



# BrisbaneSDE Agreement and consent forms

Dear Parent/Guardian,

Together with the online enrolment application, the following forms are required to be completed and submitted:

- Enrolment Agreement
- State School Consent Form
- Information and Communications Technology User Agreement
- Home-based Supervisor Curriculum Risk Assessment Safety Agreement
- Deposit/Refund Form
- Fee Policy Form
- Online Service Consent Form

These forms are found on the following pages of this document.

During the third stage of the online application, you will be required to upload the completed **Agreement and consent forms**.

If you have any queries regarding the **Agreement and consent forms** please contact the Enrolments Team:

- Email: [enrolments@brisbanesde.eq.edu.au](mailto:enrolments@brisbanesde.eq.edu.au)
- Phone: 07 3727 2444

For the best experience, complete this online application using Adobe Acrobat Reader. See Adobe Acrobat Reader signature instructions on page 2.

Regards,

BrisbaneSDE Enrolments Team

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## Adobe Acrobat Reader signature instructions

For the best experience, complete this online application using Adobe Acrobat Reader.

For detailed instructions (including screenshots) follow the below link and click on **Steps to sign a PDF**.

<https://helpx.adobe.com/au/reader/using/sign-pdfs.html>

### To sign your completed forms

1. Open the **Agreement and consent form** document in Adobe Acrobat Reader.
2. Fill in all fields within the document.
3. Save the file.
4. Once form details are complete and file is saved, add signatures to the document.

To open the signature options follow one of the two steps.

- a. Click on Sign yourself. The Fill & Sign tools will open on the top toolbar.

Select Add Signature

- b. Select Tools

Select Fill & Sign

Select Open

Select Sign yourself

Select Add Signature

5. Select Draw.  
Ensure to uncheck Save signature in order to create multiple signatures in the one document.
6. Write your signature in the assigned space and select Apply.
7. Place signature on signature line by clicking the mouse once.  
Repeat steps 1–5 for additional signatures.
8. Once all signatures are complete select Close.
9. Save the file.  
Ensure you fill in all fields as you will no longer be able to edit the fields after saving the file.



Full name of student

Year level

## Enrolment Agreement

This enrolment agreement sets out the responsibilities of the student, parents/carers and the school staff regarding the education of students enrolled at Brisbane School of Distance Education (BrisbaneSDE).

### Responsibilities of the student:

- Participate fully in the program by complying with attendance requirements (i.e. by completing and returning assigned work), attending scheduled online lessons, engaging with course material, making regular contact with teachers and attending face-to-face school events/activities (if any) where possible.
- Act at all times with respect and show tolerance towards other students and staff.
- Work hard and comply with requests or directions from teachers and other school staff members.
- Abide by school rules/expectations as outlined in the [Student Code of Conduct](#), including, for any face-to-face activities at the school, not bringing items which could be considered as weapons (e.g. dangerous items such as knives), following the dress code and respecting the school property.

### Responsibilities of parent/carer:

- Provide active on-site support and supervision of your child, ensuring they attend scheduled telephone or online lessons (if any) and that work is completed in the allocated time.
- Establish and maintain regular contact with the teacher/s and the school.
- Ensure your child has ready access to all necessary learning materials and resources, including an appropriate work area.
- Ensure your child has the necessary equipment (computer hardware and software, and internet connectivity) to be able to fully engage in an online, e-learning environment (if applicable).
- Attend open meetings and participate in induction programs and ongoing home tutor support activities, where possible.
- Let the school know if there are any problems that may affect your child's ability to learn or ability to return school work on time.
- Treat all school staff with respect and comply with the [Parent and Community Code of Conduct](#).
- Support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control.
- Ensure your child meets the attendance requirements for the educational program in which they are enrolled. There are specific legal obligations for enrolment, attendance and participation that apply to parents/carers of children of compulsory school age and young people in the compulsory participation phase. Refer to the Managing student absences and enforcing enrolment and attendance at state schools procedure for more information.
- Advise the school as soon as possible if your child is unable to attend any scheduled lessons and the reason/s why (e.g. child is sick).
- Not allow your child to bring dangerous or inappropriate items to school for face-to-face activities (if any).
- Abide by the school's instructions regarding access to school grounds for any activities held at the school.
- Advise the principal if your child enters into care.
- Keep the school informed of any changes to your contact details (or your child's details), such as home address, email address and phone number.
- Ensure the school is aware of any changes to your child's medical details.
- Make payment of all fees and charges associated with the program of distance education.

#### Useful documents:

- [Student Code of Conduct](#)
- [School charges and voluntary contributions](#)
- [Assessment Policy](#)
- [Complaints management](#)



**Responsibilities of school staff:**

- Design and implement engaging and flexible learning experiences for individuals and groups of students undertaking a program of distance education.
- Design and implement intellectually challenging learning experiences that develop language, literacy and numeracy.
- Create and maintain safe and supportive learning environments (including e-learning).
- Support personal development and participation in society for students.
- Foster positive and productive relationships with families and the community.
- Inform students, parents/carers about what the teachers aim to teach the students each term.
- Teach effectively and to set high standards in work and behaviour.
- Clearly articulate the school's expectations regarding the [Student Code of Conduct](#).
- Advise parents/carers of extra-curricular activities organised by the school in which their child may become involved.
- Inform parent/carer regularly about how their child is progressing.
- Provide quality and timely feedback to students on submitted work and contact parents/carers as soon as possible if the school is concerned about the child's school work or behaviour.
- Deal with complaints in an open, fair and transparent manner in accordance with [departmental policy](#).
- Treat students and parents/carers with respect.

**I acknowledge:**

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

Student information	
Full name of student	
Student signature	Date
Parent / Guardian name	
Parent / Guardian signature	Date



Full name of student

Year level

## State School Consent Form

### Introduction to the State School Consent Form (attached) for Brisbane School of Distance Education.

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.brisbanesde.eq.edu.au](http://www.brisbanesde.eq.edu.au)
- Facebook: [www.facebook.com/BrisbaneSchoolofDistanceEducation](https://www.facebook.com/BrisbaneSchoolofDistanceEducation)
- YouTube: No public access. Links will be sent to students as required.
- Instagram: N/A
- Twitter: N/A
- LinkedIn: N/A
- Other: <https://www.epicgames.com/site/en-US/home> — Year 11 only (Rocket League)
- 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 the Enrolments Team at [enrolments@brisbanesde.eq.edu.au](mailto:enrolments@brisbanesde.eq.edu.au).

The Enrolments Team 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.

\*\* For school photos Full Name will be used unless a limitation is given in Section 5 below.

### 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 and school photographs;
  - 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: (Office use only)

### 5 LIMITATION OF CONSENT

The Individual and/or parent wishes to limit consent in the following way:



**6 CONSENT AND AGREEMENT**

**► CONSENTER – I am (tick the applicable box):**

- parent/carer of the identified person in section 1
- the identified person in section 1 (if a mature/independent student or employee including volunteers)
- recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.

By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student .....

Print name of consenter.....

Signature or mark of consenter.....

Date .....

Signature or mark of student (if applicable).....

Date .....

**SPECIAL CIRCUMSTANCES**

If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carer or individual student; or when the consenter is an independent student and under 18 the section below must be completed.

**► WITNESS – for consent from an independent student or where the explanatory letter and State School Consent Form were read**

I have witnessed the signature of an independent student, or the accurate reading of the explanatory letter and the State School Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness .....

Signature of witness .....

Date .....

**► Statement by the person taking consent – when it is read**

I have accurately read out the explanatory letter and State School Consent Form to the potential consenter, and to the best of my ability made sure that the person understands that the following will be done:

1. the identified materials will be used in accordance with the State School Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and State School Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the explanatory letter has been provided to the consenter.

Print name and role of person taking the consent .....

Signature of person taking the consent .....

Date .....

**Privacy Notice**

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the student's personal information. The information will be used and disclosed by authorised school employees for the purposes outlined on the form. Student personal information collected on this form may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.

Uncontrolled copy. Refer to the Department of Education and Training Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/obtaining-and-managing-student-and-individual-consent-procedure> to ensure you have the most current version of this document.





Full name of student

Year level

## Information and Communications Technology User Agreement

### Guidelines for Information and Communications Technology (ICT) use at BrisbaneSDE

Information and Communications Technology (ICT) facilities and devices provide innovative and engaging opportunities for teaching and learning. ICT are provided at BrisbaneSDE for educational and research purposes. This User Agreement sets out the expectations for acceptable use of ICT for all students.

This agreement must be read in conjunction with the Department of Education (DoE) policies relating to acceptable use of ICT and Managing Electronic Identities.

Every student at BrisbaneSDE is provided with a copy of this ICT User Agreement for review, discussion and signing with their parent/caregiver. This User Agreement will remain in effect for the duration of the student's enrolment at BrisbaneSDE. In the event that any amendments or additions are required to be made to this agreement, you will be advised in writing.

BrisbaneSDE is committed to promoting and maintaining a culture of online behaviour that provides a safe, respectful and disciplined environment for students and staff. With the support of DoE, BrisbaneSDE employs systems to assist in managing and monitoring student access to ICT and avoiding and reducing access to harmful online content and materials.

While every reasonable effort is made by the school to ensure students' use of ICT is safe and positive, developing positive online behaviours and protecting against negative influence is an ongoing and collaborative task that requires the active involvement of parents and caregivers. It is encouraged and expected that parents and caregivers will discuss this User Agreement with their child.

Online behaviours can impact upon a student's right to learn, teachers' ability to teach and the ability of the school to provide a safe, supportive learning environment. Where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the Student Code of Conduct.

BrisbaneSDE invites parents and caregivers to contact school staff to discuss any questions about cybersafety or this user agreement.

### Principles of ICT use

1. Online behaviours require the same attention to etiquette, courtesy and accountability as any other behaviour. I understand that online behaviours and content are capable of being shared online and reposted to a large audience.
2. The use of ICT is a privilege and misuse may result in my access being restricted, suspended or subject to increased monitoring and supervision.
3. Despite departmental systems to manage access to information on the internet; illegal, dangerous or offensive content may be accessed or accidentally displayed.
4. Online behaviour can form the basis for criminal offences. The school may need to report serious instances of inappropriate online behaviour or content to police.
5. Behaviour that is in violation of this acceptable User Agreement may form the basis for the school to take disciplinary action against me.
6. BrisbaneSDE restricts the use of personal ICT devices on school grounds. Personal ICT devices are used at their owners' risk. No liability will be accepted by the school or Department in the event of loss, theft or damage to any device, unless it can be established that the loss, theft or damage resulted from the Department's negligence.
7. In the event that the use of a personal ICT device is required for educational purposes, it is the responsibility of the student, with their parent/caregiver, to negotiate with the school for special permission to use the private ICT device during school hours and/or on the school network.



### Agreement for acceptable use

- I will use only my designated personal account to access the school ICT and network.
- I will protect my account information, including username and passwords, and will not share this information with any other person.
- If I become aware that another student’s account details are being shared, I will advise a teacher or responsible staff member as soon as possible.
- If I find any online content that is offensive, abusive or that I know is against the school’s responsible behaviour management plan, I will report this to a teacher as soon as possible.
- I will not save copy or distribute any offensive or inappropriate material content to any other person.
- I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school’s ICT inside or outside of school hours. I will strive to ensure that my online behaviour complies with this user agreement at all times.
- I understand that school staff, with the support of the Department, will always exercise their duty of care, but avoiding or reducing access to harmful content also requires that I am responsible in my use of the ICT network and obey acceptable use policies and teacher directions.
- I understand that the school and the Department monitor access to and usage of the ICT network. For example, email monitoring will occur to identify inappropriate use, protect system security, maintain system performance, determine compliance with State and departmental policy and determine compliance with State and Federal legislation and regulation.
- By signing this document, I acknowledge that I accept the principles and guidelines contained within it and understand my responsibilities in using ICT while enrolled at BrisbaneSDE.

Full name of student			
Student signature		Date	
Parent / Guardian name			
Parent / Guardian signature		Date	

## Appendix

### Appropriate use of social media

1. BrisbaneSDE embraces the amazing opportunities that technology and the internet provide to students for learning, being creative and socialising online. Use of online communication and social media sites and apps can provide positive social development experiences through an opportunity to develop friendships and shape identities.
2. When used safely, social media sites and apps such as Facebook, Twitter and Instagram can provide positive opportunities for social learning and development. However, inappropriate, or misguided use can lead to negative outcomes for the user and others.
3. BrisbaneSDE is committed to promoting the responsible and positive use of social media sites and apps.
4. No student of BrisbaneSDE will face disciplinary action for simply having an account on Facebook or other social media site.
5. It is unacceptable for students to bully, harass or victimise another person whether within BrisbaneSDE’s grounds or while online. Inappropriate online behaviours can have a negative impact on student learning and the good order and management of BrisbaneSDE — whether those behaviours occur during or outside school hours.
6. This policy reflects the importance of students at BrisbaneSDE engaging in appropriate online behaviour.

### Role of social media

- The majority of young people use social media sites and apps on a daily basis for school work, entertainment and to keep in contact with friends. Unfortunately, some young people misuse social media technologies and engage in cyberbullying.
- Social media by its nature will result in the disclosure and sharing of personal information. By signing up for a social media account, users are providing their personal information.
- Students need to remember that the internet is a free space and many social media sites and apps, like Twitter, have limited restrictions placed upon allowable content and regulated procedures for the removal of concerning posts.



- Social media sites and apps are designed to share online content widely and rapidly. Once students place information and/or pictures online, they have little to no control over how that content is used.
- The internet reaches a global audience. Even if students think that comments or photos have been deleted, there can be archived records of the material that will continue to be searchable into the future.
- Inappropriate online behaviour has the potential to embarrass and affect students, others and the school for years to come.

## Appropriate use of social media

- Students of BrisbaneSDE are expected to engage in the appropriate use of social media. Specific examples of appropriate use of social media sites and apps include:
  - ensuring that personal information, such as full name, address, phone number, school name and location or anyone else's personal information is not shared.
  - thinking about what they want to say or post, and how it could be interpreted by others, before putting it online. Remember, once content is posted online you lose control over it. Students should not post content online that they would be uncomfortable saying or showing to their parents' face or shouting in a crowded room.
  - remembering that it can be difficult to work out whether messages typed on social media sites and apps are meant to be funny or sarcastic. Tone of voice and context is often lost which can lead to unintended consequences. If students think a message may be misinterpreted, they should be cautious and make the decision not to post it.
  - never provoking, or engaging with another user who is displaying inappropriate or abusive behaviour. There is no need to respond to a cyberbully. Students should report cyberbullying concerns to a teacher and allow the teacher to record and deal with the online concern.
- If inappropriate online behaviour impacts on the good order and management of BrisbaneSDE the school may impose disciplinary consequences for that behaviour regardless of whether the behaviour occurs during or outside of school hours.
- Disciplinary consequences could include suspension and/or exclusion. In serious cases of inappropriate online behaviour, the school may also make a report to the police for further investigation.
- BrisbaneSDE will not become involved in concerns of cyberbullying or inappropriate online behaviour where the incident in question does not impact upon the good order and management of the school. For example, where cyberbullying occurs between a student of this school and a student of another school outside school hours. Such an incident will be a matter for parents and/or police to resolve.

## Laws and consequences of inappropriate online behaviour and cyberbullying

- Inappropriate online behaviour may in certain circumstances constitute a criminal offence. Both the *Criminal Code Act 1995* (Cth) and the *Criminal Code Act 1899* (Q1d) contain relevant provisions applicable to cyberbullying.
- The Commonwealth Criminal Code outlines a number of criminal offences concerning telecommunications services. The most relevant offence for cyberbullying is 'using a carriage service to menace, harass or cause offence to another person'.
- The Queensland Criminal Code contains several applicable sections for cyberbullying. Potential relevant criminal offences are:
  - Unlawful stalking
  - Computer hacking and misuse
  - Possession of child exploitation material
  - Involving a child in making child exploitation material
  - Making child exploitation material
  - Distribution of child exploitation material
  - Criminal defamation
- There are significant penalties for these offences.
- BrisbaneSDE strives to create positive environments for all students at all times of the day, including while online. To help in achieving this goal, BrisbaneSDE expects its students to engage in positive online behaviours.



Full name of student

Year level

## Home-based Supervisor Curriculum Risk Assessment Safety Agreement

Students in Prep – Year 10 studying the Australian Curriculum and Years 11–12 studying the QCAA curriculum are required to undertake some practical activities and assessments. BrisbaneSDE follows the guidelines provided by State Schooling, Department of Education, to ensure that our students have the same access to curriculum requirements as students in any Queensland state school.

Queensland state schools prepare Curriculum Activity Risk Assessment documents (CARA) to identify, assess and control reasonably foreseeable risks when conducting curriculum activities.

Each subject, as part of the course of study, will provide a range of activities that will require students to use specific equipment, substances or tools; work in an outdoor environment or engage in physical activities. These all come with inherent risks that require mitigation through identification of possible hazards.

Due to the nature of online learning, the home-based supervisor must **actively** supervise all curriculum activities, following the directions of the teacher, in order to ensure student safety.

It is a condition of enrolment that home-based supervisors understand and agree to implement the relevant safety risk assessment procedures as identified by teachers in each course of study.

Listed below are links to the **Curriculum Activity Risk Assessment guidelines** for the reference of home-based supervisors. The relevant guidelines and safety mitigation will be identified by teachers at the commencement of each course of study.

The Arts	Technologies	Science	HPE and sports	Outdoor education
<ul style="list-style-type: none"> <li><a href="#">Ceramics</a></li> <li><a href="#">Dance</a></li> <li><a href="#">Jewellery making</a></li> <li><a href="#">Kilns information sheet</a></li> <li><a href="#">Lapidary</a></li> <li><a href="#">Leatherwork</a></li> <li><a href="#">Media arts</a></li> <li><a href="#">Music</a></li> <li><a href="#">Painting and drawing with toxic materials</a></li> <li><a href="#">Print making</a></li> <li><a href="#">Sculpture</a></li> <li><a href="#">Wax activities</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Food production</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Biological activities</a></li> <li><a href="#">Chemical hazards guidance notes</a> (doc, 237KB)</li> <li><a href="#">Chemical hazards in the curriculum template</a> (docx, 295KB)</li> <li><a href="#">Gardening with hand tools</a></li> <li><a href="#">Science experiments, investigations and activities</a></li> </ul> <p>We believe all the experiments conducted in Science are low risk if the instructions students are given by the teacher are followed.</p> <p>Supervisors and students will be given a detailed list of experiments, their risks, and how they can be conducted safely by their teacher. This information is available in the QLearn course.</p>	<ul style="list-style-type: none"> <li><a href="#">Badminton</a></li> <li><a href="#">Basketball</a></li> <li><a href="#">Football (soccer)</a></li> <li><a href="#">Group and dance fitness</a></li> <li><a href="#">Minor games</a></li> <li><a href="#">Table tennis</a></li> <li><a href="#">Tennis</a></li> <li><a href="#">Volleyball</a></li> <li><a href="#">Weight training</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Bushwalking</a></li> <li><a href="#">Camping</a></li> <li><a href="#">Challenge high ropes</a></li> <li><a href="#">Challenge low ropes and group activities</a></li> <li><a href="#">Kayaking (enclosed, coastal and open water)</a></li> <li><a href="#">Kayaking and canoeing (inland water)</a></li> <li><a href="#">Orienteering</a></li> <li><a href="#">Swimming in locations other than pools</a></li> </ul>

The teacher will have identified generic risks in the activity; however, home-based supervisors need to be aware of the risks applied in the home or external environment.

Home-based supervisors need to consider:

- your child's capability, experience, competence, fitness, maturity and health management
- risks and hazards presented by the home environment or external location, including travel to and from the location, the physical site, appropriate space, environmental and weather conditions
- any unexpected first aid and medical emergencies, the need for appropriate protective clothing and shoes, suitable hair and jewellery containment, availability of water and rest, adequate knowledge of prerequisite skills and safety procedures
- mishandling/misuse of equipment, placement and appropriateness of equipment
- your own capability, experience, competence, familiarity with the space and locations, and knowledge and capability of administering first aid.



**Declaration**

After considering the above points and implementing appropriate risk management procedures, as home-based supervisor, I agree to:

- access the relevant **Curriculum Activity Risk Assessment guidelines**
- access and follow the safety instructions provided by the supervising teacher
- identify potential hazards to student safety
- actively supervise the student when they are undertaking activities
- ensure first aid provisions are available for the specified activity and location
- ensure that adult supervisors comply with Working with children authority procedure and, where requested, provide a blue card. See working with children authority procedure for blue card exemptions.

**Parent/Guardian information**

Parent/Guardian name

Parent/Guardian signature

Date



# Deposit/Refund form

2025

The details supplied on this form cannot be used to take money out of your account.

Date submitted	EQ ID/s (if known)
Student name/s	Year levels
Parent/Guardian	
Postal address	
Town/City	Postcode
Home phone	Mobile phone
Email	

### Bank account details

Bank account details for 100% financially responsible parent as noted on enrolment form. International bank details are not accepted.

Account name	
BSB	—
Account number	(Maximum nine characters)
Signature of account holder	Signature panel must be physically or digitally signed by account holder. Signatures cannot be typed.

Any payments or refunds will be paid to the parent/carer identified below as having 100% fee responsibility. Banking details are recorded for this parent/carer. Please provide the name of the parent/carer who should be identified as having 100% fee allocation.

Name (person completing form)	
Relationship to student	

Disclosure: This information may be provided to relevant financial institutions and/or authorised staff employed by Department of Education to enable the processing of payments and/or refunds. This may include, but not limited to OneSchool System Maintenance Team, persons conducting financial audits, administrative staff and financial delegates within the school.

### Office use only

New supplier	Edit supplier
Supplier number	
Input	BM name
Signature	Date
Oneschool (verified)	Entered
Notes	



Full name of student	Year level
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## Fee Policy: Primary

- Payments of fee deposits must be made at time of application. Payments can be made via [Qkr!](#) and the receipt uploaded with the enrolment application. These payments will go towards your subject and resource fees and are refundable if you choose not to finalise the enrolment.
- All enrolments, regardless of category, must pay the relevant year level subject and resource fees.
- Some subject changes after enrolment may attract a fee if additional resources are required.
- Students enrolled under the "By Choice" category are required to pay the Compulsory Distance Education fee. Failure to pay this fee will initiate the **Show Cause process, which can result in the cancellation of enrolment.**
- Any outstanding fees from the current/previous year enrolment must be paid in full, along with the new fees before the enrolment will be finalised.
- The fees listed in this document are reviewed annually and are endorsed by the Executive Team and Parent Representative.

If you have any questions regarding this document, please contact [accounts@brisbanesde.eq.edu.au](mailto:accounts@brisbanesde.eq.edu.au).

Please visit our website for more information, including How to make a payment via [Qkr!](#)

Please list the 100% fee paying parent to receive invoices and any applicable subsidy payments.

### Declaration

I understand and agree to abide by the [BrisbaneSDE Fee Policy](#)

### Parent/Guardian information

Parent/Guardian name	
Parent/Guardian signature	Date



## Online Services Consent form and Information sheet: Prep – Year 6 Home-based

Date \_\_\_\_\_

### Introduction to the Online Services Consent Form for Brisbane School of Distance Education.

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education network.

Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games, online collaboration and communication tools, web-based publishing and design tools, learning management systems, and file storage and collaboration services.

This letter is to inform you about the third party online services used in our school and how your child's information, including personal information and works, may be recorded, used, disclosed, and published to the services (if you provide your consent for this to occur).

The Online Services Consent Form is a record of the consent provided.

### About the online services

After evaluation, the principal has deemed specific third party online services appropriate for school use. These online services are listed on the consent form.

Third party online service providers are external to the school, and the services may be hosted onshore in Australia or offshore outside of Australia. Data that is entered into offshore services may not be subject to Australian privacy laws. When considering whether to provide your consent, we encourage you to read the information provided about each online service, including the *terms of use* and *privacy policy*, which outline how information and works will be used and under what circumstances they may be shared.

#### *Student information*

The consent collected by the form covers both student personal information (e.g. name, date of birth) and school-based information (e.g., student username, email, year level) as outlined on the form.

Where permitted by the service provider, de-identified information will be used and/or efforts will be made to limit the amount of personal information disclosed and stored within online services (e.g., when registering accounts, only mandatory information will be disclosed).

#### *Student works*

Works might include materials such as student projects, assignments, portfolios, images, video or audio. Where student works will be created within, stored or published to the online service (in some cases, published information or works will be viewable by the public), this will be indicated in 'additional consent requirements' in Section 5 of the Online Services Consent Form.

#### *Parent information*

Where your personal information (e.g. parent email, name, contact details) will be disclosed to the online service, this will be indicated in the 'additional consent requirements' in Section 5 of the Online Services Consent Form.

### Purpose of the consent

Third party online services are used for various purposes. The purpose of use for each service is outlined in Section 5 of the Online Services Consent Form. For example, teachers may use online services with students to support curriculum delivery, complete learning activities and assessment, facilitate class collaboration, and create and publish class work (e.g. projects, assignments, portfolios).

The Online Services Consent Form records your consent for your child to register accounts, use, and, where specified, publish their work to these services. The form also collects your consent for school staff to collect, store, and transmit information to online services in order to manage school operations and communicate with parents and students.

It should be noted that, in some instances, the school may be required or authorised 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.





### **Voluntary consent provision**

It is not compulsory to provide consent. If your consent is not given, this will not adversely affect any learning opportunities provided by the school to your child.

### **Consent may be limited or withdrawn**

You can withdraw your consent at any time by notifying 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.

You may also limit your consent by providing consent for some, but not all, online services listed on the form.

Requests to limit consent in relation to how the 'Information covered by this consent form' and the 'Approved purpose' (Section 2 and 3 of the form) are applied to a specific service, will be treated as "do not consent", as the school cannot guarantee correct implementation of individual requests.

Due to the nature of the internet, it may not be possible for all copies of information (including images and student works that have already been disclosed or published) to be deleted or restricted from use if you request it. The school may remove content that is under its direct control, however, information and works that have already been disclosed and published cannot be deleted, and the school is under no obligation to communicate changes to your child's consent circumstances to online service providers.

### **Duration of consent**

The consent applies for the period of time specified on the form. You may review and update your consent at any time by notifying the school in writing (by email or letter).

There may be circumstances where the school issues a new consent form to seek additional consent e.g. in the event that new online services are identified for use.

### **Who to contact**

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact the Senior Enrolments Officer on [enrolments@brisbanesde.eq.edu.au](mailto:enrolments@brisbanesde.eq.edu.au).



# Online Services Consent form: Prep – Year 6 Home-based

## Privacy Notice

The Department of Education is collecting the personal information on this form in order to obtain consent regarding the use of online services. This information and completed form will be stored securely. Personal information collected on this form may also be used by or disclosed to third parties by the Department 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, please contact your student’s school in the first instance.

### This form is to be completed by:

- **Parent/carer\***;
- **Student over 18 years; or**
- **Student with independent status.**

(\*Note: Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent.)

## 1. IDENTIFY THE PERSON/S TO WHOM THE CONSENT RELATES

<b>a. Full name of student</b>	
<b>b. Full name of student</b>	
<b>c. Full name of student</b>	
<b>d. Full name of student</b>	
<b>e. Full name of student</b>	

## 2. INFORMATION COVERED BY THIS CONSENT FORM

a. The consent collected by the form covers the following student personal information (identifying attributes):

- Student name (first name and/or last name)
- Sex/Gender
- Date of birth, age, year of birth

AND the following school-based information (generally, non-identifying attributes\*):

- Student school username
- Student school email
- Student ID number
- School
- Year group
- Class
- Teacher
- Country

\*In cases where registration and/or use requires a combination of school-based information (non-identifying) and personal information, or a combination of school-based information, the school-based information may become identifiable.

b. If an online service records, uses, discloses and/or publishes student works, parent information or additional student information (such as photographs of students), not listed above (Section 2a.), the school will specify it as part of the *additional consent requirements* on the form. Examples may include:

- Student assessment
- Student projects, assignment, portfolios
- Student image, video, and/or audio recording
- Sensitive information (e.g., medical, wellbeing)
- Name and/or contact details (e.g. email, mobile phone number) of student’s parent



**3. APPROVED PURPOSE**

This form records your consent for the recording, use, disclosure and publication of the information listed in item 2 above, and any information or student works listed under the 'additional consent requirements', and to transfer this information and works within Australia and outside of Australia (in the case of offshore services) to the online service providers for the following purposes:

- For your child to register an account for the online services
- For your child to use the online services in accordance with each service's *terms of use* and *privacy policy* (including service provider use of the information in accordance with their *terms of use* and *privacy policy*)
- For the school to:
  - administer and plan for the provision of appropriate education, training and support services to students,
  - assist the school and departmental staff to manage school operations and communicate with parents and students.

**4. TIMEFRAME FOR CONSENT**

The consent granted by this form is for the duration of the student's current phase of learning (i.e. Years P-3, 4-6, 7-9 and 10-12). Consent is obtained upon enrolment and renewed when students move into a new phase of learning (e.g. minimum every four years).

**5. CONSENT FOR ONLINE SERVICES**

For each online service listed below, please indicate your choice to **give consent** or **not give consent** for the information outlined in Section 2 to be disclosed to the online service in accordance with the purpose outlined in Section 3, and for the timeframe specified in Section 4.

**Service name:** 3P Learning

**Data hosting:** Onshore

**URL:** <https://www.3plearning.com/>

**Purpose of use:** 3P Learning is used for Primary resources.

**Terms of use:** <https://www.3plearning.com/terms/>

**Privacy policy:** <https://www.3plearning.com/privacy/>

**Consent:** I give consent I do not give consent

**Service name:** PAT Adaptive Testing – Reading and Mathematics

**Data hosting:** Onshore

**URL:** <https://www.acer.org/au/pat>

**Purpose of use:** Diagnostic testing of student reading and mathematics to inform teaching and learner support.

**Terms of use:** <https://www.acer.org/online-terms-of-use>

**Privacy policy:** <https://www.acer.org/privacy>

**Consent:** I give consent I do not give consent

**Service name:** ActiveLearn (Pearson)

**Data hosting:** Offshore

**URL:** [www.pearson.com.au](http://www.pearson.com.au)

**Purpose of use:** Languages Classroom resources and activities.

**Terms of use:** <https://www.pearson.com.au/privacy-policy/#minor>

**Privacy policy:** <https://www.pearson.com.au/privacy-policy/>

**Consent:** I give consent I do not give consent



## Brisbane School of Distance Education

**Service name:** **Back-to-front Maths**  
**Data hosting:** Onshore  
**URL:** <https://www.backtofrontmaths.com.au/>  
**Purpose of use:** Back-to-front Maths is used for Primary resources.  
**Terms of use:** <https://www.backtofrontmaths.com.au/terms-conditions/>  
**Privacy policy:** <https://www.backtofrontmaths.com.au/terms-conditions/>  
**Consent:** I give consent I do not give consent

**Service name:** **Bug Club**  
**Data hosting:** Onshore  
**URL:** <https://www.pearson.com/en-au/schools/primary/literacy/bug-club/>  
**Purpose of use:** A digital learning space for your pupils and a toolkit for you so that you can search, plan, allocate and assess all in one place. Teachers assign reading books and they can be accessed online as well as resources connected with the books.  
**Terms of use:** <https://www.pearson.com.au/terms-of-use/>  
**Privacy policy:** <https://pi.pearsoned.com/v1/piapi/policies/static/html/ALPrimaryPearsonEULA.html>  
**Consent:** I give consent I do not give consent

**Service name:** **Canva for Education**  
**Data hosting:** Onshore  
**URL:** <https://www.canva.com/education/>  
**Purpose of use:** For students to access presentations & videos created by their teachers. Students do NOT need a log in to access resources provided by their teachers. Available on web and mobile, Canva is a design platform for creating graphics, presentations, posters and other visual content with a library of images, fonts, templates and illustrations. Canva for Education provides eligible school members free access to full features of Canva Pro version.  
**Terms of use:** <https://www.canva.com/policies/terms-of-use/>  
**Privacy policy:** <https://www.canva.com/policies/privacy-policy/>  
**Consent:** I give consent I do not give consent

**Service name:** **ClickView (ClickView Australia Pty Ltd)**  
**Data hosting:** Onshore  
**URL:** <https://www.clickview.com.au>  
**Purpose of use:** Clickview produces curriculum-aligned video and interactive content for Teachers and students. Educators can search the video library, including recorded free-to-air TV programmes, for relevant clips or create their own interactive video content and activities.  
**Terms of use:** [www.clickview.com.au/terms-and-conditions](http://www.clickview.com.au/terms-and-conditions)  
**Privacy policy:** [www.clickview.com.au/privacy-policy/](http://www.clickview.com.au/privacy-policy/)  
**Consent:** I give consent I do not give consent

**Service name:** **Education Perfect**  
**Data hosting:** Offshore  
**URL:** [www.educationperfect.com/](http://www.educationperfect.com/)  
**Purpose of use:** Education Perfect is a powerful tool for student's daily learning, revision, and assessment.  
**Terms of use:** <https://www.educationperfect.com/wp-content/uploads/2020/11/Education-Perfect-Terms-of-Use-2020-04-14.pdf>  
**Privacy policy:** <https://www.educationperfect.com/legal/>  
**Consent:** I give consent I do not give consent



## Brisbane School of Distance Education

**Service name:** Firefly Education (Maths Trek)  
**Data hosting:** Onshore  
**URL:** <https://www.fireflyeducation.com.au/>  
**Purpose of use:** Firefly Education (Maths Trek) is used for Primary resources.  
**Terms of use:** <https://www.fireflyeducation.com.au/company/terms>  
**Privacy policy:** <https://www.fireflyeducation.com.au/company/privacy>  
**Consent:** I give consent I do not give consent

**Service name:** Firefly Education (Sound Waves Literacy)  
**Data hosting:** Onshore  
**URL:** <https://www.fireflyeducation.com.au/series/soundwaves/features/>  
**Purpose of use:** Firefly Education (Sound Waves Literacy) is used for Primary resources.  
**Terms of use:** <https://www.fireflyeducation.com.au/company/terms>  
**Privacy policy:** <https://www.fireflyeducation.com.au/company/privacy>  
**Consent:** I give consent I do not give consent

**Service name:** Footsteps Dance Company  
**Data hosting:** Onshore  
**URL:** <https://footstepsdancecompany.com.au/teacher-resources/>  
**Purpose of use:** Footsteps Dance Company is used for Primary resources.  
**Terms of use:** <https://footstepsdancecompany.com.au/teacher-resources/>  
**Privacy policy:** <https://footstepsdancecompany.com.au/teacher-resources/>  
**Consent:** I give consent I do not give consent

**Service name:** Gimkit.com  
**Data hosting:** Offshore  
**URL:** <https://www.gimkit.com/>  
**Purpose of use:** Gimkit is a game-based learning tool that supports students to master content through engaging games.  
**Terms of use:** <https://www.gimkit.com/terms-of-service>  
**Privacy policy:** <https://www.gimkit.com/privacy> (Students don't have to have accounts)  
**Consent:** I give consent I do not give consent

**Service name:** Kids Helpline  
**Data hosting:** Offshore  
**URL:** <https://schools.kidshelpline.com.au/schools/home/sessions>  
**Purpose of use:** Virtual classroom sessions facilitated by a qualified counsellor to support the following school-based programs: Year 6 to 7 Transition to High School, Student Leadership, CONNECT, Cyber Safety and Personal Growth.  
**Terms of use:** <https://kidshelpline.com.au/privacy>  
**Privacy policy:** <https://www.yourtown.com.au/sites/default/files/document/Privacy Policy.PDF>  
**Consent:** I give consent I do not give consent

**Service name:** Literacy Planet  
**Data hosting:** Onshore  
**URL:** [www.literacyplanet.com](http://www.literacyplanet.com)  
**Purpose of use:** A fun and engaging online learning experience for every child.  
**Terms of use:** <https://www.literacyplanet.com/terms-conditions/>  
**Privacy policy:** <https://www.literacyplanet.com/privacy-policy/>  
**Consent:** I give consent I do not give consent



### Brisbane School of Distance Education

**Service name:** **Mathletics**

**Data hosting:** Offshore

**URL:** [www.mathletics.com/au/](http://www.mathletics.com/au/)

**Purpose of use:** Mathletics switches kids onto maths. It's fun, supportive and effective for students of all ages and abilities, helping students achieve more across the full Kindergarten to Year 12 curriculum.

**Terms of use:** [www.3plearning.com/terms/](http://www.3plearning.com/terms/)

**Privacy policy:** <http://www.3plearning.com/privacy/>

**Consent:** I give consent I do not give consent

**Service name:** **Mathseeds (Blake eLearning)**

**Data hosting:** Onshore

**URL:** <https://mathseeds.com.au/>

**Purpose of use:** Mathseeds is an online numeracy education program for early childhood.

**Terms of use:** <https://readingeggs.com.au/terms/>

**Privacy policy:** <https://readingeggs.com.au/privacy/>

**Consent:** I give consent I do not give consent

**Service name:** **Reading Eggs**

**Data hosting:** Onshore

**URL:** [readingeggs.com.au/](http://readingeggs.com.au/)

**Purpose of use:** ABC Reading Eggs makes learning to read interesting and engaging for kids, with great online reading games and activities.

**Terms of use:** [readingeggs.com.au/terms/](http://readingeggs.com.au/terms/)

**Privacy policy:** [readingeggs.com.au/privacy/](http://readingeggs.com.au/privacy/)

**Consent:** I give consent I do not give consent

**Service name:** **RedeLearn**

**Data hosting:** Onshore

**URL:** <https://site.redelearn.com.au/>

**Purpose of use:** RedeLearn is used for Primary resources.

**Terms of use:** <https://www.redelearn.com.au/resources/terms.cfm>

**Privacy policy:** <https://www.redelearn.com.au/resources/privacy.cfm>

**Consent:** I give consent I do not give consent

**Service name:** **Seesaw** (Not a textbook)  
See: [help.seesaw.me/hc/en-us/articles/204472519-Where-is-my-date-a-soted-](http://help.seesaw.me/hc/en-us/articles/204472519-Where-is-my-date-a-soted-)

**Data hosting:** Offshore  
Geographically distributed servers, mostly US

**URL:** [web.seesaw.me/](http://web.seesaw.me/)

**Purpose of use:** Seesaw allows students to independently document what they are producing and learning in classes. Students capture learning with photos and videos of their work, or by adding digital creations or by adding text. Student work can be shared with classmates or parents and the teacher has control of those permissions.

**Terms of use:** [web.seesaw.me/terms-of-service](http://web.seesaw.me/terms-of-service)

**Privacy policy:** [web.seesaw.me/privacy/](http://web.seesaw.me/privacy/)  
[web.seesaw.me/privacy-policy](http://web.seesaw.me/privacy-policy)  
[help.seesaw.me/hc/en-us/articles/203258429](http://help.seesaw.me/hc/en-us/articles/203258429)

**Consent:** I give consent I do not give consent



## Brisbane School of Distance Education

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**Service name:** Studyladder  
**Data hosting:** Onshore  
**URL:** <https://www.studyladder.com.au/>  
**Purpose of use:** Studyladder offer a sequential learning program that includes videos, interactive activities, worksheets and assessments for reporting to teachers and to parents. All part of a complete learning program.  
**Terms of use:** <https://www.studyladder.com.au/about/terms>  
**Privacy policy:** <https://www.studyladder.com.au/about/privacy>  
**Consent:** I give consent I do not give consent

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**Service name:** Think Mentals  
**Data hosting:** Offshore  
**URL:** <https://www.fireflyeducation.com.au/imaths>  
**Purpose of use:** An online platform for teaching and learning mathematics.  
**Terms of use:** <https://www.fireflyeducation.com.au/about/terms>  
**Privacy policy:** <https://www.fireflyeducation.com.au/about/privacy>  
**Consent:** I give consent I do not give consent

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**Service name:** Typing Club  
**Data hosting:** Offshore  
**URL:** [www.typingclub.com](http://www.typingclub.com)  
**Purpose of use:** A series of free interactive courses that teach touch typing skills. Students need to create a profile using their name and an email address so that their progress can be recorded. (They can use a temporary Gmail or Hotmail account to do this and delete it once they've finished using the course.)  
**Terms of use:** [www.typingclub.com/terms.html](http://www.typingclub.com/terms.html)  
**Privacy policy:** [www.typingclub.com/privacy.html](http://www.typingclub.com/privacy.html)  
Profile information is deleted two months after the last date of access.  
**Consent:** I give consent I do not give consent

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**Service name:** Typing Tournament  
**Data hosting:** Offshore  
**URL:** [www.typingtournament.com/](http://www.typingtournament.com/)  
**Purpose of use:** A complete, 10-finger typing course.  
**Terms of use:** [www.typingtournament.com/terms-of-use](http://www.typingtournament.com/terms-of-use)  
**Privacy policy:** [www.typingtournament.com/privacy-policy](http://www.typingtournament.com/privacy-policy)  
**Consent:** I give consent I do not give consent

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**Service name:** Writing Legends  
**Data hosting:** Onshore  
**URL:** <https://www.writinglegends.com.au/>  
**Purpose of use:** Writing Legends is used for Primary resources.  
**Terms of use:** <https://www.writinglegends.com.au/terms>  
**Privacy policy:** <https://www.writinglegends.com.au/privacy>  
**Consent:** I give consent I do not give consent

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## Brisbane School of Distance Education

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**Service name:** Wushka (Modern Star Pty Ltd)

**Data hosting:** Onshore

**URL:** [www.wushka.com.au](http://www.wushka.com.au)

**Purpose of use:** Digital reading program that offers levelled reading materials to support students learning to read.

**Terms of use:** <https://wushka.com.au/school-terms-and-conditions/>

**Privacy policy:** <https://wushka.com.au/privacy/>

**Consent:**                      I give consent                      I do not give consent

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**6. CONSENT AND AGREEMENT**

Person giving consent – I am (tick the applicable box):

parent/carer of the person identified in Section 1

the person identified in Section 1 (if student is over 18 years or has independent status)

*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 for the information outlined in Section 2 and any additional consent requirements outlined in Section 5 to be disclosed to the online services in accordance with the purpose outlined in Section 3 and for the timeframe specified in Section 4.*

**Print name of consenter:**

**Signature or mark of consenter:**

**Date:**

**Student a)**

**Print name of student a:**

**Signature or mark of student a\*:**

**Date:**

**Student b)**

**Print name of student b:**

**Signature or mark of student b\*:**

**Date:**

**Student c)**

**Print name of student c:**

**Signature or mark of student c\*:**

**Date:**

**Student d)**

**Print name of student d:**

**Signature or mark of student d\*:**

**Date:**

**Student e)**

**Print name of student e:**

**Signature or mark of student e\*:**

**Date:**

*\*Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent.*

**SPECIAL CIRCUMSTANCES**

The section below must be completed, if the form is:

- required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent and/or:
- when the person giving consent is an independent student under the age of 18.

**WITNESS — for consent from an independent student or where the explanatory letter and the form were read**

*I have witnessed the signature or mark of an independent student, or the accurate reading of the explanatory letter and the Online Services Consent Form was completed in accordance with the instruction of the person giving consent. The person giving consent has had the opportunity to ask questions. I confirm that the person giving consent have given consent freely and I submit 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 aloud the explanatory letter and the Online Services Consent Form to the person giving consent, and to the best of my ability made sure that the person understands that the following will be done:*

- The identified information will be used in accordance with the Online Services Consent Form*
- The school will cease using the information from the date that the school receives a written withdrawal of consent.*

*I confirm that the person giving consent was given an opportunity to ask questions about the explanatory letter and Online Services Consent Form, and all questions asked by the person giving consent have been answered correctly and to the best of my ability. I confirm that the person giving consent 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 person giving consent.*

**Print name and role of person taking the consent:**

**Signature of person taking the consent:**

**Date:**