



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Consent may be limited or withdrawn

Consent may be limited or withdrawn at any time by you.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

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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 – PREP to YEAR 6

ENROLMENT ‘PARTNERSHIP’ AGREEMENT

Education (General Provisions) Act 2006: Chapter 8, Part 2.

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

This Enrolment Agreement sets out the responsibilities of the student, parents (or carers) and 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. At its foundation, self-responsibility begins with child obedience. **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 IS THE PURPOSE AND VISION OF McDOWALL STATE SCHOOL?

The McDowall State School delivers **excellence** in **quality preparatory** and **primary education services**.

The **purpose** of the McDowall State School is to:

- implement the Australian preparatory and primary curriculum;
- deliver effective professional teaching services within a supportive school learning environment; and
- facilitate achievement of personal excellence.

Our **vision** is for all students to:

- experience success;
- assume increasing levels of self-responsibility;
- achieve pre-determined learning outcomes;
- experience a supportive learning context strengthened by partnerships.

Our decision-making is guided by the following **values**:

1. Focus on the Child

Our collective decision-making, goodwill and endeavour is to benefit enrolled children.

2. Quality Curriculum

Teachers being able to interpret, construct, implement and review the best curriculum possible.

3. Effective Teaching Resulting in Learning

Supporting highly skilled teaching practitioners to achieve the best outcomes for all students.

4. Partnerships – Staff, Students, Parents and Community

Parents and community actively supporting child learning and complementing school operations, investing additional funding, resources, time, facilities and opportunities to make ‘Our Great State School’ even better.

5. Best Outcomes for All Students

We aspire to achieve the best learning outcomes for all enrolled students. We acknowledge that parents should always access the ‘most appropriate school programme’ at which-ever school location for the specific learning needs of their child.

We will achieve the **best outcomes for all students** through an ongoing commitment towards:

SCHOOL RULES	SCHOOL MOTTO
Respect for Yourself	Courtesy in conduct
Respect for Others	Honesty in judgement
Take Responsibility for Your Own Actions	Knowledge on which to base informed decisions

SCHOOL CREED

This is our school, Let peace be here. Let the rooms be full of contentment. Let love abide here, Love of our Earth, Love of mankind and Love of life itself. Let us remember that as many hands make a house, So many hearts make a school.

WHAT ARE OUR KEY RESPONSIBILITIES WHEN A CHILD IS ENROLLED?

STUDENT RESPONSIBILITY

- ❖ **Demonstrate respect for yourself**
 - Keep yourself safe
 - Take personal pride in achievements
 - Discover and enhance your special talent
- ❖ **Demonstrate a respect for others**
 - Courtesy in language and action
 - Co-operation, tolerance and teamwork
 - Making a positive difference
 - Non-disturbance / Permitting others to learn
- ❖ **Take self-responsibility for your own actions**
 - Accepting direction and guidance
 - Graciously accepting affirmation
 - Acceptance of error / misbehaviour
 - Learning through consequence / restitution
- ❖ **Be ready to learn**
 - Daily, punctual attendance
 - Attention to personal basic needs. Eg. Food, sleep.
 - Positive, calm, rational attitude
 - Have all required requisites and materials
 - Commitment and focus to learn
 - Completed pre-learning tasks (Homework)
- ❖ **Comply with 'Responsible Behaviour Plan for Students'**
 - Responsibility as Obedience (Before 6yrs)
 - Responsibility as Morality (Before 8yrs)
 - Responsibility as Discipline (Before 10yrs)
 - Responsibility as Service (Before 12yrs)
- ❖ **Comply with the School Dress Standard. Eg. Uniform**
- ❖ **Learn**
 - Does one's best (Try, care and make an effort)
 - Learning challenge engagement
 - Compliance with staff instruction (obedience)
 - Appropriate communication of need
 - Calm, rational emotional state
 - Developing the McDowall SS Learner Capabilities
 - Developing 'You Can Do It' personal attributes and skills
 - Complete homework, study, practise and projects
 - Set personal learning targets and request feedback
 - Extra-curricula opportunity engagement
- ❖ **Take pride in achievements, your school, community and nation**
- ❖ **Demonstrate care for property and the environment**
- ❖ **Model courtesy**
- ❖ **Model honesty**

PARENT / CARER RESPONSIBILITY

- ❖ **Abide by Principal direction concerning school management**
- ❖ **Encourage children in their interest & enjoyment of learning**
 - Celebrate student achievement and effort
 - Demonstrate pride in student achievement and effort
 - Focus on the best interests of the child
 - Take a genuine interest in student learning
- ❖ **Work in partnership to realize student achievement targets**
 - Respect staff as professional practitioners
 - Keep up-to-date on important school information
 - Shared expectations of students by teachers and parents
 - Be approachable / understanding
 - Be a partner in learning
 - Follow up at home
 - Access offered involvement opportunities
 - Model a positive & good example
 - Be assured – All stakeholders want the best for the child
 - Timely communicate issues affecting learning
 - Teachers and parents collaborating and communicating
- ❖ **Upholding confidentiality and trust**
- ❖ **Comply with the School Dress Standard. Eg. Uniform**
- ❖ **Advise school of change of student details, address, phone number**
- ❖ **Comply with 'Code of School Behaviour'**
- ❖ **Support school policy, procedures, standards and expectations**
- ❖ **Comply with 'Responsible Behaviour Plan for Students'**
 - Responsibility as Obedience (Before 6yrs)
 - Responsibility as Morality (Before 8yrs)
 - Responsibility as Discipline (Before 10yrs)
 - Responsibility as Service (Before 12yrs)
 - Teach and model self-responsibility
 - Not permitting dangerous / inappropriate items to school
 - Acknowledge that children are not small adults
- ❖ **Contribute to one educational or community activity per term**
- ❖ **Initiate and maintain constructive communication and relationships**
- ❖ **Payment of fees and contributions for service/materials provided**
- ❖ **Ensure students are ready to learn**
 - Daily, punctual attendance
 - Advise school of reason for student absence
 - Attention to personal basic needs. Eg. Food, sleep.
 - Positive, calm, rational attitude
 - Have all required requisites and materials
 - Completed pre-learning tasks
 - Completed homework, study, practise and projects

SCHOOL RESPONSIBILITY

- ❖ **Implementation of the 'Australian Curriculum'**
 - Evidence-based inclusive, engaging, quality curriculum
 - Connected, integrated, immersive work units
 - High standards, expectations and achievement targets
 - Australian Curriculum standards measured achievement
 - Truth in reporting of student progress each semester
 - Adequate, appropriate resources available
- ❖ **Focus on the child, achieving best possible learning outcomes**
- ❖ **Effective teaching, resulting in learning**
 - Action research project engagement
 - Performance development planning and review
 - Professionalism
 - Research informed School Pedagogical Profile
 - Teachers as leaders of learning
 - Celebration of student achievement and effort
 - Meaning opportunities for parent / carer involvement
 - Engagement of a 'growth mindset'
- ❖ **Timely parent contact (a) Attendance (b) Behaviour (c) School work**
- ❖ **Ensure compliance with relevant legislation, policies and standards**
- ❖ **Implementation of the 'Student Homework Policy'**
- ❖ **Transparency in school decision-making**
- ❖ **Intervention & communication in response to child welfare issues**
- ❖ **Upholding of confidentiality and trust**
- ❖ **Implementation of the 'Code of School Behaviour'**
- ❖ **Implementation of 'Responsible Behaviour Plan for Students'**
 - A safe, supportive school learning environment
 - Firm and consistent approach to student issues
 - Provision of clear expectations and standards
 - Teaching students self-responsibility
- ❖ **Ensure clean and secure environments conducive to learning**
- ❖ **Implementation of the 'Student Dress Code'**
- ❖ **Work in partnership to realize student achievement targets**
 - Respect parents as stakeholders in student learning
 - Keep up-to-date on important school information
 - Shared expectations of students by teachers and parents
 - Be approachable / understanding
 - Be a partner in learning
 - Student learning target setting
 - Offer parent involvement opportunities
 - Model a positive & good example
 - Effective, timely, informative communication
 - Be assured – All stakeholders want the best for every child
 - Foster and strengthen child-centred learning partnerships
 - Teachers and parents collaborating and communicating
 - Foster skills of self-management and self-responsibility
- ❖ **Open, fair and transparent complaints resolution**

TEACHER & STAFF RESPONSIBILITY

- ❖ **Focus on the child (a) achievement (b) welfare (c) individual need**
- ❖ **Professionalism**
 - Responsiveness to student learning progress
 - High standards of professional and ethical conduct
 - High standards, expectations and achievement targets
 - Reflective practice against Professional Standards
 - Professional conduct, manner and attire
 - Professional team focus in realizing student achievement
 - Upholding of confidentiality and trust
 - Preparation of teaching and learning programmes
 - Modelling a growth mindset / positive example
 - Passion for life-long learning
 - Record-keeping
- ❖ **Drafting, implementing Australian Curriculum informed work units**
 - Connected, integrated and immersive curriculum
 - Challenging and extending learning of all students
 - Monitoring to ensure that all students are progressing
 - Celebration of success, achievement and effort
 - Teaching students self-responsibility
 - Reporting of student progress each semester
 - Opportunity for parents / carers meaningful involvement
 - Inclusive and differentiated student activities
- ❖ **Implementation of school policies, procedures, and standards**
- ❖ **Challenging and extending the learning of every student daily**
- ❖ **Performance development through Action Research**
 - Action Research as professional learning
 - Aligned and consistent pedagogical approach
 - Continuous professional learning
 - Continuous enhancement of capability mastery
- ❖ **Implementation of the 'Responsible Behaviour Plan for Students'**
 - A safe, supportive school learning environment
 - Firm and consistent approach to student issues
 - Provision of clear expectations and standards
 - Teaching students self-responsibility
 - Mutual respect
 - Approachable and understanding ... But firm
- ❖ **Timely communication (a) Attendance (b) Behaviour (c) School work**
- ❖ **Effective communication**
 - Teacher – Student
 - Teacher – Parent
 - Teacher - Staff
- ❖ **Foster and strengthening of child-centred learning partnerships**
 - Flexibility in strategy and approach
 - Communication in response to child welfare issues
 - Intervention in response to student learning issues
 - Respect and tolerance of individual and family difference
- ❖ **Implementation of the 'Student Homework Policy'**
- ❖ **Implementation of the 'Student Dress Code'**

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 Application for Enrolment 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 (Topics Discussed): Tick Box

<input type="checkbox"/>	Enrolment – Application	<input type="checkbox"/>	School Hours and School Access
<input type="checkbox"/>	Enrolment – Authorisation Form	<input type="checkbox"/>	Student Absences (a) School day (b) During School Day
<input type="checkbox"/>	Enrolment – Partnership Agreement	<input type="checkbox"/>	Instrumental Music Programme of Excellence Years 3-6
<input type="checkbox"/>	Enrolment – Computer Usage Policy	<input type="checkbox"/>	Physical Education (Fitness) Pathway P-6
<input type="checkbox"/>	Enrolment – Student Computer Access Agreement	<input type="checkbox"/>	Japanese (Language) Pathway P-6
<input type="checkbox"/>	Enrolment – EQ State School Consent Form	<input type="checkbox"/>	Student Dress Code (Standard)
<input type="checkbox"/>	School Website Documents List	<input type="checkbox"/>	School Homework Policy
<input type="checkbox"/>	Student Responsibilities Booklet	<input type="checkbox"/>	School Fees and Voluntary Contributions
<input type="checkbox"/>	Responsible Behaviour Plan for Students (Website)	<input type="checkbox"/>	Loss of Borrowed Text / Material (a) Home Reader (b) Library
<input type="checkbox"/>	Use of Mobile Phone / Cameras / Electronic Equipment	<input type="checkbox"/>	Out-of-School Hours Care Referral
<input type="checkbox"/>	Student Booklist / Requisites List	<input type="checkbox"/>	Tartan Tuckerbox Menu – Order by flexischools
<input type="checkbox"/>	P&C Association Application for Membership Form	<input type="checkbox"/>	Religious Instruction
<input type="checkbox"/>	Latest ‘Tartan Times’ School Newsletter	<input type="checkbox"/>	Questions – To whom do you speak?

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:



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 & 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 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.

YES / NO

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

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. **YES / NO**

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?

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

YEARS 5 & 6

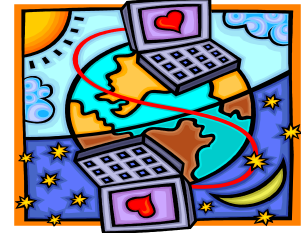
The McDowall State School encourages students to competently engage with provided information technologies, electronic information, our network and the internet. These educational tools are made available to deliver heightened quality student learning outcomes. Students are held responsible on how they 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 breach 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 breaches 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 breach 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





McDOWALL STATE SCHOOL

eLEARNING PROGRAMME

YEARS 5 & 6

ACCEPTABLE USE POLICY

Aim

To enable students to act in an acceptable and responsible manner when using computer systems, the Internet and Electronic Mail.

The eLearning Programme BYOd enables students to use technology to support their learning on a daily basis. Helping students become responsible digital citizens will enhance not only what they do in the classroom, but also give students skills and experiences that will prepare them for their future studies and career.

McDowall State School deems the following to be responsible use and behaviour by a student.

It is expected that students will use personal technology devices, and school computers and network infrastructure for:

- assigned class work and assignments set by teachers;
- developing appropriate literacy, communication and information skills;
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school;
- conducting general research for school activities and projects;
- communicating or collaborating with other students, teachers, parents or experts in relation to school work, including use of Ed Studio sites;
- accessing online references, including dictionaries and encyclopedias and The Learning Place;
- researching and learning through the Department's e-learning environment; and
- any other relevant use as directed by their teacher.

McDowall State School deems the following to be unacceptable use and behaviour by a student.

It is unacceptable for students to:

- use the IT resources, including personal devices, in an unlawful manner;
- download, distribute or publish offensive messages, photographs or graphics;
- cyberbully, insult, harass or attack others or use obscene or abusive language;
- access social networking sites such as Facebook and Instagram during the school day;
- use their device to photograph, video or record others without their knowledge or consent;
- deliberately waste printing and Internet resources;
- damage any electronic devices, printers or the network equipment, including their own and those of other students;
- commit plagiarism or violate copyright laws; (e.g. use of illegally downloaded games and music, and illegal sharing of games and music);
- use unsupervised internet chat;
- send chain letters or Spam e-mail (junk mail);
- access 3G/4G/5G networks on school premises (disable this feature prior to coming to school, if applicable);
- knowingly download viruses or any other programs capable of breaching the Department's networks security; or
- handle or use another student's device without teacher authorisation.

In addition to this McDowall State School states that:

- Students and their parents/guardians are responsible for the security, maintenance and integrity of their individual devices and their network accounts. Students and their parents/guardians are required to register their device/s with McDowall State School (by completing this form) prior to connecting to the school network and use their MIS details (eg: jsmit23) to protect their account. Under no circumstances should passwords be divulged to any other user on the system. If users have any reason to suspect that their account security may have been compromised or tampered with, it should be reported immediately to their teacher.
- Accidental damage to a device is the owner of the device's responsibility. Students and their parents/guardians will be held responsible for the wilful and deliberate misuse or inappropriate behaviour resulting in damage to another student's device. In the event of a dispute regarding the cause of damage to a device, the Principal (or delegate) will be the arbitrator.
- Information dispatched from the school network is a reflection on how the global community perceives the school. All students using the systems are encouraged to show that they are positive ambassadors for McDowall State School. No obscene, inflammatory, racist, discriminatory or derogatory language should be used in electronic mail or any other form of network communication. Systems are in place to monitor inappropriate language; offenders will be dealt with under the school Responsible Behaviour Plan for Students.
- Students using the school network must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present.
- Students must not record, photograph or video any students or school personnel without the express permission of the supervising teacher. Identifying images, audio content and personal information should be saved on the school server.
- Students must get teacher permission before copying files from another user. Copying files belonging to another user without express permission may constitute plagiarism and/or theft.
- Students will not copy software, information, graphics, or other data files that may violate copyright laws.
- The school will educate students regarding cyber bullying, privacy considerations, safe Internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to behave in line with these safe practices.
- It is recommended that the student's device has a protective case or bag which must be used when transporting to and from school. All devices must be clearly identified with the student's name.

STUDENT PARTICIPATION AGREEMENT

General Use:

- I understand that I must bring my device to school each day, unless otherwise directed by my teacher.
- I understand that I am responsible for the safety of my device each day.
- I will ensure my device is charged prior to the beginning of school each day.
- I will hold my device with two hands when carrying it and I will walk with it at all times.
- I will keep food and drinks away from my device at all times - at school and in my bag.
- I will immediately report any accidents or breakages to my parents and my teachers, as applicable.

Learning:

- I will use my device only to support my school learning programme.
- I permit my teachers and parents to perform checks to monitor that I have not installed illegal/unsuitable software applications and content, and to check the websites which I visit. I understand there will be consequences for inappropriate use. Access to the internet at school is via the Education Queensland Managed Internet Service only.
- I am responsible to ensure my work is backed up.

Safety and Security:

- Whilst at school, I will only connect my device to Education Queensland's Managed Internet Service. I understand that I am not permitted to access any other network at school.
- I will only visit websites at school that support my learning activities when using the Internet. If I inadvertently access an inappropriate website I will exit the page immediately and report it to my teacher.
- I will be cybersafe and cybersmart at all times.
- I will not use my device before and after school unless supervised by a teacher. Devices should not be used at the Bus Stop or Kiss and Ride Facility.
- I will not use my device to record, video or photograph anyone without their knowledge and consent.
- I will demonstrate etiquette when using my device and other equipment with regard to other people.
- I will use my device lawfully and in accordance with the *Acceptable Use Policy* regarding ethical use of equipment, technology, use of legal software, use of the Internet and the protection of personal data.
- For security reasons, I understand that I am not to share account names and passwords with anyone unless requested by school staff.
- I am responsible for the security and use of my device while at McDowall State School. (Classrooms will be locked during lunch breaks, and students will be provided with appropriate storage for devices when not in use.)
- I understand that if the above conditions are not followed, I will not be granted permission to use my device and other ICT devices at McDowall State School for a time period to be determined by the school.
- I understand that if I regularly breach the Student Participation Agreement, the authorisation to use my device and other ICTs at school will be removed for a greater period of time.

**McDOWALL STATE SCHOOL eLEARNING PROGRAMME
YEARS 5-6
ACCEPTABLE USE POLICY & STUDENT PARTICIPATION AGREEMENT**

Please sign and return to class teacher.

My child is participating in the BYOd eLearning Programme

- We have read, understood and accept the BYOd Acceptable Use Policy, and the Student Participation Agreement.
- We agree to abide by the school's Student Participation Agreement.
- We are aware that any breaches of the BYOd Acceptable Use Policy / Student Participation Agreement may result in my child's access to the school network system being revoked for a specified period, as determined by the school.

**Student's Name:Year 5 / 6
(PLEASE PRINT)**

Student's Signature:

Date: / /

**Parent's/Guardian's Name:
(PLEASE PRINT)**

Parent's/Guardian's Signature:

Date: / /