



# Malanda State School

## Enrolment Application Forms

### HOW TO ENROL YOUR CHILD

1. Collect Enrolment Information Pack from the school office or download from the school website.
2. Read and discuss the Enrolment Information Booklet with your child.
3. Prior to an enrolment interview (**at least 2 working days prior**), the school requires the following documentation:
  - Complete all of this Enrolment Application Booklet,
  - If your child is transferring from a **non** Queensland State School, please provide a copy of your child's most recent report card and NAPLAN results
  - If your child is commencing Prep, please provide a copy of Kindy transition statement'
  - Any documents pertaining to medical conditions, special needs verification, learning support, custodial issues, child safety orders etc (only if applicable),
  - Bring Birth Certificate or Certified Extract for school to sight,
  - A copy of your child's transition into Prep statement (only if applicable).
4. Contact the school between 9.00am and 3.30pm from Monday to Friday on 4096 7888 to arrange an enrolment interview. We request parents/carers to provide the required enrolment documentation and to make an appointment as soon as they have made their decision, so we can make preparations to welcome you all to the Malanda Family.
5. We ask that the student(s) enrolling and parent(s) / carers attend the enrolment interview which will be held at Malanda State School's Administration building.
6. Preferred method for correspondence is through email. First point of contact is the classroom teacher via email. The response timeline is 24-36 hours. If you require a face to face meeting with the classroom teacher, please email the classroom teacher to request a meeting time. Please contact the school office for other enquiries – [admin@malandass.eq.edu.au](mailto:admin@malandass.eq.edu.au)

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**Malanda**  
State School

## Student Enrolment Form

### INSTRUCTIONS

Please refer to the *Application to enrol in a Queensland state school* information sheet at the end of this form when completing this application. Completion and submission of this application form to the school does not confirm enrolment. The school will notify you of the outcome of your application as soon as practicable.

Failure or refusal to complete those sections of the form marked with an (\*) or to provide required documentation may result in a refusal to process your application. These questions and your consent are considered necessary to ensure the school can undertake its administrative and care responsibilities.

Sections of the form not marked (\*) are optional. However, failure to complete these sections may result in the school not being eligible for important Federal and State Government funding reliant on such information. Parents of all students in Australia have been asked to provide information on their family background as part of a national initiative towards providing an education system that is fair to all students, regardless of their background. The required information includes the Indigenous status and language background of the student, and the education, occupation and language background of the parents.

If you have any questions about the enrolment form or process, or require assistance completing this form, including translation services, please contact the school in the first instance.

### PRIVACY STATEMENT

The Department of Education (DoE) is collecting the information on this form for the purposes outlined in the *Education (General Provisions) Act 2006* (Qld) (EGPA 2006), and in particular for:

- i. assessing whether your application for enrolment should be approved
- ii. meeting reporting obligations required by law or under Federal – State Government funding arrangements
- iii. administering and planning for providing appropriate education, training and support services to students
- iv. assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- v. communicating with students and parents.

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DoE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (Qld).

Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the *Social Security (Administration) Act 1999* (Cth). De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, gender and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact the school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact the school in the first instance.

### PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

<b>Legal family name*</b> (as per birth certificate)			
<b>Legal given names*</b> (as per birth certificate)			
<b>Preferred family name</b>		<b>Preferred given names</b>	
<b>Gender*</b>	<b>Male</b>	<b>Female</b>	<b>Date of birth*</b> ____/____/____
<b>Copy of birth certificate available to show school staff*</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Enrolment may not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate. The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted. For international students approved for enrolment by EQI, a passport or visa will be acceptable.
<b>For prospective mature age students, proof of identity supplied and copied*</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Prospective mature age students must provide photographic identification which proves their identity: <ul style="list-style-type: none"> <li>• current driver's licence; or</li> <li>• adult proof of age card; or</li> <li>• current passport.</li> </ul>

APPLICATION DETAILS				
Has the prospective student ever attended a Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of school and approximate date of enrolment.		
What year level is the prospective student seeking to enrol in?		Please provide the appropriate year level.		
Proposed start date	____ / ____ / ____	Please provide the proposed starting date for the prospective student at this school.		
Does the prospective student have a sibling attending this school or any other Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of sibling, year level, date of birth, and school	Name:	
			Year Level	
			Date of birth	____ / ____ / ____
			School	

INDIGENOUS STATUS	
Is the prospective student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander

FAMILY DETAILS		
Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1 <sup>st</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
2 <sup>nd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
3 <sup>rd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
Email		
Occupation		
What is the occupation group of the parent/carer?	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter '8')	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '8')
Employer name		
Country of birth		
Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____
Needs interpreter?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer a permanent resident of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

FAMILY DETAILS (continued)					
Parents/carers	Parent/carer 1			Parent/carer 2	
Address line 1					
Address line 2					
Suburb/town					
State		Postcode		Postcode	
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')					
Address line 1					
Address line 2					
Suburb/town					
State		Postcode		Postcode	
Parent/carer school education	What is the <i>highest</i> year of schooling parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')			What is the <i>highest</i> year of schooling parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')	
Year 9 or equivalent or below	<input type="checkbox"/>			<input type="checkbox"/>	
Year 10 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 11 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 12 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Parent/carer non-school education	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?			What is the level of the <i>highest</i> qualification parent/carer 2 has completed?	
Certificate I to IV (including trade certificate)	<input type="checkbox"/>			<input type="checkbox"/>	
Advanced Diploma/Diploma	<input type="checkbox"/>			<input type="checkbox"/>	
Bachelor degree or above	<input type="checkbox"/>			<input type="checkbox"/>	
No non-school qualification	<input type="checkbox"/>			<input type="checkbox"/>	

COUNTRY OF BIRTH*	
In which country was the prospective student born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify country) _____ Date of arrival in Australia ____ / ____ / ____
Is the prospective student an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no, evidence of the prospective student's immigration status to be completed)

PROSPECTIVE STUDENT LANGUAGE DETAILS	
Does the prospective student speak a language other than English at home?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)*	
<input type="checkbox"/> Permanent resident	Complete passport and visa details section below
<input type="checkbox"/> Student visa holder	Date of arrival in Australia ____ / ____ / ____      Date enrolment approved to: ____ / ____ / ____
	EQI receipt number:
<input type="checkbox"/> Temporary visa holder	Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI
<input type="checkbox"/> Other, please specify _____	

**EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS\* (continued)**

Passport and visa details (to be completed for a prospective student who is NOT an Australian citizen).

NOTE: A permanent resident will have a visa grant notification with an indefinite stay period indicated.

For prospective students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or 'Document to travel to Australia' with 'stay indefinite' recorded must be sighted by the school.

Passport number		Passport expiry date	____/____/____
Visa number		Visa expiry date (if applicable)	____/____/____
Visa sub class			

**PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY**

Where does the prospective student come from?	<input type="checkbox"/> Queensland <input type="checkbox"/> interstate <input type="checkbox"/> overseas
Previous education/activity	<input type="checkbox"/> Kindergarten <input type="checkbox"/> School <input type="checkbox"/> VET <input type="checkbox"/> Home education <input type="checkbox"/> Full-time employment <input type="checkbox"/> Part-time employment <input type="checkbox"/> Other
Please provide name and address of education provider/activity provider/employer	

**RELIGIOUS INSTRUCTION\***

<p>From Year 1, the prospective student may participate in religious instruction if it is available.</p> <p>If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction.</p> <p>Parents/carers may change these arrangements at any time by notifying the principal in writing.</p>	<p>Do you want the prospective student to participate in religious instruction?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If 'Yes', please nominate the religion:</p>
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**PROSPECTIVE STUDENT ADDRESS DETAILS\***

Principal place of residence address			
Address line 1			
Address line 2			
Suburb/town	State	Postcode	
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')			
Address line 1			
Address line 2			
Suburb/town	State	Postcode	
Email			

**EMERGENCY CONTACT DETAILS (Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted. At least one emergency contact must be provided)\***

	Emergency contact	Emergency contact
Name		
Relationship (e.g. aunt)		
1 <sup>st</sup> phone contact number*	Work/home/mobile	Work/home/mobile
2 <sup>nd</sup> phone contact number*	Work/home/mobile	Work/home/mobile
3 <sup>rd</sup> phone contact number*	Work/home/mobile	Work/home/mobile

**PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)\*****Privacy Statement**

The Department of Education (DoE) is collecting this medical information in order to address the medical needs of students during school hours as well as during school excursions, school camps, sports and other school activities. DoE will not use this information to make a decision about a prospective student's eligibility for enrolment. The information will only be used by authorised employees of the department and DoE will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2006.

It is essential that the school is advised before the prospective student's first day of attendance if the prospective student has any medical conditions. The school administration staff must also be informed of any new medical conditions or a change to medical conditions as soon as they are known.

Should the prospective student need to take routine medication during school hours, the *Parent consent to administer medication at school* form must be completed before school staff can administer medication. All medication must be provided in the original container with a pharmacy label providing clear instructions for administration. For emergency medication the school will also require a doctor's letter containing detailed instructions and or a signed Action Plan / Emergency Health Plan. Parent consent and health plans must be reviewed annually. All original documentation will be retained at the office and copies of Action or Emergency Health Plans kept with the student.

No known medical conditions	<input type="checkbox"/>		
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Does the prospective student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)? This is for the purpose of informing planning for school activities such as sport and school excursions.	<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify		
Name of prospective student's medical practitioner (optional)		Contact number of medical practitioner	
Medicare card number (optional)		Position Number	
Cardholder name (if not in name of prospective student)			
Private health insurance company name (if covered) (optional)		Private health insurance membership number (leave blank if company name is not provided)	
I authorise school staff to contact the prospective student's medical practitioner for the purposes of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the prospective student may be on an excursion or sporting event), and to provide Medicare card details if required? (answer only if medical practitioner and Medicare card details have been provided above)			<input type="checkbox"/> Yes <input type="checkbox"/> No

**COURT ORDERS\*****Out-of-Home Care Arrangements\***

Under the *Child Protection Act 1999*, when a Child Protection Order is approved by the Children's Court, the child is placed in out-of-home care (OOHC). Out-of-home care includes short or long term placement with an approved kinship or foster carer; in a supported independent living arrangement; in a safe house; and in residential care.

Is the prospective student identified as residing in out-of-home care?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, what are the dates of the court order? Please provide a copy of the court order and/or the Authority to Care.	Commencement date	___ / ___ / ____	
	End date	___ / ___ / ____	
Contact details of the Child Safety Officer (if known)	Name		
	Phone number		

**COURT ORDERS\*** (continued)**Family Court Orders\***

Are there any current orders made pursuant to the *Family Law Act 1975* concerning the welfare, safety or parenting arrangements of the prospective student?

Yes  No

If yes, what are the dates of the court order? Please provide a copy of the court order.

Commencement date

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

End date

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Other Court Orders\***

Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?

Yes  No

If yes, what are the dates of the court order? Please provide a copy of the court order.

Commencement date

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

End date

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**APPLICATION TO ENROL\***

I hereby apply to enrol my child or myself at \_\_\_\_\_.

I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular, to the best of my knowledge.

	Parent/carer 1	Parent/carer 2	Prospective student (if student is mature age or independent)
Signature			
Date	____ / ____ / ____	____ / ____ / ____	____ / ____ / ____

**Office use only**

Enrolment decision

Has the prospective student been accepted for enrolment?  Yes  No (applicant advised in writing)

If no, indicate reason:

- Does not meet School EMP or Enrolment Eligibility Plan requirements  
 Prospective student is mature age and school is not a mature age state school  
 Does not meet Prep age eligibility requirement  
 Prospective student is subject to suspension from a state school at the time of enrolment application  
 Does not meet requirements for enrolment in a state special school  
 Does not have an approved flexible arrangement with the school  
 School does not offer year level prospective student is seeking to be enrolled in  
 Prospective student has no remaining semester allocation of state education

Date enrolment processed

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Year level

Roll Class

EQ ID

Independent student

Yes  No

Birth certificate/passport sighted, number recorded and DOB confirmed

Yes  No  
Number:

Is the prospective student over 18 years of age at the time of enrolment?

Yes  No

If yes, is the prospective student exempt from the mature age student process?

Yes  No

If no, has the prospective mature age student consented to a criminal history check?

Yes  No

School house/team

EAL/D support

Yes  No

To be determined

FTE

Associated unit

Visa and associated documents sighted

Yes  No

EQI category

SV – student visa

TV – temporary visa

DS – dependent – parent on student visa

EX – exchange student

DE – distance education



## Parental occupation groups for use with parent/carer details

### Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

**Senior executive/manager/department head** in industry, commerce, media or other large organisation.

**Public service manager** [section head or above], regional director, health/education/police/fire services administrator

**Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]

**Defence Forces** commissioned officer

**Professionals** generally have degrees or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others

**Health, education, law, social welfare, engineering, science, computing** professional

**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

### Group 2: Other business managers, arts/media/sportspeople and associate professionals

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

**Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]

**Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]

**Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

**Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsperson, coach, trainer, sports official]

**Associate professionals** generally have diploma/technical qualifications and support managers and professionals

**Health, education, law, social welfare, engineering, science, computing** technician/associate professional

**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

**Defence Forces** senior Non-Commissioned Officer.

### Group 3: Tradespeople, clerks and skilled office, sales and service staff

**Tradespeople** generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople are included in this group

**Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

**Skilled office, sales and service staff:**

**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]

**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

**Service** [aged/disabled/refugee/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

### Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

**Drivers, mobile plant, production/processing machinery and other machinery operators**

**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]

**Office assistants, sales assistants and other assistants:**

**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]

**Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

**Assistant/aide** [trades' assistant, school/teacher aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

**Labourers and related workers**

**Defence Forces** ranks below senior NCO not included above

**Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

**Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].

### Group 8: Have not been in paid work in the last 12 months

## State schools standardised medical condition category list

Acquired brain injury
Allergies/Sensitivities
Anaphylaxis
Airway/lung/breathing - Oxygen required (continuously/periodically)
Airway/lung/breathing - Suctioning
Airway/lung/breathing - Tracheostomy
Airway/lung/breathing - Other
Artificial feeding - Gastrostomy device (tube or button)
Artificial feeding - Nasogastric tube
Artificial feeding - Jejunostomy tube
Artificial feeding - Other
Asthma
Asthma – student self-administers medication
Attention-deficit /Hyperactivity disorder (ADHD)
Autism Spectrum Disorder (ASD)
Bladder and bowel - Urinary wetting, incontinence
Bladder and bowel - Faecal soiling, constipation, incontinence
Bladder and bowel - Catheterisation (continuous, clean intermittent)
Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair
Bladder and bowel - Other
Blood disorders - Haemophilia
Blood disorders - Thalassaemia
Blood disorders - Other
Cancer/oncology
Coeliac disease
Cystic Fibrosis
Diabetes - type one
Diabetes - type two
Ear/hearing disorders - Otitis Media (middle ear infection)
Ear/hearing disorders - Hearing loss
Ear/hearing disorders - Other
Epilepsy - Seizure
Eye/vision disorders
Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid
Heart/cardiac conditions - Heart valve disorders
Heart/cardiac conditions - Heart genetic malformations
Heart/cardiac conditions - other
Mental Health - Depression
Mental Health - Anxiety
Mental Health - Oppositional defiant disorder
Mental Health - Other
Muscle/bone/musculoskeletal disorders - spasticity (Baclofen Pump)
Muscle/bone/musculoskeletal disorders - Other
Skin Disorders - eczema
Skin Disorders - psoriasis
Swallowing/dysphagia - requiring modified foods
Swallowing/dysphagia - requiring artificial feeding
Transfer & positioning difficulties
Travel/motion sickness
Other



## Additional Information

### Application to enrol in a Queensland state school

This sheet contains information on how to complete the Application for student enrolment form (SEF-1 Version 8).

#### Entitlement to enrolment

Under the *Education (General Provisions) Act 2006 (Qld)* a state school must enrol a prospective student if they are entitled to enrolment. While not exhaustive, the following matters may affect a prospective student's entitlement to enrol in a state school:

- if the school has a School Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a prospective mature age student (the applicant can only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All prospective mature age students must have a remaining allocation of state education.)
- the prospective student is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the prospective student has been excluded, or is subject to suspension from a state school at the time of the application
- the school principal reasonably believes that the prospective student presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to the Director-General)
- the school is a state special school and the prospective student does not meet the criteria for enrolment in a special school
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the *Education (General Provisions) Act 2006 (Qld)*, and the arrangement has not yet been approved
- the prospective student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the prospective student must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol)
- the school does not offer the year level that the prospective student should be enrolled in
- the prospective student has no remaining semester allocation of state education. Enrolment cannot proceed until additional semesters are applied for by the prospective student (or parent on their behalf) and granted.

#### Prospective student

A prospective student is a person who has applied to enrol at a state school but who has not yet been accepted for enrolment.

#### Parent's occupation and education

All parents across Australia, no matter which school their child attends, are asked to provide information about family background (answering this question is optional). The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background.

#### Court Orders

Any court orders concerning the prospective student's welfare, safety or parenting arrangements should be provided to the school, and the school should also be provided with any new or updated orders.

#### Name on enrolment form

A prospective student should be enrolled under their legal name as per their birth certificate. There is provision to also record a preferred family and/or given name. The preferred name will be used on internal school documents such as class rolls. The legal name will appear on semester reports unless there is a specific request to use the preferred name only. This request can come from parents/carers or the student (if the student is independent/mature age).

#### Gender

Information about gender is supplied to the Federal Government to comply with State funding agreements. The gender category with which a person identifies may not match the sex they were assigned at birth. There is no requirement for a student's gender recorded on this form to align with the sex shown on their birth certificate or passport.

#### Religious Instruction

Religious instruction is a program approved and provided by a religious denomination or religious society. Other instruction relates to part of a subject area that has been covered within the curriculum and may include, but is not limited to, personal research and/or assignments, revision of class work, and wider reading. Information about religious instruction available at the school, and about other instruction, is provided by the school at the time of enrolment and on the school's website.

<b>Name:</b>		<b>Year Level</b>	
<b>General – Complex Needs that are not a Disability</b>		<b>Cognitive</b>	
	Behaviour		Attention Deficit (ADD)
	English as an Additional Language or Dialect EAL/D		Attention Deficit Hyper-Activity Disorder (ADHD)
	Gifted and Talented		Dyslexia
	Learning Difficulties		Intellectual Impairment
	Out of Home Care		Foetal – Alcohol Syndrome
	Refugee		Cognitive - Other
	General - Other		
<b>Physical</b>		<b>Social / Emotional</b>	
	Physical Impairment (PI)		Anxiety Disorder
	Downs Syndrome		Autistic Spectrum Disorder (ASD)
	Physical - Other		Conduct Disorder (CD)
			Oppositional Defiance Disorder (ODD)
			Reactive Attachment Disorder (RAD)
			Self-Harm
			Trauma / Post Traumatic Stress Disorder (PTSD)
			Social / Emotional - Other
<b>Sensory</b>		<b>General Support Needs or DDA Disability</b>	
	Hearing Impairment (HI)		
	Visual Impairment (VI)		
	Sensory Processing Disorder		
	Sensory - Other		
<b>Presenting Conditions</b>		<b>Potential Impacts</b>	

**Medical Information (must have one for Asthma, Allergic reactions, Anaphylaxis, or other higher needs conditions):**

Condition		Individual/Emergency Management Plan – required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Condition		Individual/Emergency Management Plan – required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Condition		Individual/Emergency Management Plan – required	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Parent / Caregiver Information	Medical and / or Educational Records	External Agency Information	Previous School and / or Educational System Records	Other
<input type="checkbox"/> Documented <input type="checkbox"/> Verbal	<input type="checkbox"/> Documented <input type="checkbox"/> Verbal	<input type="checkbox"/> Documented <input type="checkbox"/> Verbal	<input type="checkbox"/> Documented <input type="checkbox"/> Verbal	<input type="checkbox"/> Documented <input type="checkbox"/> Verbal



## Media Consent Form

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

Student Name: \_\_\_\_\_

Year Level: \_\_\_\_\_

### 1. DESCRIPTION OF VARIOUS PUBLICATION OPTIONS

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

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

- sound recording
- artistic work
- written work
- film
- name
- photograph / image

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

- newsletter
- printed promotional material
- advertising
- website displays
- competitions
- year books / annuals
- local media
- social media sites/you tube
- school/class information

What is the timeframe for the individual's consent (e.g. is it for duration of enrolment? What date or dates?):

- This consent will be valid for the duration of the above student's enrolment at Malanda State School or until removed from media sites

Which of the websites below will the individual's personal information or individual work be published on (i.e. permanently published to the public):

- School websites: <https://malandass.eq.edu.au>

The school websites are publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its websites.

- School Facebook page: <https://www.facebook.com/MalandaSS>

The school Facebook page is publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its Facebook page.

### 2. PARTICULARS – PARENT / CARER TO COMPLETE

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

- I give permission to use student's image, work and full name for all publications. (Go to section 4)
- I do not give permission to use student's image, work and name for any publications. (Go to section 4)
- I have limitations on publications for my child (Go to section 3)

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

The Individual or Signatory wishes to limit the consent in the following way: (Please check the boxes you give permission for us to use)

- Full name
- First name only
- No name
- photo/image
- Other: (Print) \_\_\_\_\_
- School Newsletter/information which will be placed on School's Website/ Facebook Page/Via Email
- School Facebook page
- Newspapers
- School Magazine
- School Website
- Class Photos
- Other \_\_\_\_\_

### 4. DETAILS - PARENT/CARER TO COMPLETE

- Name of School (at which the Individual is enrolled, employed or volunteers): **Malanda State School**
- Signature of the Individual: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_ (if over 18 years of age, or if under 18 years of age and capable of understanding and giving this consent)
- Signature of the parent or guardian: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_ (required if the Individual is under 18 years)
- Name of signing parent/carer: \_\_\_\_\_
- Address of signing parent/carer and student: \_\_\_\_\_

**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. If you do not fill out this consent it will be recorded on One School as permission not to publish any information for your students.

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/enrolment-in-state-primary-secondary-and-special-schools-procedure> to ensure you have the most current version of this document

## 5. CONSENT GIVEN

On behalf of the individual identified in Section 4 of this Consent Form (the Individual), the person or persons signing this Consent Form (the Signatory)\* grant consent to the Department of Education and Training (the Department), to a State School and to any other Department or Agency of the State of Queensland (the State) to use, record and disclose the Individual's: name, image, recording and any other identifying information specified in the Particulars section of this Consent Form (personal information); and

- copyright material, including their written, artistic or musical works or video or sound recordings specified in the Particulars section of this Consent Form (Individual work).

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

## 6. PURPOSE

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

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

## 7. DURATION

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

If you do wish to revoke or modify this consent in relation to any further new uses of the Individual's personal information or Individual work, the Individual or the Signatory should send a notice in writing to the person nominated in Section 9 of this Consent Form. After that notice is received, the Department and the State will still be able to continue the existing uses, but will not be able to make any further new use of the Individual's personal information or Individual work.

The Signatory acknowledges that where material is uploaded to a Social Media website or other website:

- the use and contractual obligations may be perpetual and irrevocable; and
- it may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State will not be responsible for doing so.

## 8. DEFINITIONS

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

## 9. NOTE

- The Department will use its best endeavours to ensure the person signing this Consent Form is authorised to do so, but takes no responsibility for circumstances in which it is misled as to the identity or authority or ability of a person to provide consent.
- If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact the Principal of the school at which the
- Individual is enrolled or works or send a request in writing to the District Office.



## Internet and School Network Access Agreement

**Please note:** Children from Prep to Year 3 inclusively are exempt from signing the student section below.

**Student:**

I understand that the school's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to the school's ICT services, facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.

Specifically in relation to internet usage, should any offensive information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.

If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/guardians.

When using email or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of any other person
- use the school's ICT service, facilities and devices (including the internet) to annoy or offend anyone else.

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 services, facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the school's [Student Code of Conduct](#), which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this procedure/policy/statement/guideline and the [Student Code of Conduct](#).

I agree to abide by the above rules/the procedure/policy/statement/guideline.

\_\_\_\_\_ (Student's name)

\_\_\_\_\_ (Student's signature) \_\_\_\_\_ (Date)

**Parent or Guardian:**

I understand that the school provides my child with access to the school's information and communication technology (ICT) services, facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information from around the world; that the school cannot control what is available online; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT services, facilities and devices. Furthermore, I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students.

I understand that the school is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or mobile device.

I understand that the school may remotely access the departmentally-owned student computer or mobile device for management purposes.

I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe \_\_\_\_\_ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT services, facilities and devices (including the internet) under the school rules. I understand 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](#). This may include loss of access and usage of the school's ICT services, facilities and devices for some time.

I have read and understood this procedure/policy/statement/guideline and the [Student Code of Conduct](#).

I agree to abide by the above rules / the procedure/policy/statement/guideline.

\_\_\_\_\_ (Parent/Guardian's name)

\_\_\_\_\_ (Parent/Guardian's signature) \_\_\_\_\_ (Date)

The Department of Education through its [Information privacy and right to information](#) procedure is collecting your personal information in accordance with the [Education \(General Provisions\) Act 2006 \(Qld\)](#) in order to ensure:

- appropriate usage of the school network
- appropriate usage of personal mobile devices within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its [Information privacy and right to information](#) procedure. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.



## **Introduction to the Online Services Consent Form for Malanda State School**

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

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

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

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

### **About the online services**

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

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

#### *Student information*

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

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

#### *Student works*

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

#### *Parent information*

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

### **Purpose of the consent**

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

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

It should be noted that, in some instances, the school may be required or authorised by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent.

### **Voluntary consent provision**

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

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

You can withdraw your consent at any time by notifying the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

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

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

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

### **Duration of consent**

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

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

### **Who to contact**

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact **the school office on 07 4096 7888 or email [admin@malandass.eq.edu.au](mailto:admin@malandass.eq.edu.au)**.

## Online Services Consent Form

### Privacy Notice

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

### This form is to be completed by:

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

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

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

a) **Full name of student** \_\_\_\_\_

### 2. INFORMATION COVERED BY THIS CONSENT FORM

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

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

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

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

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

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

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

### 3. APPROVED PURPOSE

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

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

### 4. TIMEFRAME FOR CONSENT

The consent granted by this form is for the duration of the student's enrolment at the school. Consent is obtained upon enrolment.

### 5. CONSENT FOR ONLINE SERVICES

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

Service name:	<b>ABC Reading Eggs – Learn To Read</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://readingeggs.com.au">https://readingeggs.com.au</a>				
Purpose of use:	Reading Eggs is an early childhood online literacy and numeracy education program.				
Terms of use:	<a href="https://readingeggs.com.au/terms">https://readingeggs.com.au/terms</a>				
Privacy policy:	<a href="https://readingeggs.com.au/privacy">https://readingeggs.com.au/privacy</a>				
Service name:	<b>Prodigy Math Game</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://prodigygame.com">https://prodigygame.com</a>				
Purpose of use:	Prodigy is a game based learning platform to engage students in maths.				
Terms of use:	<a href="https://www.prodigygame.com/Terms-Conditions/">https://www.prodigygame.com/Terms-Conditions/</a>				
Privacy policy:	<a href="https://www.prodigygame.com/Privacy-Policy/">https://www.prodigygame.com/Privacy-Policy/</a>				
Service name:	<b>Studyladder</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.studyladder.com.au">https://www.studyladder.com.au</a>				
Purpose of use:	Studyladder is a web based online learning tool that includes Mathematics, English, Science, NAPLAN, theme based learning and Information & Communication Technology subjects for students.				
Terms of use:	<a href="https://www.studyladder.com.au/about/terms">https://www.studyladder.com.au/about/terms</a>				
Privacy policy:	<a href="https://www.studyladder.com.au/about/privacy">https://www.studyladder.com.au/about/privacy</a>				
Service name:	<b>Education Perfect</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://educationperfect.com">https://educationperfect.com</a>				
Purpose of use:	Education Perfect allows teachers to create 'learning journeys' for classes and individual students. Teachers can choose from a range of curriculum aligned resources and review analytics to understand student progress.				
Terms of use:	<a href="http://www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_standard_terms_and_conditions_2018-07-26.pdf">http://www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_standard_terms_and_conditions_2018-07-26.pdf</a>				
Privacy policy:	<a href="https://epforlearning.com/legal/">https://epforlearning.com/legal/</a>				
Service name:	<b>Typing Club</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.typingclub.com/">https://www.typingclub.com/</a>				
Purpose of use:	Typing Club is an online keyboard for schools and individuals to help students of all skill levels increase their typing speed and accuracy.				
Terms of use:	<a href="https://www.typingclub.com/terms.html">https://www.typingclub.com/terms.html</a>				
Privacy policy:	<a href="https://www.typingclub.com/privacy.html">https://www.typingclub.com/privacy.html</a>				
Service name:	<b>Adobe Premier Pro</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.adobe.com/au/products/premiere.html">https://www.adobe.com/au/products/premiere.html</a>				
Purpose of use:	Premier Pro is a video editing software for film, TV and the web which will be used by the Moolanda News crew.				
Terms of use:	<a href="https://www.adobe.com/au/legal/terms.html">https://www.adobe.com/au/legal/terms.html</a>				
Privacy policy:	<a href="https://www.adobe.com/au/privacy.html">https://www.adobe.com/au/privacy.html</a>				
Service name:	<b>Book Creator</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://bookcreator.com/">https://bookcreator.com/</a>				
Purpose of use:	This service allows users to create and collaborate on digital books by combining audio, visual and text elements.				

Terms of use:	<a href="https://bookcreator.com/terms-of-service/">https://bookcreator.com/terms-of-service/</a>				
Privacy policy:	<a href="https://bookcreator.com/pp-row/">https://bookcreator.com/pp-row/</a>				
Service name:	<b>Kahoot</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://Kahoot.it">https://Kahoot.it</a> , <a href="https://kahoot.com">https://kahoot.com</a> , <a href="https://getKahoot.com">https://getKahoot.com</a>				
Purpose of use:	Kahoot! is a game based learning platform. It provides the ability to create, discover, play and share fun learning quizzes, surveys and activities for any subject, in any language, on any device, for all ages.				
Terms of use:	<a href="https://kahoot.com/terms-and-conditions/">https://kahoot.com/terms-and-conditions/</a>				
Privacy policy:	<a href="https://kahoot.com/privacy-policy/">https://kahoot.com/privacy-policy/</a>				
Service name:	<b>Maths Online</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.mathsonline.com.au/">https://www.mathsonline.com.au/</a>				
Purpose of use:	Online (P-12) maths tutoring platform with video tutorials, online questions, worksheets and assessments managed through a teacher dashboard for task assignment, class groupings and individualised learning.				
Terms of use:	<a href="https://www.mathsonline.com.au/terms-conditions">https://www.mathsonline.com.au/terms-conditions</a>				
Privacy policy:	<a href="https://www.mathsonline.com.au/privacy-policy">https://www.mathsonline.com.au/privacy-policy</a>				
Service name:	<b>ACER Assessment</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.acer.org/au/pat/tests/mathematics">https://www.acer.org/au/pat/tests/mathematics</a>				
Purpose of use:	Progressive Achievement Tests in Mathematics provide information about the level of achievement of students from Year 1 to Year 10.				
Terms of use:	<a href="https://www.acer.org/online-terms-of-use">https://www.acer.org/online-terms-of-use</a>				
Privacy policy:	<a href="http://www.acer.edu.au/privacy">http://www.acer.edu.au/privacy</a>				
Service name:	<b>Code.org</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://code.org/">https://code.org/</a>				
Purpose of use:	Code.org aligns to our Digital Technologies curriculum. Teachers are able to assign learning activities that guide students to learn the computer science skill of coding.				
Terms of use:	<a href="https://code.org/tos">https://code.org/tos</a>				
Privacy policy:	<a href="https://code.org/privacy">https://code.org/privacy</a>				
Service name:	<b>Bandlab for Education</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://edu.bandlab.com/">https://edu.bandlab.com/</a>				
Purpose of use:	BandLab for Education empowers teachers and students with everything they need for collaborative, engaging and meaningful music learning in the classroom.				
Terms of use:	<a href="https://blog.bandlab.com/edu-terms-of-use/">https://blog.bandlab.com/edu-terms-of-use/</a>				
Privacy policy:	<a href="https://blog.bandlab.com/edu-privacy-policy/">https://blog.bandlab.com/edu-privacy-policy/</a>				
Service name:	<b>Sound Scouts</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.soundscouts.com/au">https://www.soundscouts.com/au</a>				
Purpose of use:	Sound Scouts is a multiplatform online hearing test app for children 4 year and over to identify hearing loss and auditory processing issues. The hearing test is incorporated into a game play format and is also suitable as a hearing check for adults.				
Terms of use:	<a href="https://www.soundscouts.com/au/about-company/privacypolicy/">https://www.soundscouts.com/au/about-company/privacypolicy/</a>				
Privacy policy:	<a href="https://www.soundscouts.com/au/about-company/privacypolicy/">https://www.soundscouts.com/au/about-company/privacypolicy/</a>				

## 6. CONSENT AND AGREEMENT

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

- parent/carer of the person identified in Section 1
- the person identified in Section 1 (if student is over 18 years or has independent status)

*I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent for the information outlined in Section 2 and any additional consent requirements outlined in Section 5 to be disclosed to the online services in accordance with the purpose outlined in Section 3 and for the timeframe specified in Section 4.*

Print name of student: \_\_\_\_\_

Print name of consentor: \_\_\_\_\_

Signature or mark of

consentor: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature or mark of

student\*: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

### **SPECIAL CIRCUMSTANCES**

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

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

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

*I have witnessed the signature or mark of an independent student, or the accurate reading of the explanatory letter and the Online Services Consent Form was completed in accordance with the instruction of the person giving consent. The person giving consent has had the opportunity to ask questions. I confirm that the person giving consent have given consent freely and I submit the person understood the implications.*

Print name of  
witness: \_\_\_\_\_

Signature of  
witness: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

*I have accurately read aloud the explanatory letter and the Online Services Consent Form to the person giving consent, and to the best of my ability made sure that the person understands that the following will be done:*

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

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

*A copy of the explanatory letter has been provided to the person giving consent.*

Print name and role of  
person taking the consent: \_\_\_\_\_

Signature of person taking  
the consent: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**Malanda**  
State School

## Enrolment Agreement Form

I, \_\_\_\_\_ accept the rules and regulations of the Malanda State School, as stated in the school policies that have been provided to me, as follows

- Student Code of Conduct (School Website)
- Student Uniform Statement (Parent Handbook)
- Homework Statement (Parent Handbook)
- Student Resource Scheme (School Website)
- Student Use of Technology (Parent Handbook)
  - Mobile Phones & Electronic Devices
  - Student Technology Access
- Attendance Statement (Parent Handbook)
- Assessment Statement (Parent Handbook)
- Complaints Process (Parent Handbook)
- Smart Choices Nutrition Guidelines (Parents Handbook)
- Sun Smart Policy (Parent Handbook)

***I acknowledge:***

- That I have read and understood the responsibilities of the student, parents or carers and the school staff as outlined in the Parent Handbook; and
- That information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me.

Student Signature:

Parent/Carer Signature:

On behalf of Malanda State School

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# 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.

<b>School Name</b>	
<b>Form Return Date</b>	
<b>Student Name</b>	
<b>Year Level</b>	
<b>Parent Name</b>	
<b>Parent Signature</b>	
<b>Date</b>	

## Privacy Statement

The Department of Education collects the information you complete on the Participation Agreement Form in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with departmental employees for the purpose of debt recovery. Your information will not be given to any other person or agency unless you have given permission or the Department of Education is authorised or required by law to make the disclosure.

# 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 prorata 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
  - 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 used/consumed by the student in the classroom; or
- 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.



**Queensland  
Government**

