



# **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

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 or carers and the school staff about the education of students enrolled at Brisbane School of Distance Education (BrisbaneSDE).

### Responsibility of student to:

- participate fully by meeting attendance requirements which are based on return of work as outlined in the subject work rate calendar, participate in scheduled lessons, engage with online course material, make regular contact with teachers and attend at face-to-face school events/activities where possible.
- become familiar with the school's Assessment Policy and to comply with the requirements outlined (refer to BrisbaneSDE website — [Guide to our school](#)).
- act at all times with respect and show tolerance towards other students and staff.
- follow appropriate protocols when engaged in online and teleconference sessions with teachers and other students as outlined in the Information and Communications Technology (ICT) User Agreement.
- check Student Notices on the BrisbaneSDE website at the start of each school day.
- use their EQ assigned webmail address for all communications with the school and take efforts to maintain communication through regular clearing of emails.
- work hard and comply with requests or directions from the teacher and other school staff members.
- abide by school rules as outlined in the school's Student Code of Conduct, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives).
- meet homework requirements as outlined in the Student Code of Conduct.
- respect school property, including resources that are on loan.

### Responsibility of parents to:

- ensure your child participates fully in the educational program in which they are enrolled by meeting attendance — refer to the Guide to our school for further information.
- ensure that explanation for temporary absence from scheduled lesson attendance and/or requests for extended absence from scheduled lesson attendance are communicated with the school.
- ensure that you have read and understood the requirements outlined in school's Assessment Policy (refer to the Guide to our school).
- ensure you comply with your legal obligation regarding compulsory schooling – details are contained within s.176 and s.178 of the **Education (General Provisions) Act 2006 (Qld)** ('the Act'):
  - section 176(1)(b) of 'the Act' provides that each parent of a child of compulsory school age has the obligation to ensure their child is attending school on every school day, for the educational program in which the child is enrolled.
  - 'Compulsory school age' is defined by s.9 of 'the Act' to start in Prep when a child is at least 5 years and 6 months of age and to finish when the child turns 16 years of age or completes Year 10, whichever is sooner.
  - failure to comply with the obligation in s.176(1)(b) 'the Act', without a reasonable excuse, is an offence. If you are prosecuted for an offence, you are liable to a fine of up to \$660.00 (6 penalty units) for the first offence, and up to \$1 320.00 (12 penalty units) for each further offence.
- ensure that 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.
- 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.
- understand the school may record online lessons.
- regularly check the BrisbaneSDE website for information relevant to school activities.
- attend, where possible, open meetings for parents.
- ensure all assessment conditions are met as outlined in the BrisbaneSDE Assessment Policy.
- ensure that student submitted work is their own.
- inform the school of any problems that may affect your child's ability to learn.



## Brisbane School of Distance Education

- ensure your child completes homework regularly in keeping with the school’s homework policy (refer to the Student Code of Conduct).
- inform school of student absences and reasons for absences in a timely manner.
- treat school staff with respect.
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self discipline and self control.
- not allow your child to bring dangerous or inappropriate items to school.
- abide by school’s instructions regarding access to school grounds – all visitors to the school must sign in at the school Reception.
- advise Principal if your student is in the care of the State.
- keep school informed of any changes to student’s details, such as student’s home address and phone number.
- comply with the BrisbaneSDE Complaints Policy (refer to the Guide to our school).
- make payment of all fees and charges associated with enrolment.
- undertake to return all loaned resources in good condition — a refund applies for some resources returned in good condition.

### Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups for delivery in an e-learning environment.
- inform parents/carers/home-based supervisors regularly about how their children are progressing.
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy.
- create and maintain safe and supportive learning environments in an e-learning context.
- store recorded lessons in a password protected environment.
- support personal development and participation in society.
- foster positive and productive relationships with families and the community.
- inform students, parents/carers/home-based supervisors about what the teachers aim to teach the students each term.
- teach effectively and to set the highest standards in work and behaviour.
- clearly articulate the school’s expectations regarding the Student Code of Conduct.
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students.
- provide quality and timely feedback to students on submitted work.
- contact parents/carers/home-based supervisors as soon as is possible if the school is concerned about the child’s school work, behaviour, attendance or punctuality.
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management — State Schools.
- treat students and parents with respect.

### I acknowledge:

- that I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above;
- that information about the school’s current rules, policies, programs and services, as outlined above has been provided and explained to me, and
- I understand that this agreement will be for the duration of enrolment at BrisbaneSDE.

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



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="#">Drama</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> <li>• <a href="#">Media arts</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	



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.