

| 5. CONSENT GIVEN                               |

On behalf of the individual identified in Section 4 of this Consent Form (the Individual), the person or persons signing this Consent Form (the Signatory)* grant consent to the Department of Education and Training (the Department), to a State School and to any other Department or Agency of the State of Queensland (the State) to use, record and disclose the Individual’s:

- name, image, recording and any other identifying information specified in the Particulars section of this Consent Form (personal information); and
- copyright material, including their written, artistic or musical works or video or sound recordings specified in the Particulars section of this Consent Form (individual work).

* Note: If the Individual is under 18 years of age, the Signatory must be a parent or guardian of the Individual. The Individual must also sign if he or she is under 18 and able to give and understand the consent. If the Individual is 18 or older, the Signatory and the Individual will be the same person.

| 6. PURPOSE                                     |

This consent only applies to any use, recording or disclosure of the Individual’s personal information or individual work, in connection with the Department or the State, for the following purposes:

- any activities engaged in during the ordinary course of the provision of education and training (including assessment) or other purposes associated with the operation and management of the Department or the Individual’s school;
- public relations, promotion, advertising, media and commercial activities. This only includes via the internet and Social Media Websites if the relevant website is identified as a permitted website for the purposes of this consent in the Particulars section of this Consent Form; and
- the material is uploaded to a Social Media website or other website:
  - any purpose, commercial or otherwise, required by the operators of the website as a condition of uploading the personal information or individual work; and
  - transfer of the personal information outside of Australia in the course of the operation of the website.
- Use by the media relation to the Individual’s participation in school activities or community events, including, for example, dramatic or musical performances, sporting activities and award ceremonies; and
- Any other activities identified in the Particulars section of this Consent Form.

| 7. DURATION                                    |

If the Department, the State or another person permitted by them is using the Individual’s personal information or Individual work, or has entered into contractual obligations in relation to the Department’s material that incorporates the Individual’s personal information or Individual work, the consent will continue in relation to that material until the use is complete or until the contractual obligations come to an end. It is not possible for the Signatory or the Individual to withdraw the Individual’s personal information or Individual work or revoke this consent in relation to such existing uses of that material.

Uncontrolled Copy. Refer to the Department of Education, Training and Employment Policy and Procedure Register at http://ppr.det.qld.gov.au to ensure you have the most current version of this document.
If you do wish to revoke or modify this consent in relation to any further new uses of the Individual’s personal information or Individual work, the Individual or the Signatory should send a notice in writing to the person nominated in Section 9 of this Consent Form. After that notice is received, the Department and the State will still be able to continue the existing uses, but will not be able to make any further new use of the Individual’s personal information or Individual work.

The Signatory acknowledges that where material is uploaded to a Social Media website or other website:
- the use and contractual obligations may be perpetual and irrevocable; and
- it may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State will not be responsible for doing so.

8. DEFINITIONS

- ‘Use’ includes:
  - to create, make copies of, reproduce, modify, adapt or retain in any form, including by camera, video, digital recorder, webcam, mobile phone or any other device; and
  - to distribute, publish or communicate in any form, including in newsletters and other print media, television and the internet and Social Media websites, in whole or in part, and to permit other persons to do so.
- The Department or the State will not pay the Signatory or the Individual for giving this consent or for the use of the Individual’s personal information or Individual work.
- This Consent Form revokes and replaces all previous consent forms in relation to the use of the Individual’s personal information or Individual work.
- This Consent Form is a legally binding and enforceable agreement between the Signatory and the Department or the State.
- Nothing in this Consent Form limits the rights that the Department or the State reserve in relation to the use of the Individual’s personal information, Individual work or other intellectual property under any other law.
- The ‘Department’ and the ‘State’ include the officers and employees of the Department and the State engaged in performing services for the Department and the State.
- ‘Social Media Website’ includes any website operated by a third party which facilitates the uploading and sharing of user generated content, including social and professional networking websites, web forums, blogs and wikis.
- This consent extends to the Department and the State:
  - disclosing the individual’s personal information and Individual work to the Department’s and the State’s agents, contractors and volunteers for the purpose of performing services for the Department and the State; and
  - permitting those persons to use, record and disclose such material to the same extent as the Department and the State are entitled to deal with the Individual’s personal information and Individual work.

9. NOTE

Department will use its best endeavours to ensure the person signing this Consent Form is authorised to do so, but takes no responsibility for circumstances in which it is misled as to the identity or authority or ability of a person to provide consent.

If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact the Principal of the school at which the Individual is enrolled or works or send a request in writing to the District Office.

10. INFORMATION

What is this consent for?

This Consent Form authorises the Department and the State to use the Individual’s personal information and copyright material, together with information about the Individual’s participation in Departmental and State initiatives, for any use by the Department and the State associated with the purposes identified in Section 6 of this Consent Form. The consent covers the entire or partial use of the Individual’s personal information and copyright material in conjunction with other words and images.

For example, the Individual’s personal information and copyright material may appear in school newsletters, magazines, websites (including Social Media Websites) and other school, departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to the Individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

Websites

Individuals and Signatories should be aware that publication of an Individual’s personal information and Individual work on Social Media Websites is similar to publication in newsletters, magazines, brochures, etc; however publication on Social Media Websites is publication of that material to the world at large.

Individuals and Signatories should be aware that the publication of an Individual’s personal information and Individual work, by the Department or the State, on a Social Media Website typically constitutes a permanent and publicly available record of that material. This means that anyone may be able to copy and use an Individual’s personal information and Individual work that has been published on a Social Media Website for any purpose and without the consent or knowledge of the Department, the State or the Individual. Individuals or Signatories should not grant their consent to the Department or the State to use an Individual’s personal information or Individual work in connection with a Social Media Website if the Individual or Signatory does not agree to the material being permanently available to the public.

Uncontrolled Copy. Refer to the Department of Education, Training and Employment Policy and Procedure Register at http://ppr.det.qld.gov.au to ensure you have the most current version of this document.
State School Consent Form

to use, record or disclose copyright material, image, recording, name or personal information

If an Individual’s personal information or Individual work is published on a Social Media Website, that material will be governed by the privacy policy and terms of use of the relevant Social Media Website. The Department or State cannot reasonably control how an Individual’s personal information or Individual work is used by third parties once the material has been published on a Social Media Website.

What is copyright material?
An Individual’s copyright material may include written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, recordings, computer programs, websites, sculptures, fashion, metal- or wood-works made by them or to which they contributed. In the case of students, it includes, but is not limited to, work that they create in the course of their studies during the time they are enrolled at a State school. These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

The Department understands that students and volunteers generally own the intellectual property rights in the material they create and that this Consent Form is not meant to transfer the Individual’s ownership of the intellectual property in their copyright material.

This Consent Form does not provide for copyright consent in relation to copyright works an Individual creates in the course of employment (whether or not the material is created in normal work hours or using departmental facilities or equipment). Where copyright material is created by a State employee while performing their duties under the terms of their employment, the copyright is owned by the State as the employer (section 35 Copyright Act 1968). There are limited exceptions to this including, for example, where the copyright material is created by an employee pursuant to a prior agreement with the employer.

Generally, the deciding factor is whether the employee is performing their official duties. In addition, section 176 of the Copyright Act 1968 applies where the work was created by or under the direction or control of the State. However, moral rights may still apply to copyright material created by an employee. The Queensland Public Sector Intellectual Property Principles provide further information on intellectual property. If as an employee you have any further queries about the ownership of the intellectual property in respect of the works you create you should contact the Legal and Administrative Law Branch.

What is personal information?
Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the Individual’s name, image or video or sound recording. It also includes the Individual’s educational information such as the Individual’s assessment and results, and health information and court orders provided to the Department, where such information may enable the Individual to be identified.

What happens to the Consent Form once it is completed and signed?
The Consent Form is retained by the Department and it will be placed on the Individual’s file and/or the project file. The Individual or Signatory may request a copy of the signed form by contacting the Principal of the school.

What if I give my consent and later change my mind?
This consent will be in effect from the date the Consent Form is signed. The Department and the State will then start using the Individual’s personal information and Individual work to create material incorporating the Individual’s personal information and Individual work and entering into contractual obligations in relation to that material.

If you wish to later modify or revoke this consent, the Individual or the Signatory should send a notice in writing to the person nominated in Section 2 of this Consent Form. After that notice is received, the Department and the State will not make any new additional use of the Individual work, but any existing uses will continue.

Where the Department or another person uploads material to a Social Media Website or other website, it may need to accept contractual obligations that are perpetual and irrevocable. It may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State cannot take responsibility for doing so.

Privacy
The consent to the recording, use and disclosure of the Individual’s personal information and Individual work is required in accordance with the Copyright Act 1968 (Cth), the Education (General Provisions) Act 2006 and the Information Privacy Act 2009. Personal information will be stored securely. The Department will only disclose the Individual’s personal information in accordance with your consent, except where authorised or required by law. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, or if you have a concern or complaint about the way the Individual’s personal information has been collected, used, stored or disclosed, please contact the school.
McDOWALL STATE SCHOOL – PREP to YEAR 6
ENROLMENT AGREEMENT

WHAT IS AN ‘ENROLMENT AGREEMENT’ AND WHY IS IT REQUIRED?

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. It has been widely proven that “excellence” in the form of school operations, curriculum programmes, teaching and learning is best achieved through “partnership” between the teacher, parent and student. We all have key roles to fulfil in ensuring that relationships between the teacher, parent and student construct meaningful, relevant and positive learning experiences. This can only be achieved through continuous improvement, regular celebration of success and focused teaching of self-responsibility. Responsibility means to become mature in the sense of being responsible to family, to self; and to society. It means being responsible for all aspects of our lives and our situations; for our talents, for our potential, for our feelings, for our thoughts, for our actions; and for our freedom. Responsibility is not the result of maturity but the cause of it! Failure to assume self-responsibility, leads to the imposition of disciplinary consequence and/or suspension of student enrolment at the McDowall State School.

WHAT ARE OUR KEY RESPONSIBILITIES WHEN A CHILD IS ENROLLED?

STUDENT RESPONSIBILITY

- Respect yourself, others, property and environment
- Accepting of self-responsibility
- Accepting of guidance and direction
- Co-operation, tolerance and team-work
- Courtesy in language and action
- Appropriate communication of need
- Pride in achievements, school, community and nation
- Maintain a calm and rational emotional state

- Dress according to the school standard eg Student Uniform
- Readiness to learn eg Positive, calm, rational attitude
- Compliance with ‘Responsible Behaviour Plan’
- Does one’s best
- Attention to personal ‘basic needs’
- Daily, punctual attendance
- Homework, study and project punctual completion
- Develop personal attributes and skills ‘You Can Do It Programme’

PARENT RESPONSIBILITY

- Support school policy, procedures, standards and expectations
- Compliance with ‘Code of School Behaviour’
- Open mindedness
- Focus on the best interests of the child
- Respect and tolerance toward all school participants
- Pride in individual achievement and effort
- Encouragement of children in their interest & enjoyment of learning
- Not allowing dangerous or inappropriate items to school
- Advise school of change of student details, address, phone number
- Be the best parent possible
- Acknowledge that children are not small adults
- Work in partnership to realize school targets & child achievement

- Provision of daily student need eg Healthy food, uniform, books, etc
- Payment of fees and contributions for service/materials provided
- Setting a ‘positive & good example’ eg Conduct, dress
- Respectful treatment of staff as professional practitioners
- Upholding confidentiality and trust
- Support, contact and if possible, involvement (Partners in learning)
- Ensure daily, punctual child attendance at school
- Advise school of reason for child absence
- Timely communicate issues affecting child learning & welfare
- Supervision of student homework and study
- Teaching and modelling self-responsibility
- Abide by Principal direction concerning school management

SCHOOL RESPONSIBILITY

- Focus on the child, achieving best possible learning achievements
- Quality curriculum
- Implementation of the ‘Student Homework Policy’
- Clear, high standards, expectations and achievement targets
- Professional outlook, responsive to societal change
- Achievement measured against standards of excellence
- Respect for individuals
- Opportunity for involvement
- Transparency in school decision-making
- Intervention & communication in response to child welfare issues
- Upholding of confidentiality and trust
- Open, fair and transparent complaints resolution

- Provision of a supportive school learning environment
- Implementation of the ‘Code of School Behaviour’
- Implementation of the ‘Student Dress Code’
- Firm and consistent approach to student issues
- Effective, timely and informative communication
- Effective leadership and efficient management
- Empathy towards community need and issues
- Foster and strengthening of child-centred learning partnerships
- Professional, effective, productive learning and teaching
- Reporting of student progress each semester
- Celebration of success and teaching students self-responsibility
- Timely parent contact (a) Attendance (b) Behaviour (c) School work
**TEACHER & STAFF RESPONSIBILITY**

- Focus on the child (a) achievement (b) welfare (c) individual need
- Quality curriculum
- Implementation of the ‘Student Homework Policy’
- Clear, high standards, expectations and achievement targets
- Professional outlook, responsive to child learning progress
- Achievement measured against standards of excellence
- Respect for individuals
- Professional conduct, manner and attire
- Opportunity for involvement
- Team focus in meeting school targets and programme delivery
- Flexibility in strategy and approach
- Intervention & communication in response to child welfare issues
- Upholding of confidentiality and trust
- Approachability and understanding … But firm. (Good listener)
- Self-Evaluation …. Reflective, Learning Practitioner
- Record-keeping (a) Accountabilities (b) Informing curriculum
- Provision of a safe, supportive school learning environment
- Implementation of the ‘Responsible Behaviour Plan for Students’
- Implementation of the ‘Student Dress Code’
- Firm, fair and consistent approach to student issues
- Clear and effective communication – teacher and student – teacher and parent – teacher and staff
- Knowledge and adequate preparation of material
- Foster and strengthening of child-centred learning partnerships
- Professional, effective, productive learning and teaching
- Modelling a positive standard and example to students
- Reporting of student progress each semester
- Celebration of success and teaching students self-responsibility
- Timely parent contact (a) Attendance (b) Behaviour (c) School work
- Self-motivated in demonstrating a passion for professional teaching
- Respect and tolerance of both individual and family difference

**ENROLMENT AGREEMENT ENDORSEMENTS:**

I acknowledge that information about the McDowall State School’s current programmes and services has been explained to me. I further acknowledge that school expectations, standards, procedures and policies (as relevant) have been explained (and as appropriate, accessed from school website or copy provided) to me. Having lodged an Enrolment Application at the McDowall State School, then accepting Enrolment (verbal) Confirmation by the Principal, or his delegate, I will abide by school expectations, standards, procedures and policy. Where extra-ordinary circumstances exist, these are to be discussed with the Principal or his delegate, with school policy variation only occurring after Principal approval.

**Enrolment Information Package:**
- Tick Box

<table>
<thead>
<tr>
<th>Enrolment Information Package:</th>
<th>Topics Discussed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment – Application</td>
<td>School Hours and School Access</td>
</tr>
<tr>
<td>Enrolment – Authorisation Form</td>
<td>Student Absences (a) School day (b) During School Day</td>
</tr>
<tr>
<td>Enrolment – Agreement</td>
<td>Responsible Behaviour Plan for Students</td>
</tr>
<tr>
<td>Enrolment – Computer Usage Policy</td>
<td>Student Dress Code (Standard)</td>
</tr>
<tr>
<td>Enrolment – Student Computer Access Agreement</td>
<td>School Homework Policy</td>
</tr>
<tr>
<td>Enrolment – EQ State School Consent Form</td>
<td>School Fees and Voluntary Contributions</td>
</tr>
<tr>
<td>School Website Documents List</td>
<td>Complaints Management – To whom do you speak?</td>
</tr>
<tr>
<td>Student Responsibilities Booklet</td>
<td>Use of Mobile Phone / Cameras / Electronic Equipment</td>
</tr>
<tr>
<td>Student Dress Code (Standard)</td>
<td>Loss of Borrowed Text / Material (a) Home Reader (b) Library</td>
</tr>
<tr>
<td>School Access Policy</td>
<td>Enrolment Management Planning</td>
</tr>
<tr>
<td>Student Booklist</td>
<td>Parents’ &amp; Citizens’ Association membership and meetings</td>
</tr>
<tr>
<td>P&amp;C Association Application for Membership Form</td>
<td>Tartan Tuckerbox Menu – Order by flexischools</td>
</tr>
<tr>
<td>Latest ‘Tartan Times’ School Newsletter</td>
<td>Religious Instruction</td>
</tr>
</tbody>
</table>

**PARENT’S / CARER’S SIGNATURE:**

**DATE:**

The Deputy Principal is to mark the appropriate boxes above as having been discussed with the parent and information as having been provided. Should the parent refuse to sign, the Deputy Principal then makes a notation that the parent declined to sign this document even though the Enrolment Agreement had been discussed with the parent and information on school policies had been provided. School procedure, expectation and policy will still apply.

If this is so, tick the box …..

**DEPUTY PRINCIPAL’S SIGNATURE:**

**DATE:**
MEDICAL ASSISTANCE, ACTIVITY RISKS & INSURANCE

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, Training and Employment does not have 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.

Is your child currently on any form of medication?  YES / NO  (Refer to Medication Policy.)  (Speak with School Administration.)

RAFFLE ISSUE

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

Religious Instruction    (Years 1-6 only)

The school collected religion information about your child on the Application for Enrolment Form. (Refer to the Religion section) From Year 1, your child will 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. Should your child not be included within Religious Instruction, they may be temporarily located in another class or be involved in an alternative educational supervised activity during this time.

Do you wish your child to attend Religious Instruction when scheduled for your child’s class?
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). 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 hand-outs 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:

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:
Computer Usage Policy

McDowall State School

McDowall State School provides access to various information technology computer resources, our Local Area Network, and the Internet. This school expects that staff and students will competently engage with these provided educational tools to deliver heightened quality student learning outcomes. As responsible members of our school community, it is expected that all students, staff and others accessing McDowall State School technologies will follow and adhere to the policy outlined below. This policy is based on common sense, common decency, rules and expectations established by McDowall State School and laws established by the State of Queensland and the Commonwealth of Australia.

For the benefit of all, users (particularly students) are expected to comply with the following:

<table>
<thead>
<tr>
<th>Use of Information Technology Equipment:</th>
</tr>
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<tbody>
<tr>
<td>The school has endeavoured to ensure that all students’ work can be saved, stored, and accessed in a secure manner. It is expected that all students will comply with established information technologies and network procedures, ensuring that systems and data remain secure and available for all students to use. It is further expected that when students access information technology equipment and network capabilities they comply with established school procedures, ensuring that systems and data remain secure and continue to remain operational for the school intended use that it was provided.</td>
</tr>
<tr>
<td>Student access to information technologies, electronic information and networks is a privilege, not a right. This privilege will be withdrawn either temporarily or permanently, if deemed necessary by the Principal (or his delegate) should any student inappropriately use these school resources or abuses this privilege.</td>
</tr>
<tr>
<td>Log in using your own ID. Never use someone else's ID. Your ID must remain confidential.</td>
</tr>
<tr>
<td>Computers and other technologies are to be used only for the purpose as directed by the teacher in charge. Students are not to play games, use or access any other software unless the teacher has given specific permission for the student to do so.</td>
</tr>
<tr>
<td>Do not tamper with the computer system. You are not to attempt access to restricted areas of information technologies, electronic information or the network.</td>
</tr>
<tr>
<td>Do not introduce unauthorised memory sticks, disks, software or downloads into information technologies.</td>
</tr>
<tr>
<td>Students are not permitted within classrooms, centres or other locations unless a teacher is present.</td>
</tr>
<tr>
<td>Information technologies, electronic information and networks are not to be used unless permission has been given by a teacher and teacher supervision is provided.</td>
</tr>
<tr>
<td>Equipment is not to be swapped around. That is, no changing of keyboards, mice or other equipment from one computer to another, etc.</td>
</tr>
<tr>
<td>Report all equipment faults to your teacher immediately.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Passwords:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keep your password secret. If you suspect that someone may know your password, have it changed asap.</td>
</tr>
<tr>
<td>It is unacceptable to gain, or to attempt to gain or forward, another person’s password or personal information.</td>
</tr>
<tr>
<td>When a non-regular class is to use the Computer Centre or access the school network, students need to make prior arrangement (i.e. before class) with their teacher for password allocation.</td>
</tr>
<tr>
<td>When a student has been allocated a password, it is the student’s responsibility to remember that password. If a student forgets their password, they are to inform the IT manager to have it changed. This will take time.</td>
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<tr>
<th>Printing:</th>
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<tbody>
<tr>
<td>The school has printing facilities for students to obtain print outs of their work. Students are expected to use the printers for school purposes only and endeavour to keep paper wastage to a minimum.</td>
</tr>
<tr>
<td>Before printing, proof read, spell check, and print preview your document.</td>
</tr>
<tr>
<td>Printing restrictions do apply. Has your allocation been exhausted. Request permission for colour printing.</td>
</tr>
<tr>
<td>When completely satisfied with the final product, print the document.</td>
</tr>
<tr>
<td>Place unwanted print outs in recycling boxes.</td>
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<tr>
<th>Use of the Internet:</th>
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<tbody>
<tr>
<td><strong>What is the Internet?</strong></td>
</tr>
<tr>
<td>The Internet is a worldwide network of; individuals, groups, communities and organizations linked via a computer and telecommunication lines. In trying to visualise the Internet, people often describe it as a gigantic library, others as an infinitely large encyclopaedia, a communication system, while others as a jungle of intertwined information or web.</td>
</tr>
<tr>
<td><strong>Why are educational institutions using the Internet?</strong></td>
</tr>
<tr>
<td>Teachers and students use the internet to locate information, send electronic mail, access video, communicate, browse documents or images from various sites such as universities, libraries and other organizations in Australia and overseas. They share or publish information and ideas on topics of mutual interest. Students use the internet for educational purposes in curriculum projects and research under the direction, assistance and guidance of their teachers.</td>
</tr>
</tbody>
</table>
Educational institutions use the Internet for:
- Electronic mail
- Accessing information
- Electronic publishing
- Collaboration with others
- Curriculum projects
- Support and in-service training
- Technical support

What about the availability of unacceptable material on the Internet?
There are many unacceptable materials found on the Internet. This school uses the Education Queensland system which includes filters, blocks and usage monitoring. There are no guaranteed means of preventing students’ exposure to unacceptable material, so additional strategies are implemented. This school has developed monitoring strategies: (a) providing appropriate levels of supervision to students using the internet and checks of logs of sites accessed (b) instruction, developing responsibility and awareness amongst teachers, parents and students of possible online dilemmas and procedures for dealing with these.

What are the responsibilities of each member of the school community?

The Role of our School
The school commits within its means to provide physical and financial resources to support the safe and reliable availability and incorporation of online services within school curriculum. In addition, the school delivers training and support for all staff to ensure the effective use of information technologies, electronic information and networks, as a productive educational tool to improve student learning outcomes.

The Role of the Staff within our School
The school expects that all staff use information technologies and electronic information, wisely and productively, as an educational tool, as the right tool for the task at hand, to deliver improved student learning outcomes. Additionally, all staff will instruct and supervise students in school expectations, procedures and appropriate use of these technologies. Staff will provide student access to curriculum information resources appropriate to the individual student’s instructional needs, learning styles, abilities and developmental stage.

The Role of Parents
Parents (and carers) are ultimately responsible for establishing the limit, procedures and extent that children engage with information technologies and online services. Parents (and carers) are also responsible for supervising their child’s online activity. Should a student be using or accessing school provided information technologies, electronic information and networks, it is expected that such use and access will comply with school policies, procedures, protocols and standards. Parents co-sign a Student Internet Agreement to indicate that they are aware of the expectations that relate to school provided information technologies, electronic information and networks for student access and use and the consequences that may apply should a student fail to demonstrate these expectations and standards. Eg. Responsible Behaviour Plan for Students, specific expectations and protocols relating to computer facilities and networks, Agreement, etc.

The Role of Students
Students are entrusted with the use and access to school provided information technologies, electronic information and networks after they have been instructed in such use, school policies, procedures, protocols and expectations. Students sign a Student Internet Agreement to indicate that they are aware of teacher and parent expectations that relate to school provided information technologies, electronic information and network access and use and the consequences that may apply should they fail to demonstrate these expectations and standards. Eg. Responsible Behaviour Plan for Students, specific expectations and protocols relating to computer facilities and networks, etc. Communications on information networks are public and school rules and expectations for student behaviour, conduct and standards will apply. Individual users of school information technologies and networks are responsible for their behaviour and communications. Students are expected to honour the Agreements they have signed.

Copyright:

Students are expected to respect and comply with the laws and school expectations relating to copyright and other people’s ideas. Students are not permitted to download electronic information, etc and then assert ownership within school projects or work. Students are expected to obtain permission before copying files from another user and appropriately accredit that user with original ownership. Copying files or passwords belonging to another user or author without their permission, may constitute plagiarism or theft.

Breach of Rules:

Breaches of this policy may result in students being excluded from using the McDowall State School’s information technologies, electronic information and networks either temporarily or permanently (at the discretion of the Principal or his delegate). Further disciplinary interventions may apply as per the Responsible Behaviour Plan for Students. (Including formal enrolment suspension) It should also be noted that online offences are monitored by Education Queensland with breeches reported to School Administration; and by the Police Service.
MCDOWALL STATE SCHOOL

Student Computer Access Agreement

YEARS 3 - 6

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 understand that McDowall State School information technologies (computer) and network can connect me to useful information and with privilege of access comes personal responsibility. I will follow all school rules, policies, procedures and expectations that relate to this access and use. I understand my personal responsibilities as a user as listed below:

I WILL

- Log in using my own confidential ID and keep my password secret.
- Respect the rights and privacy of other users. Eg. Data, files, personal information, photos, etc.
- Only use information technologies (computer) for the purpose as directed by the teacher in charge.
- Comply with school policy, procedures, protocols and expectations.
- Use the internet solely to assist me with my school education. Eg. Homework, projects, research, etc.
- Comply with school expectations regarding copyright laws, including those relating to software and downloads.
- Report any security lapses that I may discover.
- If I accidentally come across something that is illegal, dangerous or offensive, I will:
  - Clear my screen and
  - Immediately, quietly, inform my teacher.

I WILL NOT

- Reveal any private information such as another person’s photo, address or phone number.
- Disclose my home address, telephone number, any credit card or pin number or photo.
- Send anonymous or falsely addressed electronic messages, mail or communication.
- Threaten, abuse, harass, bully or vilify any other user.
- Send offensive, racist or sexist messages.
- Bring our school into disrepute in any way whatsoever. Eg. Criticism, staff defamation.
- Attempt to retrieve, view or disseminate any obscene, offensive, or illegal material.
- Introduce unauthorised data, disks, memory sticks, software, downloads, etc into the school system.
- Download or print information without the permission from my teacher.
- Use chat channels, online purchasing, online auction sites, game sites, etc.
- Attempt to change, interfere or tamper with school technology equipment or network in any way.
- Attempt to bypass security or access restricted areas.

I understand that any breech of this agreement may result in me being excluded from using McDowall State School information technologies, electronic information and networks either temporarily or permanently (at the discretion of the Principal or his delegate). Further disciplinary interventions may apply as per the Responsible Behaviour Plan for Students (including formal enrolment suspension). Online breeches may be monitored by Education Queensland and the Police service.

____________________________  ___________________
Student’s Name – Please Print                                               Class

________________________________                              ___________________
Student’s Signature                                                      Date

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 these technologies. 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 breech occur. I therefore approve of my child accessing the internet for educational purposes while at school.

___________________________________________________________
Parent or Guardian Name – Please Print

______________________________________________  ___________________
Parent or Guardian Signature                                                   Date