



Student Name _____

Year Level _____ **Start Date** _____



ENROLMENT FORMS FOR COMPLETION

Prior to your Enrolment Interview, please ensure you have completed the following documents.

Parent/carer check ✓	College check ✓	
<input type="checkbox"/>	<input type="checkbox"/>	1. Application for Student Enrolment Form
<input type="checkbox"/>	<input type="checkbox"/>	2. Enrolment Agreement
<input type="checkbox"/>	<input type="checkbox"/>	3. Student Support Enrolment Information
<input type="checkbox"/>	<input type="checkbox"/>	4. ICT Acceptable Use Agreement
<input type="checkbox"/>	<input type="checkbox"/>	5. Student Participation Agreement
<input type="checkbox"/>	<input type="checkbox"/>	6. Sunscreen Permission Form
<input type="checkbox"/>	<input type="checkbox"/>	7. State School Consent Form
<input type="checkbox"/>	<input type="checkbox"/>	8. Anti-Bullying Pledge
<input type="checkbox"/>	<input type="checkbox"/>	9. Permission for High Risk Activities
<input type="checkbox"/>	<input type="checkbox"/>	10. Practical Learning Areas Consent Form
<input type="checkbox"/>	<input type="checkbox"/>	11. Outdoor Learning Permission Form
<input type="checkbox"/>	<input type="checkbox"/>	12. Third Party Website Consent Form
<input type="checkbox"/>	<input type="checkbox"/>	13. Student Resource Scheme (Participation Agreement Form)

ENROLMENT AGREEMENT

This enrolment agreement sets out the responsibilities of the student, parents/carers and the college staff about the education of students enrolled at Yarrabilba State Secondary College.

It is the responsibility of student to:

- attend college regularly, on time, ready to learn and participate in college activities
- act with respect and show tolerance towards other students and staff at all times
- work hard and comply with requests or directions from the teachers and Principal
- abide by college expectations, meet homework requirements and adhere to the 'Student Code of Dress' policy
- respect the college environment and facilities

It is the responsibility of parents/carers to:

- attend open evenings for parents/carers
- let the college know if there are any problems that may affect your child's ability to learn
- inform the college of reason for any absence
- treat college staff with respect and tolerance
- support the authority and discipline of the college enabling your child/ren to achieve maturity, self-discipline and self-control
- abide by the college policy regarding access to college grounds before, during and after college hours
- advise Principal if your child is in the care of the state or you are the carer of a child in the care of the state
- inform college if your child's living arrangements change and provide details of new home address and phone number

It is the responsibility of college to:

- develop each student's talent to their fullest potential
- inform parents/carers regularly about how their children are progressing
- inform students, parents/carers about the expected learning outcomes for students each term
- tailor teaching methods to meet individual needs
- set the highest standards in work and behaviour
- take reasonable steps to ensure the safety, wellbeing and self-confidence of all students
- be open and welcoming and offer opportunities for parents/carers to become involved in the college community
- clearly articulate the college's expectations regarding the 'Code of Conduct for Students' and the 'Code of Dress' policy
- ensure that parents/carers are aware of the college's insurance arrangements and accident cover for students
- advise parents/carers of extra-curricular activities operating at the college in which their child may become involved (eg. Program of Chaplaincy Services)
- ensure that the parent/carer is aware of the college's record-keeping policy including the creation of a transfer note should the student enrol at another college
- set, mark and monitor homework regularly in keeping with the college's 'Homework Policy'
- contact parents/carers as soon as is possible if the college is concerned about the child's work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- consult parents/carers on any major issues affecting students
- treat students and parents/carers with respect and tolerance
- open a learning account with Queensland Curriculum and Assessment Authority

I accept the rules and regulations of Yarrabilba State Secondary College as stated in the college policies that have been provided to me as follows:

- | | |
|--|---|
| <input type="checkbox"/> Code of Conduct for Students
<input type="checkbox"/> Student Code of Dress
<input type="checkbox"/> Electronic Device Policy – Acceptable Use of Media
<input type="checkbox"/> Homework Policy
<input type="checkbox"/> ICT Acceptable Use Agreement
<input type="checkbox"/> Anti-Bullying Policy | <input type="checkbox"/> Student Participation Agreement
<input type="checkbox"/> State School Consent Form
<input type="checkbox"/> Sun Smart Policy
<input type="checkbox"/> Complaints management
<input type="checkbox"/> College Charges |
|--|---|

I acknowledge that information about the college's current programs and services has been explained to me.

Student Signature:

Parent/Carer Signature:

On behalf of Yarrabilba State Secondary College:

.....

.....

.....

_____/_____/____

_____/_____/____

_____/_____/____

STUDENT SUPPORT ENROLMENT INFORMATION

Please complete if your child has been:

- verified with a disability
- has been learning through the education support program at your previous school
- has been diagnosed by a medical practitioner; or
- you have concerns and are currently undergoing the process of diagnoses

Name:	DOB:
Previous School:	Year:

Was your child supported through a Special Education Unit (SEP/SEU)? Y / N

Please select all that apply:

Hearing impairment	<input type="checkbox"/>	Autism Spectrum Disorder (ASD)	<input type="checkbox"/>
Visual impairment	<input type="checkbox"/>	Attention Deficit Disorder (ADD/ADHD)	<input type="checkbox"/>
Physical impairment	<input type="checkbox"/>	Oppositional Defiance Disorder (ODD)	<input type="checkbox"/>
Speech Language impairment	<input type="checkbox"/>	Anxiety	<input type="checkbox"/>
Dyslexia / Dysgraphia	<input type="checkbox"/>	Depression	<input type="checkbox"/>
Intellectual Disability	<input type="checkbox"/>	Post-Traumatic Stress Disorder (PTSD)	<input type="checkbox"/>
Global Developmental Delay (GDD)	<input type="checkbox"/>		
Other:	<input type="checkbox"/>	Out of Home Care	<input type="checkbox"/>

Other details you would like us to know:

This information will be provided to the head of student support and will be used to assist your child in his/her education needs. Please provide any additional documents you feel may assist the student engagement team and your child. The office will be happy to copy documents or you can email them to admin@yarrabilbassc.eq.edu.au



ICT ACCEPTABLE USE AGREEMENT

Legitimate use of the network and Yarrabilba State Secondary College laptops/ITC devices include the following:

- Researching activities that relate to learning activities as part of the Yarrabilba State Secondary College (SSC) curriculum
- The use of email for exchanging appropriate information and engaging in collaborative projects related to curriculum requirements
- The design and development of digital products related to curriculum learning activities
- The use of Yarrabilba SSC's digital library: eBooks, digital audiobooks, digital textbooks and database programs

Unacceptable use of Yarrabilba State Secondary College's laptops, network and resources include:

- Use of any of ICT to act or access, in a manner that is not respectful and/ or is disruptive. This may include text / images / audio that is used in a negative manner, is inappropriate, offensive or antisocial.
- Theft, physical or virtual damage to equipment, network, software or files
- Introduction of any software to the network or possession of software that could be considered compromising or an impediment to the network and data
- Violating copyright laws by installing software onto your laptop for which you are unable to provide a license
- Use of passwords of others or allowing others to use your password
- Disrespect of other's privacy and intellectual property as well as the trespass into other's folders, work or files
- Using any means to avoid scrutiny of teachers of work, data, software and / or equipment
- Visits to non-curriculum sites and/or the download of non-curriculum data and/or playing games on the college network
- Unauthorised access of equipment, physical and/or virtual spaces

Network administrators may review files and communications to maintain the integrity and ensure that users are using the network responsibly.

Disciplinary action may include the removal of the student from any 1 to 1 laptop programs, detentions, suspensions or exclusion.

I have read the above policy and understand my responsibilities. I agree to use ICT in an acceptable manner as outlined in this policy.

I understand that the college is not responsible for the quality of the services of online programs including library platforms and their privacy policy. I will use my own judgement to determine their suitability.

Student Name _____ Year Level: _____

Student Signature _____ Date : _____

Parent Signature _____ Date : _____



STUDENT PARTICIPATION AGREEMENT

General Requirements – Safety

Practical activities in all learning areas at Yarrabilba State Secondary College carry inherent safety risks. Staff conduct risk assessments on activities, however it is important to note that students must behave in a safe manner at all times. Subject areas affected but are not limited to include: Health and Physical Education, Home Economics, Industrial Technology and Design, Science and The Arts.

It is an expectation of the Department of Education that while enrolled at the college, students should always display a safety-conscious working attitude.

Students are required to wear enclosed black shoes with leather uppers to every lesson. Specific subject areas may require additional safety gear, of which the college will provide. Failure to wear this will result in the student being unable to participate in the activity.

Students signing the 'Student Participation Agreement' indicate their willingness and preparedness to adhere to 'Equipment Safe Use Procedures' and to follow teacher direction. It is important that students and caregivers understand that students who fail to adhere to the safety instruction and directions provided will have their enrolment in the subject reviewed.

I, (print name) _____ agree to follow safety instructions and participate in the learning activity in a way that does not create an increased risk of injury to myself or others. I also understand the importance of and agree to follow teacher direction and agree to participate in additional safety training after college hours if required. I understand that failure to participate safely in activities will result in my enrolment being reviewed.

Student Signature: _____ Date ____ / ____ /20__

I, (print name) _____ as parent/caregiver for the student listed above, give my permission for his/her participation in practical subjects at Yarrabilba State Secondary College. I understand that there are risks associated with some courses of study and that non-compliance with safety instructions and procedures will result in a review of the enrolment. In the event my student requires additional safety re-training I give my permission for this to occur after college hours.

Parent/Caregiver Signature _____ Date ____ / ____ /20__

SUNSCREEN PERMISSION FORM

As a sun safe college we would like to give each student the opportunity to apply sunscreen prior to any outdoor activities (e.g. PE or lunch time).

As some students may suffer from allergies we do require your permission to allow the students to apply sunscreen. Sunscreen will be readily available in several locations throughout the college.

If you have any questions regarding our Sun Safe procedures please refer to our college Sun Smart policy or contact our college administration team.

I _____ parent/ carer of _____
give permission for the use of Sun Protect 50+ Sunscreen Lotion.

PARENT/GUARDIAN'S SIGNATURE _____ DATE _____



State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- Parent/carer to complete
- Mature/independent students may complete on their own behalf (if under 18 a

witness is required). (a) Full name of individual:

.....

(b) Date of birth:

(c) Name of school:

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

Full Name First Name No Name Other Name

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

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

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

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

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

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

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

4 TIMEFRAME FOR CONSENT

School representative to complete.

(a) Timeframe of consent: **duration of enrolment.**

(b) Further identified activities not listed in the form and letter for the above timeframe:

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)

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 consentor 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 consentor. 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 consentor, 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 consentor 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 consentor.

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 to facilitate registration and use of third party web based software identified on the form. 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.



ANTI-BULLYING PLEDGE

We at Yarrabilba State Secondary College believe that everybody should enjoy our college equally and feel safe, secure and accepted regardless of colour, race, gender, popularity, athletic ability, intelligence, religion and nationality. Harassment and bullying is unacceptable in our community.

Bullying can be pushing, shoving, hitting and spitting, as well as name calling, picking on, making fun of, laughing at and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids”, “just teasing” or “mucking around”. The victim is never responsible for being a target of bullying.

By signing this pledge, we the students agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the college's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty member.
5. Be alert in places around the college where there is less adult supervision such as bathrooms, corridors, and stairwells.
6. Support students who have been or are subjected to bullying.
7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and faculty, to help the college deal with bullying effectively.
9. Encourage teachers to discuss bullying issues in the classroom.
10. Provide a good role model for younger students and support them if bullying occurs.
11. Participate fully and contribute to assemblies dealing with bullying.

I acknowledge that whether I am being a bully or see someone being bullied, if I don't report or stop the bullying, I am just as guilty.

Student Signature: _____

Print name: _____

Date: _____



YSSC PHYSICAL EDUCATION & SPORTS ACTIVITY RISK ASSESSMENTS

YOU MUST BRING THIS NOTE BACK COMPLETED TO ATTEND THE SWIMMING CARNIVAL

Your child will have multiple opportunities throughout the year to participate in whole school sporting events such as Athletics or Physical Education. Some of the courses of study may involve high risk activities as outlined by the Department of Education.

As part of our risk assessment processes, it is a requirement that we obtain current parental permission, including relevant medical information, for your child before permitting them to engage in these activities or use equipment designated high or extreme risk.

The table below identifies the specific high-risk activities that we undertake. All students will have opportunities to engage in activities listed below, in alignment with curriculum activities for their year level.

High Risk Activities	<ul style="list-style-type: none"> -SWIMMING IN POOLS (SWIMMING CARNIVAL – OFF CAMPUS) <li style="margin-left: 40px;">-JAVELIN <li style="margin-left: 40px;">-DISCUS <li style="margin-left: 40px;">-HIGH JUMP <li style="margin-left: 40px;">- GYM & WEIGHT TRAINING
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Students consistently receive instruction on safe practices and training in the use of all equipment by staff. Students are required to demonstrate safe practices, otherwise their participation will be restricted in the use of equipment and high-risk activities.

Please complete the permission slip below if you wish for your child to have the opportunity to participate when the time arrives.

Should you require any further information, please contact either Mr Beattie or Mrs Tregear (Principal) on 5549 8777.

Yours sincerely

Mr Michael Beattie
Head of Department

Mrs Belinda Tregear
Principal

RISK ASSESSMENT PERMISSION

I understand my child*grade* is undertaking whole school sporting events and physical education courses, which may involve the participation in activities designated high or extreme risk.

I **DO / DO NOT** give permission for them to use equipment designated *High/Extreme* risk.
If you DO NOT give permission for an activity please list the activity below:

- I DO give permission for my child to participate in ALL of the listed activities.
- I DO NOT give permission for my child to participate in the following activities (please list), however I give permission for all other activities.

1. _____
2. _____
3. _____

4. _____
5. _____
6. _____

Please list any medical conditions, and how they will affect your child's ability to use any particular processes.

Condition _____ Effect _____

Condition _____ Effect _____

Condition _____ Effect _____

I acknowledge that the Department of Education, Training and the Arts does not have Personal Accident Insurance cover for students.

Parent's signature

Date

Practical Learning Subject Areas

Parent and Student Safety Agreement

(Please retain pages 1 and 2 for your records)

Dear Parents and Students,

While enrolled at Yarrabilba State Secondary College, your student will be given the opportunity to learn in the Industrial Technology and Design, Outdoor Learning and Food Specialisations subject areas. As part of these subjects, students are exposed to quality, industry based curriculum. These subjects have a practical nature and as such, students are exposed to various degrees of risk through the use of machinery, equipment and substances. See below for the levels of risk that students may be exposed to by year level:

- Years 7/8/9 students may use machines/equipment which have a low risk - medium risk level.
- Year 10 students may use machines/equipment which have a low risk - high risk level.
- Years 11/12 students may use machines/equipment which have a low risk - extreme risk level.
- All students may be exposed to hazardous substances such as wood dusts, glues and finishing products.

As part of our Student Induction Processes, students are first given a demonstration on the Safe Operating Procedures on each machine/piece of equipment, then they are required to physically demonstrate and explain the procedure for the machines or equipment use. The teacher then records this on an induction register. Students are then permitted to use the equipment under teacher supervision.

To maintain high levels of safety, Workplace Health and Safety procedures are implemented which closely reflect those used in industry. Outlined below are these industry based sources and procedures.

Under Sections 28 of the Queensland Work Health and Safety Act 2011 - both teachers and students have obligations.

Teachers are obligated to:

- provide induction into, instruction in, demonstration and supervision of safe working practices within a workshop environment and surrounding areas.

Students are obligated to:

- comply with all instructions given for workplace health and safety
- use Personal Protective Equipment (PPE) including wearing fully enclosed shoes and other PPE as required
- not wilfully interfere with or misuse any piece of equipment
- not wilfully place any person at unnecessary risk
- not wilfully injure any person.

Failure of a student to meet their obligations will be handled using an accelerated version of the existing classroom buddy process. This may involve a range of consequences from retraining a student, to students being immediately removed from a classroom or workshop on the first occasion, to students being completely removed from subjects. This will depend on the severity of the actions of the student. The consequences of these actions will be the product of a discussion involving staff such as the Dean of Students, relevant Head of Department, Deputy Principal or Principal.

Parents please note that year 11 & 12 students are required to supply some of their own PPE. This is outlined in the Year 11/12 subject selection book. Examples may include:

- Steel capped work boots

- Specialist clothing
- Apron (Optional - helps to protect uniforms from substances)

Please note that ongoing failure to supply required PPE may result in cancellation of enrolment in the subject.

Please complete and return the next two pages.

Student name: _____

Year _____

level: _____

Parent and Student Agreement and Consent Form

(Please sign and return to the office)

Consent

Please complete the required information and check all appropriate boxes below to indicate your agreement/consent:

I have read all of the information contained in this form in relation to the activity (including any attached material) and I am aware that the Department of Education, Training and Employment does not have personal accident insurance cover for students.

I give consent for my child, _____ (print child's name) to participate in the activities detailed above for the duration of their enrolment at Yarrabilba State Secondary College for the following subjects.

- Industrial Technology
- Design and Outdoor Learning
- Food Specialisations and Hospitality

I agree to pay to the school the relevant subject costs detailed in subject selection information.

In the event of an accident or illness, I authorise school staff to obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor.

I have provided the school all relevant details relating to my **child's medical or physical needs** on enrolment and where relevant have updated this information.

I accept liability for all costs incurred in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the State of Queensland (via the Department of Education, Training and Employment) the full amount of any costs incurred on my child's behalf.

Parent/Carer Name: _____

(Please Print)

Parent/Carer's Signature: _____ Date: ____/____/____
____/____/____

Additional medical information

The school collected medical information about your child at enrolment. This information is stored in OneSchool. Please give full details of any new or changing conditions (medical, physical or management) which may affect your child's full participation in the activity described in the form.

Student Contractual Agreement

I have read and understand the information provided relating to the safety procedures within Industrial Technology & Design, Food Specialisations and Outdoor Learning subject areas and will endeavour to carry them out at all times. I understand that failure to do so may impose a range of consequences from retraining through to removal from the subject.

Student Name: _____
(Please Print)

Student Signature _____ Date: ____/____/____
(Please return this form to the office)

Privacy Notice

The Department of Education, Training and Employment is collecting the personal information requested in this form in order to:

- obtain lawful consent for your child to participate in the activity;
- help coordinate the activity;
- respond to any injury or medical condition that may arise during, or as a result of the activity; and
- update school records where necessary.

The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Qld).

The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorised or required by law, or you have given DET permission for the information to be disclosed.

Activity Risks & Insurance

The activities within each practical subject carries an inherent risk of physical injury occurring. Please note that the Department of Education, Training and Employment **does not** have personal accident insurance cover for students. If your child is injured as a result of an accident or incident, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow your child to participate in this activity.

Thank you for your support and assistance in making our school safer for all.



Belinda Tregea
Principal



James Wendt
Head of Department



Melissa McCarron
Head of Department



OUTDOOR LEARNING PERMISSION FORM

As part of our commitment to Outdoor Learning, students will regularly utilise the outdoor spaces around the Yarrabilba community.

Students will be appropriately supervised at all times when using the local outdoor spaces.

We are therefore seeking parent and caregiver permission to allow their child to access these resources throughout the year, rather than as individual scheduled excursions. Please complete the details below and return to either the school office or your child's Connect teacher.

Event details	Outdoor Learning around Yarrabilba community
Date of event	Duration of enrolment
Student Name	
Connect Class	
	I hereby give permission for my child to utilise the outdoor spaces in the Yarrabilba community at various times during each school year for the purpose of Outdoor Learning. I understand that students must be accompanied by a College staff member at all times.
Parent / Caregiver's Name	
Signature	
Date	



THIRD PARTY WEBSITE CONTENT

Dear Parent/Caregiver,

It is a Department of Education requirement that consent be given for each student to access the school network, Internet and third party websites.

Schools provide access to Information Communication and Technology (ICT) facilities to students to ensure young Queenslanders are well equipped to contribute fully to the information economy, the education sector is responding to the innovation directions of the *Smart State Strategy* through *Smart Classrooms*. This strategy underpins the growth and improvement in innovative programs and resources in schools for teachers and students. Essential tools for providing these innovative educational programs are the intranet, internet, email and network services. These technologies are vital for the contemporary educational program provided in schools. At all times students will act in line with the requirements of the Code of School behaviour and the specific rules of their school.

The use of web based educational resources has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes.

Our school and teachers make decisions about the best technology to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party web based providers.

Yarrabilba State Secondary College wishes to utilise the third party web based service provider/s listed below to aid students learning. For your student to use the service the teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. In the case of the services outlined below they are private companies that are hosted *onshore in Australia and/or outside of Australia*. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws. Registration may include disclosing the following information about your student:

- Student Name
- Student ID
- Age
- Year level
- Class Teacher
- Department of Education student email

We need your permission for the registration and use of these sites by your student.

Note: It is not compulsory for you to provide this consent – If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.

Before you complete this consent form it is important that you understand the reasons that these websites collect this information, what will be done with it, who else may have access to it and where the data is stored. This information can be found in the hyperlinks below referring to each website's terms and conditions and/or privacy policy.

Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student's information, please feel free to contact *Yarrabilba State Secondary College staff* on 5549 8777. Please note that, given the significance that these services provide, we may contact you to discuss your reasons should you not consent or fail to provide a response.

Kind regards



Belinda Tregea
Principal

Privacy Notice

The Department of Education and Training is collecting your personal information on this form in order to obtain consent for disclosure of a student's personal information to facilitate registration and use of third party web based software identified on the form. The information will be used and disclosed by authorised school employees for the purposes outlined on the form. Student personal information collected on this 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.

Below are the third party web based service provider/s:

Name of Provider: Atomi

Purpose of Service: Make education simple and engaging.
Website: <https://getatomi.com/au/schools>
Privacy Policy: <https://getatomi.com/privacy>
Terms of Use: <https://getatomi.com/terms-and-conditions>
File Storage (Data Hosting): Onshore (Australia)

Name of Provider: ClickView

Purpose of Service: The purpose of this website is to allow schools access to curriculum organised content, recorded from paid or free-to-air TV or school recorded content.
Website: <https://www.clickview.com.au/>
Privacy Policy: <http://www.clickview.com.au/terms-and-conditions/>
Terms of Use: <http://www.clickview.com.au/privacy-policy/>
File Storage (Data Hosting): Onshore (Australia)

Name of Provider: Turnitin

Purpose of Service: To provide a platform which allows for the upload of student written works which is marked and also assessed for plagiarism.
Website: <http://turnitin.com>
Terms of Use: http://turnitin.com/privacy_and_security.htm?qa=2.214349207.1432995175.1556765583-1624404941.1543534782#Privacy
File Storage (Data Hosting): Servers in the USA

Name of Provider: YouTube

Purpose of Service: To allow users to stream, upload, edit and comment on videos.
Website: <http://youtube.com>
Terms of Use: <http://www.youtube.com/t/terms>
Privacy Policy: <http://www.google.com/intl/en/policies/privacy/>
File Storage (Data Hosting): Servers in the USA

Name of Provider: Minecraft

Purpose of Service:
Website: <https://education.minecraft.net/>
Terms of Use: <https://www.microsoft.com/en-au/servicesagreement>
Privacy Policy: <https://privacy.microsoft.com/en-gb/privacystatement>
File Storage (Data Hosting): Offshore

Name of Provider: Newsela

Purpose of Service: Access thousands of compelling, leveled reading materials to support instruction and drive literacy skills, across all subject areas.
Website: <https://newsela.com/>
Terms of Use: <https://newsela.com/about/terms>
Privacy Policy: <https://newsela.com/about/privacy-policy>
File Storage (Data Hosting): Servers in the USA

Name of Provider: TypeQuick

Purpose of Service: Provides a platform for students to learn to touch type.

Website: <https://www.typequick.com.au/>

Terms of Use: <https://www.typequick.com.au/terms-a-conditions>

Privacy Policy: <https://www.typequick.com.au/privacy-policy>

File Storage (Data Hosting): Onshore (Australia)

Name of Provider: Plickers

Purpose of Service: Plickers is a revolutionary way to collect instant multiple-choice responses from your students, without requiring students to have clickers, computers or tablets. By using a printed card with a design unique to each student, our IOS and Android apps allow teachers to scan student responses and respond in real-time.

Website: <https://help.plickers.com/hc/en-us>

Terms of Use: <https://help.plickers.com/hc/en-us/articles/360009090913-Terms-of-Service>

Privacy Policy: <https://help.plickers.com/hc/en-us/articles/360009090833-Privacy-Policy>

File Storage (Data Hosting): Information (or information about students) collected through the Services is stored and processed in the United States.

Name of Provider: Padlet

Purpose of Service: Online platform for students to create boards, documents, and webpages that are easy to read and fun to contribute to.

Website: <https://padlet.com/>

Terms of Use: <https://padlet.com/about/terms>

Privacy Policy: <https://padlet.com/about/privacy>

File Storage (Data Hosting): Servers in the USA

Name of Provider: Skype

Purpose of Service: For connecting with the people that matter most in your life and work. It's built for both one-on-one and group conversations and works on various platforms (e.g. mobile, PC, Xbox and Alexa). **Skype** messaging and HD voice and video calling will help you share experiences and get things done with others.

Website: <https://www.skype.com/>

Terms of Use: <https://www.skype.com/en/legal/ios/tos/>

Privacy Policy: <https://support.skype.com/en/skype/all/privacy-security/>

File Storage (Data Hosting): Offshore

Name of Provider: Quizlet

Type of Service: The purpose of this website is to provide students with the ability to apply for their USI Number

Website: <https://quizlet.com>

Terms of Use: <https://quizlet.com/privacy>

Privacy Policy: <https://quizlet.com/privacy>

File Storage: This website stores information in Australia.

Name of Provider: Kahoot!

Type of Service: The purpose of this website is to allow users to create, share and play quizzes, discussions and surveys. Multiple users can play and compete via the Kahoot! application on Apple or via Android.

Website: <http://getKahoot.com> OR <http://Kahoot.it>

Terms of Use: <https://getKahoot!.com/info/terms-and-conditions>

Privacy Policy: <https://getKahoot!.com/info/privacy-policy>

File Storage: This service stores information in the United States of America (USA).

Name of Provider: Nearpod

Type of Service: The purpose of this website is to provide users a collaborative space to create and conduct interactive online lessons for students.

Website: <http://www.nearpod.com/index.php>

Terms of Use: <https://www.nearpod.com/terms-conditions/>

Privacy Policy: <https://www.nearpod.com/privacy-policy/>

File Storage: This service stores information in the United States of America.

Name of Provider: TED Talks

Purpose of Service: TED Talks are influential videos from expert speakers on education, business, science, tech and creativity that aim to spread ideas and inspire and motivate its audience.

Website: <https://www.ted.com/talks>

Terms of Use: <https://www.ted.com/about/our-organization/our-policies-terms/ted-talks-usage-policy>

Privacy Policy: <https://www.ted.com/about/our-organization/our-policies-terms/privacy-policy>

File Storage (Data Hosting): Offshore

Name of Provider: TED Ed

Purpose of Service: TED-Ed celebrates the ideas of teachers and students around the world. TED Ed includes hundreds of animated lessons, and celebrates the ideas of teachers and students around the world.

Website: <https://ed.ted.com/>

Terms of Use: <https://www.ted.com/about/our-organization/our-policies-terms/ted-com-terms-of-use>

Privacy Policy: <https://www.ted.com/about/our-organization/our-policies-terms/privacy-policy>

File Storage (Data Hosting): Offshore (USA)

Name of Provider: Glogster

Purpose of Service: To provide users with a platform to create Multimedia Interactive Posters and express ideas with ease by combining images, graphics, audio, video and text on one digital canvas.

Website: <https://edu.glogster.com/>

Terms of Use: <https://edu.glogster.com/terms-of-use>

Privacy Policy: <https://edu.glogster.com/terms-of-use#privacy>

File Storage (Data Hosting): All information provided will be processed and securely maintained in web servers and internal systems located within Canada.

Name of Provider: Mindmaster

Purpose of Service: MindMaster is a powerful and flexible tool for brainstorming and mind mapping.

Website: <https://www.edrawsoft.com/mindmaster/>

Terms of Use: <https://www.edrawsoft.com/terms-conditions.html>

Privacy Policy: <https://www.edrawsoft.com/privacy-policy.html>

File Storage (Data Hosting): All data is stored safely on Alicloud. (Alicloud is one of the largest cloud service company in the world which belongs to the internationally renowned Alibaba Group - who is a Nasdaq-listed company)

Name of Provider: Canva

Purpose of Service: Canva is a multimedia design platform that allows users to create social media graphics, presentations, posters and other visual content.

Website: <https://www.canva.com/>

Terms of Use: <https://about.canva.com/terms-of-use/>

Privacy Policy: <https://about.canva.com/privacy-policy/>

File Storage (Data Hosting): Information collected through the Service will be stored and processed in the United States, Australia and any other country in which Canva or its subsidiaries, affiliates or service providers maintain facilities.

Name of Provider: Piktochart

Purpose of Service: Piktochart is a web-based infographic application which allows users without intensive experience as graphic designers to easily create infographics and visuals using themed templates.

Website: <https://piktochart.com/>

Terms of Use: <https://piktochart.com/piktocharts-terms-of-use/>

Privacy Policy: <https://piktochart.com/piktocharts-new-privacy-policy/>

File Storage (Data Hosting): Data is stored and processed in and out of the United States and comply with processes to legally transfer data across borders.

Name of Provider: Australian History Mysteries

Purpose of Service: The Australian History Mysteries case studies are designed to stimulate students' interest in and engagement with aspects of their history, landscape and heritage, and to develop the skills needed in pursuing historical studies.

Website: <https://www.australianhistorymysteries.info/>

Privacy Policy and Terms of Use: <https://www.australianhistorymysteries.info/privacy/>

File Storage (Data Hosting): Onshore (Australia)

Name of Provider: Progressive Achievement Tests (PAT-M / PAT-R)

Purpose of Service: Progressive Achievement Tests are designed to provide objective, norm-referenced information to teachers about their students' skills and understandings in a range of key areas.

Website: <https://pivotal.acer.edu.au/qb/pat/tests>

Terms of Use: <https://pivotal.acer.edu.au/online-terms-of-use>

Privacy Policy: <https://pivotal.acer.edu.au/privacy>

File Storage (Data Hosting): Onshore (Australia)

Name of Provider: Mathletics

Type of Service: The purpose of this website is to promote and provide access to a product designed to develop a student's mathematic ability.

Website: URL: www.mathletics.com.au and <http://www.3plearning.com/au/> (parent website)

Terms of Use: www.3plearning.com/terms-conditions

Privacy Policy: www.3plearning.com/privacy-policy

File Storage: Both products store student personal information in the United States of America (USA).

Name of Provider: GoNoodle

Purpose of Service: GoNoodle, Inc. provides online resource of health education tools, including lessons, interactive presentations, and additional resources to integrate health into any classroom.

Website: <https://www.gonoodle.com/>

Terms of Use: <https://www.gonoodle.com/tos/>

Privacy Policy: <https://www.gonoodle.com/privacy-policy/>

File Storage (Data Hosting): This service stores information in the United States of America.

Name of Provider: Planet Ark
Website: <https://planetark.org/>
Terms of Use: <https://planetark.org/terms.cfm>
Privacy Policy: <https://planetark.org/privacy.cfm>
File Storage (Data Hosting): Onshore (Australia)

Name of Provider: Maths Online

Purpose of Service: MathsOnline is a Comprehensive Australian K-12 Curriculum that is interactive and online.
Website: <https://www.mathsonline.com.au/>
Terms of Use: <https://www.mathsonline.com.au/terms-conditions>
Privacy Policy: <https://www.mathsonline.com.au/privacy-policy>
File Storage (Data Hosting): Offshore (USA). Access to these servers is limited to the application, and by our software developers.

Name of Provider: Code.org

Purpose of Service: Computer science coursework for Prep to Year 12 students. Languages include visual programming, JavaScript, CSS, HTML and others.
Website: <https://code.org/>
Privacy Policy: <https://code.org/privacy>
Terms of Use: <https://code.org/tos>
File Storage (Data Hosting): Offshore (outside of Australia)

Please tick your choice (or cross out which does not apply) to your child's information being provided to each of the third party providers for the provision of an educational service.

Website: ALL websites listed below	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: Education Perfect	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: ClickView	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: Turnitin	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: YouTube	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: Minecraft	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: Newsela	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: TypeQuick	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: Plickers	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: Padlet	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: Skype	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: EduBlogs	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: Quizlet	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: Kahoot!	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: Nearpod	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: TED Talks	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: TED Ed	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: Glogster	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: Mindmaster	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: Canva	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: Piktochart	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: Australian History Mysteries	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: PAT Testing	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: Mathletics	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: Go Noodle	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: Planet Ark	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: Maths Online	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent
Website: Code.org	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do NOT Consent

Parent/Carer Signature: _____

Date: _____

Student Resource Scheme - Participation Agreement Form

The Student Resource Scheme

The Student Resource Scheme (SRS) is a user-charging scheme operated by schools to provide parents with a mechanism to access individual student resources that are not funded by the government.

Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of the parent.

The objective of the scheme is to provide parents a convenient and cost-effective alternative to individual supply of resources for their students. Participation in the SRS is optional, and no obligation is placed on a parent to participate.

Terms and conditions for participating in the scheme are provided on the reverse side of the form. Information is also provided on the Textbook and Resource Allowance (TRA) where applicable.

This Participation Agreement Form applies for the duration of a student's enrolment at the school, however parents who are participating in the scheme can choose to opt out from the SRS in future years by completing a new Participation Agreement Form. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged.

Parents pay the annual participation fee in accordance with the selected payment arrangement. If a student joins the school mid-year, a pro-rata participation fee may apply.

Parents not participating in the scheme must provide their student with all items that would otherwise be provided by the scheme as detailed in the information provided by the school. Parents can choose to join the SRS in future years by completing a new Participation Agreement Form.

To assist schools in managing and administering the scheme, parents are requested to complete the Participation section of this form and return it to the school.

If parents have not completed and returned the form before the due date indicated by the school in the SRS Annual Parent Information documents, the school will take the view that the parent does not wish to participate.

Payment

On agreeing to participate in the SRS, a parent agrees to pay the participation fee as advised and invoiced by the school. For families experiencing financial hardship, please contact the school as soon as possible to discuss options available.

Participation

YES I wish to participate in the Student Resource Scheme. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form

NO I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme. I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form

School Name	Yarrabilba State Secondary College
Form Return Date	
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

Terms and Conditions

Definition

1. Reference to a "parent" is in accordance with the definition in the *Education (General Provisions) Act 2006* and refers equally to an independent student.

Purpose of the SRS

2. In accordance with the *Act*, the cost of providing instruction, administration and facilities for the education of students enrolled at state schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
4. The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation fee.

Participation in the SRS

5. Participation in the SRS is optional and parents are under no obligation to participate.
6. The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.
7. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
8. Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.
9. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
10. Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.
11. Where a parent signs up to participate in the SRS they are agreeing to pay the annual participation fee for the items provided by the SRS.
12. Payment of the participation fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.
13. Where a student starts at the school during the school year, the parent may be entitled to pay a pro-rata participation fee to participate based on a 40-week school year.
14. Where a participation fee has been paid and a student leaves the school during the year, the school must determine if the parent is eligible for a pro-rata refund. This will also take into account any pro-rata of the Textbook and Resource Allowance (TRA) (see Additional Information regarding TRA eligibility) and any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, the parent is liable to pay this balance of funds.

Non-Participation in the SRS

15. Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.
16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school's SRS and will not be expended on other items or used to raise funds for other purposes.
20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
21. The resources, as determined and advised by the school may be:
 - retained by the student and used at their discretion; or
 - used/consumed by the student in the classroom; or hired to the student for their personal use for a specified period of time.
22. All SRS resources hired to a student for their temporary use remain

the property of the school. The resources must be returned by the agreed date or if the student leaves the school.

23. Parents are responsible for ensuring that any hired SRS resources provided for their child's temporary use are kept in good condition.
24. The school administration office must be notified immediately of the loss or damage to any hired item.
25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

Payment Arrangements

28. Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.
29. Payment of the participation fee must be made as per the payment methods nominated by the school.
30. Any concessions relating to the participation fee will be at the discretion of the Principal.

Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.
32. Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department's Debt Management

Procedure

<http://ppr.qed.qld.gov.au/corp/finance/accounts/Pages/Debt-Management.aspx>.

Parents' Experiencing Financial Hardship

33. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
34. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
35. The onus of proof of financial hardship is on the parent.
36. The school may require annual proof of continuing financial hardship.
37. All discussions will be held in the strictest confidence.

Additional Information

Textbook and Resource Allowance (TRA)

- The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department's website for current TRA rates <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>.
- The TRA is used to offset the fees associated with participation in the SRS.
- Parents not participating in the SRS will receive the TRA directly from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.

