

LAWNTON STATE SCHOOL

2024 | Enrolment Handbook



PRIDE IN ENDEAVOUR



Safety • Respect • Learning



Dear Parent/Carer,

Thank you for your enquiry to enrol at Lawnton State School.

Lawnton State School is a dynamic co-education school where we seek to gain the best outcomes for each and every student in years Prep – 6. To this end, we offer a wide range of curriculum and extra curricular programs and activities designed to enhance the future prospects of our students while also fostering their personal and social development.

Our vision statement 'Empowering learners for successful futures' is underpinned by our core values of

Safety
Respect
Learning

Our school's behaviour code of Respect, Safety and Learning outlines expectations for how students interact at school and when representing us in the wider community. Lawnton State School values our community and celebrates the success of students and the dedication and commitment of its excellent staff.

We understand that the process of enrolling at a new school is an important one. As a result, we have put all the forms in one location to assist you in completing this process. The enrolment forms are to be completed and returned to the school so we can process your application in a timely manner.

Further information is available on our school website and our Facebook page. You will find *our Enrolment Management Plan* and *Parent Handbook* available for download, a valuable resource while completing your enrolment application. Additionally, we have included an enrolment checklist to help ensure all the necessary documentation has been provided and the appropriate forms completed. The checklist requires evidence of residential address for families within our catchment area due to our Enrolment Management Plan.

We are looking forward to meeting you. We will arrange an enrolment interview as soon as your application package has been reviewed. Please do not hesitate to call on 3481 4888 or email admin@lawntonss.eq.edu.au if we can help you with any part of this process.

King Regards

Julianne Rogers – Principal



Enrolment Checklist

Student Name:	DOB:
Year Level:	
Parent Name:	
Email Address:	
Residential Address:	

Lawnton State School to perform catchment check:

INSIDE / OUTSIDE

FORMS CHECKLIST	HOME	OFFICE
	✓	✓
Enrolment Application		
Enrolment Agreement		
ICT Acceptable Use Agreement		
Voluntary Chaplaincy Consent		
Media Consent Form		
Third Party Website Consent		
Student resource scheme participation agreement		
Q Parents Preparation and Information		
Centrepay Agreement		

DOCUMENTS CHECKLIST	HOME	OFFICE
	✓	✓
Primary Proof of Address x 1 – Rates Notice, Lease Agreement, Sale Agreement		
Primary Proof of Address x 1 – (electricity, gas, water bill etc)		
Previous School Report Card / If applicable		
Birth Certificate		
Evidence of Residency/Citizenship – Certificate, VISA, Passport		
Court Orders, Protection Orders		
Verification Documentation		



Information only required for “Inside Catchment” applications along with other documentation on checklist.



FAQ'S

This fact sheet is designed to assist parents/carers with common questions surrounding the enrolment process for Lawnton State School. Please read all the information in our Handbook before submitting your application including the parents handbook.

1. Do I need to complete all the enrolment documents?

Yes, All the forms need to be completed and signed, with appropriate supporting documentation supplied for your application to be considered.

2. What does "inside catchment mean"?

Any student whose principal place of residence is within the schools catchment area.

3. What does "Outside Catchment" mean?

Any application not meeting the inside catchment criteria, is an Outside catchment application. Enrolment of students from outside the local catchment are restricted to ensure that enrolments do not exceed the schools enrolment capacity.

4. What "Proof of address" documentation do I need to supply?

Parents/Carers who wish to enrol their student at the school will need to demonstrate the principal place of address is in the catchment area. Current proof of address indicated should be provided by way of the following:

- 1x Primary Source – Lease agreement, rates notice or sales contract
- 1x Secondary Source – Utility Bill, Electricity, Gas or water

5. Do I need to provide my proof of address documentation even if a sibling attends the school?

Yes, your proof of address documents are required even if a sibling attends the school.

6. What if I do not have required "Proof of address" documents?

If the legal guardian cannot provide proof of address documentation the principal will request further proof of residency in the form of a Statutory declaration attesting that the students principal place of residence is the place nominated in the enrolment application.

7. Will I need to bring in my students birth certificate?

Your students birth certificate is required to be sighted if your student has never been enrolled in a Queensland State School. If your students birth certificate is not in English, a translated copy will be required.

8. If I have court orders, family orders or protection orders do they need to be provided to the school?

Yes, If the orders are within date the school is required to follow their direction, a copy is required



9. Do I need to provide proof of citizenship?

Yes, If your student is not an Australian citizen, proof of citizenship will be required. This can be in the form of a citizenship certificate, passport, or residency document. If having travelled from overseas please provide a copy of the students Visa and passport documentation.

10. What if I am enrolling a student I am not the legal guardian of?

If a student is in your care through a Departmental arrangement a court order or an Authority to care document will be required to show proof of guardianship. If the student is in your care through a private family arrangement a sworn Statutory Declaration will be required from the legal guardian to state that the student resides with you and that you have permission to enrol the student.

11. What information is required for my student to be in the Special Education unit?

Upon enrolment you are required to supply copies of medical diagnosis and verification papers that will assist the school in working with you child.

12. What is the Student Resource Scheme?

The Student Resource Scheme (SRS) Is a cost effective alternative to parents having to individually supply all resources for students education. Participation in the SRS is optional, however is an effective way to ensure your student will be supplied with items such as textbooks, stationary, ICT subscriptions, curriculum resources and equipment through the school year. It is one payment that can be made in full at the beginning of Term 1 or through termly installments.

13. Is the Student resource scheme separate from the ICT Scheme?

Yes. The SRS is a separate payment for the school resources only. ICT is a payment for use of Laptop or Facilities if your child/children have signed up to participate in the ICT classes.

14. What is the process if my student is moving from overseas?

A completed enrolment pack will be required along with all required supporting documentation. An enrolment interview will be arranged once these documents have been processed.

Application for 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

Legal family name* (As per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name		Preferred given names	
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of birth*
Birth Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

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
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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 st Phone contact number*	Work/home/mobile	Work/home/mobile
2 nd Phone contact number*	Work/home/mobile	Work/home/mobile
3 rd 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 _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <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 _____
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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: _____	

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"/> State School <input type="checkbox"/> Home Education <input type="checkbox"/> Private School		
Please provide name and address of education provider.			

RELIGIOUS INSTRUCTION*

From Year 1, the prospective student may participate in religious instruction if it is available. 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. Parents/carers may change these arrangements at any time by notifying the principal in writing.	Do you want the prospective student to participate in religious instruction?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If 'Yes', please nominate the religion:

PROSPECTIVE STUDENT ADDRESS DETAILS*

Principal place of residence address					
Address line 1					
Address line 2					
Suburb/town		State		Postcode	

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 st phone contact number*	Work/home/mobile	Work/home/mobile
2 nd phone contact number*	Work/home/mobile	Work/home/mobile
3 rd 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			
Medical condition			
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 practitioners	
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	

Family Court Orders*

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

Parental occupation groups for use with parent /carer details

<p>Senior executive/manager/department head in industry, commerce, media or another large organisation.</p> <p>Public service manager [section head or above], regional director, health/education/police/fire services administrator</p> <p>Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]</p> <p>Defence Forces commissioned officer</p> <p>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</p> <p>Health, education, law, social welfare, engineering, science, computing professional</p> <p>Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]</p> <p>Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]</p>	<p>Group 3: Tradespeople, Clerks and skilled office, Sales and service staff.</p> <p>Tradesperson, generally have completed a four-year trade certificate. Usually by an apprentice. All tradespeople are included in this group.</p> <p>Clerks, bookkeeper bank clerk, accounting, claims, filing clerk, betting clerk, freight, transport, customs agent, admissions clerk.</p> <p>Skilled office sales and service staff. Secretary, personal assistant, desktop publishing operator, switchboard operator.</p> <p>Sales, Company sales representative, auctioneer, insurance agent, assessor, market research.</p> <p>Service, Aged care, refuge, child care worker, nanny, meter reader, parking inspector courier, travel agent</p>
<p>Group 2: Other business managers, arts/media/sportspeople and associate professionals</p> <p>Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business</p> <p>Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]</p> <p>Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]</p> <p>Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]</p> <p>Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsperson, coach, trainer, sports official]</p> <p>Associate professionals generally have diploma/technical qualifications and support managers and professionals</p> <p>Health, education, law, social welfare, engineering, science, computing technician/associate professional</p> <p>Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]</p> <p>Defence Forces senior Non-Commissioned Officer.</p>	<p>Group 4: Machine Operators, hospitality staff, assistants, labourers and related workers.</p> <p>Drivers mobile plant production/processing machinery operators.</p> <p>Hospitality staff,</p> <p>Office assistants, sales assistants and other assistants, Office, sales, assistant/aides. Typist, word processing, data entry, business machine operation, cashier, bus driver, ticket seller, service station attendant, car rental, street vendor, shelf stacker.</p> <p>Labourers and related officers. Defence force ranks below Senior NCS not included above. School teacher, dental assistant, salon assistant, sales vendor.</p> <p>Agriculture, horticulture, forestry, fishing, mining worker. Farm overseer, shearer, wool/hide classer, farmhand horse trainer, nursery man, green keeper, gardener, tree surgeon, forestry, logger, miner, fishing hand. Other Worker, labourer factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor.</p>

State schools standardised medical condition category list

Acquired brain injury	Coeliac Disease
Allergies/Sensitivities	Cystic Fibrosis
Anaphylaxis	Diabetes Type 1
Airway/lung/breathing - Tracheostomy	Diabetes Type 2
Artificial feeding - Gastrostomy device (tube or button)	Ear/Hearing Disorders
Artificial feeding - Nasogastric tube	Epilepsy – Seizures
Artificial feeding - Jejunostomy tube	Eye/Vision Disorders
Artificial feeding - Other	Endocrine Disorder
Asthma	Heart/Cardiac Condition
Attention-deficit /Hyperactivity disorder (ADHD)	Mental health – Anxiety
Autism Spectrum Disorder (ASD)	Mental health – Depression
Bladder and bowel - Faecal soiling, constipation, incontinence	Mental health – ODD
Bladder and bowel - Other	Muscle/Bone/Skeletal Disorder
Blood disorders - Haemophilia	Skin Disorder – Eczema
Blood disorders - Thalassaemia	Skin Disorder – Psoriasis
Blood disorders - Other	Swallowing/Dysphagia



Enrolment Agreement

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Lawnton State School.

Responsibility of student to:

- attend school regularly, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules, meet homework requirements and wear school's uniform
- respect the school environment

Responsibility of parents to:

- attend open evenings for parents
- let the school know if there are any problems that may affect your child's ability to learn
- inform school of reason for any absence
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling your child to achieve their potential
- abide by school's policy regarding access to school grounds before, during and after school hours

Responsibility of school to:

- develop each individual student's talent as fully as possible
- inform parents and carers regularly about how their children are progressing
- inform students, parents and carers about what the teachers aim to teach the students each term
 - teach effectively and to set the highest standards in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community
- clearly articulate the school's expectations regarding the responsible behaviour plan for students and the school's dress code policy
- ensure that parents and carers are aware of the school's insurance arrangements and accident cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved, for example, Program of Chaplaincy Services; religious instruction
- ensure that the parent is aware of the school's record-keeping policy including the creation of a transfer note should the student enrol at another school
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- consult parents on any major issues affecting students
- treat students and parents with respect and tolerance

- ☐ Responsible Behaviour Plan for Students
- ☐ Student Dress Code
- ☐ Homework Policy
- ☐ School Resource Scheme
- ☐ ICT Acceptable use Policy
- ☐ Absences
- ☐ School Excursions
- ☐ Complaints management
- ☐ Chaplaincy Program Consent
- ☐ Media Consent - Student Material, Image, Recording or Name
- ☐ Third Party Online services Agreement
- ☐ Appropriate Use of Mobile Phones and other Electronic Equipment by students

I acknowledge:

That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above.

That information about the school's current rules, policies, programs and services as outlined above has been provided and explained to me.

I acknowledge the Agreements and Consent documents are available to download via the Lawnton State School website or from the administration office.

Student Signature:	
Parent/Carer Signature:	
School Representative Signature:	



School-specific ICT responsible use procedure

The [Use of ICT systems](#) procedure provides direction to school principals around formulating a school procedure on access to the department's/school's ICT services, facilities and devices for parents and/or students to understand and acknowledge. This may take the form of a procedure, policy, statement or guideline and may require consultation with the school community. Acknowledging through signing seeks to support an understanding of what is lawful, ethical and safe behaviour when using or accessing the department's network and facilities by students and their parents. Principals may seek sign-off either on enrolment of students or alternatively at the start of each school year. Students should be reminded of their responsibilities at the beginning of each school year.

The following dot points are to assist schools to formulate their own procedure. Further guidance on drafting this section can be sought from the [Use of ICT facilities and devices guideline](#).

Purpose statement

Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs.

Schools are constantly exploring new and innovative ways to incorporate safe and secure ICT use into the educational program.

School students, only with the approval of the principal, may be permitted limited connection of personally-owned mobile devices to the department's network, where this benefits the student's educational program.

Authorisation and controls

The principal reserves the right to restrict student access to the school's ICT services, facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program. For example, a student with restricted school network access may be allocated a stand-alone computer to continue their educational program activities.

The Department of Education monitors access to and use of its network. For example, email and internet monitoring occurs to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The department may conduct security audits and scans, and restrict or deny access to the department's network by any personal mobile device if there is any suspicion that the integrity of the network might be at risk.

Responsibilities for using the school's ICT facilities and devices

Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the [Student Code of Conduct](#).

Students are to be aware of occupational health and safety issues when using computers and other learning devices.

Parents/guardians are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.

Parents/guardians are responsible for appropriate internet use by students outside the school environment when using a school-owned or school-provided mobile device.

The school will [educate students](#) (DoE employees only) regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to adopt these safe practices.

Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so that it cannot be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).

Students cannot use another student's or staff member's username or password to access the school network. This includes not browsing or accessing another person's files, home or local drive, email or accessing unauthorised network drives or systems. Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

Students need to understand that copying software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from enforcement agencies.

Responsibilities for using a personal mobile device on the department's network

Prior to using any personally-owned mobile device, students must seek approval from the school principal to ensure it reflects the department's security requirements.

Students are responsible for the security, integrity, insurance and maintenance of their personal mobile devices and their private network accounts.

Where possible, appropriate anti-virus software has been installed and is being managed.

Students must follow any advice provided on best security requirements e.g. password protection (see [iSecurity](#) (DoE employees only) website for details).

Students and parents are to employ caution with the use of personal mobile devices particularly as these devices can store significant numbers of files some of which may be unacceptable at school e.g. games and '.exe' files. An '.exe' file ends with the extension '.exe' otherwise known as an executable file. These files can install undesirable, inappropriate or malicious software or programs.

Any inappropriate material or unlicensed software must be removed from personal mobile devices before bringing the devices to school and such material is not to be shared with other students.

Unacceptable use will lead to the mobile device being [confiscated](#) by school employees, with its collection/return to occur at the end of the school day where the mobile device is not required for further investigation.



Acceptable/appropriate use/behaviour by a student

It is acceptable for students while at school to:

use mobile devices for:

- assigned class work and assignments set by teachers
- developing appropriate literacy, communication and information skills
- authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
- conducting general research for school activities and projects
- communicating or collaborating with other students, teachers, their parents or experts in relation to school work
- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the department's eLearning environment

be courteous, considerate and respectful of others when using a mobile device

switch off and place out of sight the mobile device during classes, when these devices are not being used in a teacher-directed activity to enhance learning

use their personal mobile device for private use before or after school, or during recess and lunch breaks, in accordance with [Student Code of Conduct](#)

seek teacher's approval where they wish to use a mobile device under special circumstances.

Unacceptable/inappropriate use/behaviour by a student

It is unacceptable for students while at school to:

use a mobile device in an unlawful manner

download, distribute or publish offensive messages or pictures

use obscene, inflammatory, racist, discriminatory or derogatory language

use language and/or threats of violence that may amount to bullying and/or harassment, or stalking

insult, harass or attack others or use obscene or abusive language

deliberately waste printing and internet resources

damage computers, printers or network equipment

commit plagiarism or violate copyright laws

ignore teacher directions regarding the use of social media, online email and internet chat

send chain letters or spam email (junk mail) share their own or others' personal information and/or images

which could result in risk to themselves or another person's safety

knowingly download viruses or any other programs capable of breaching the department's network security

use in-phone cameras inappropriately, such as in change rooms or toilets

invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material

use the mobile phone (including those with Bluetooth functionality) to cheat during exams or assessments

take into or use mobile devices at exams or during class assessment unless expressly permitted by school employees.

Sign-off

The sign-off process for school students and their parents/guardians should occur on enrolment and annually.

The following is a suggested format, with the signature block to be placed at the end of the 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.

Student's Name:	
Student's Signature:	

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/departments' 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 policy and the Responsible student behaviour plan
- ☐ I agree to abide by the above rules/ the procedure/policy/statement/guidelines

Parents/Carer's Name:	
Parent/Carer's Signature:	



Chaplaincy Program Consent

This school community provides a chaplaincy program endorsed by the schools parents and citizens association which available on a voluntary basis to all students. The chaplain is involved in a range of activities which happen at this school that are free of religious, spiritual and/or ethical content. These activities are available to all students on a voluntary basis unless a parent or guardian requests in writing that this is not to occur for their child/ren.

Chaplains may also be involved in activities with religious, spiritual and or/ethical content and additional consent is sought from parent/carers for these specific activities. Prior to commencement of any addition activities.

Option for Voluntary student activities WITHOUT Religious, spiritual or ethical content.

These activities **without** religious, spiritual or ethical content provide at the school through chaplaincy program are available to students on volunatary basis if a parent or guardian has given consent in writing.

Some examples are, but not limited to:

Breakfast club
Sports coaching
Mentoring programs
Outdoor Education programs
One on one meetings with the Chaplain
Lunch time activities
Support during camps

Please tick one of the boxes below

- ☐ I give my consent for my child to participate in these activities
- ☐ I DO NOT give my consent for my child to participate in these activities

Option for Voluntary student activities WITH Religious, spiritual or ethical content.

These activities **with** religious, spiritual or ethical content provide at the school through chaplaincy program are available to students o a volunatary basis if a parent or guardian has given consent in writing.

Some examples are, but not limited to:

One on one meetings with the Chaplain for religious and spiritual support
Group visiting the school for performances
Support programs

Please tick one of the boxes below

- ☐ I give my consent for my child to participate in these activities
- ☐ I DO NOT give my consent for my child to participate in these activities

I understand that, were I agree that my child can participate in the chaplaincy program, this information will be passed onto the school chaplain.

Student Name:	
Parents/Carer's Name:	
Parent/Carer's Signature:	
Date:	



Media Consent

Introduction to the State School Media Consent Form (attached) for Lawnton State School

This letter is to inform you about how we will use your child's personal information and student materials. It outlines:

- what information we record
- how we will use student materials created during your child's enrolment.

Examples of personal information which may be used and disclosed (subject to consent) include part of a person's name, image/photograph, voice/video recording or year level.

Your child's student materials:

are created by your child whether as an individual or part of a team
may identify each person who contributed to the creation
may represent Indigenous knowledge or culture.

Purpose of the consent

It is the school's usual practice to take photographs or record images of students and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the school and more broadly celebrating Queensland education.

To achieve this, the school may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

It should be noted that in some instances the school may be required by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent (e.g., assessment of student materials does not require further consent).

Voluntary

There will not be any negative repercussions for not completing the State School Consent Form or for giving limited consent. All students will continue to receive their education regardless of whether consent is given or not.

Consent may be limited or withdrawn

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

Media sources used

Following is a list of online and social media websites and traditional media sources where the school may publish your child's personal information or student materials subject to your consent.



Duration

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

Who to contact?

To return a consent, express a limited consent or withdraw consent please contact Administration on (07) 3481 4888 or via email admin@lawntonss.eq.edu.au.

Administration should be contacted if you have any questions regarding consent.

1 IDENTIFY THE STUDENT 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 student:

(b) Date of birth:

(c) Name of school:

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

Full Name First Name No Name Other Name

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

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

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

- ☐ Name (as indicated in section 1) ☐ Image/photograph ☐ School name
☐ Recording (voices and/or video) ☐ Year level

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

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

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
 - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.



- ## 6 CONSENT AND AGREEMENT

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.

- 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

(a) Timeframe of consent: duration of enrolment.
(b) Further identified activities not listed in the form and letter for the above timeframe:
(c) **duration of enrolment**

5 LIMITATION OF CONSENT - PLEASE LIST ALL NO CONSENT REQUIREMENTS BELOW

[illegible]



Third Party Consent

Introduction to the Online Services Consent Form for Lawnton 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).

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.

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 **Administration on (07) 3481 4888 or via email admin@lawntonss.eq.edu.au**.

1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

a) CONSENT AND AGREEMENT

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

☐ parent/carer of the person identified

☐ the person/ 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.

Student Name:	
Parents/Carer's Name:	
Parent/Carer's Signature:	
Date:	

2. INFORMATION COVERED BY THIS CONSENT FORM

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

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

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

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

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

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

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

3. APPROVED PURPOSE

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

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

4. TIMEFRAME FOR CONSENT

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

5. CONSENT FOR ONLINE SERVICES

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

Service name:	Mathletics	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.au.mathletics.com				
Purpose of use:	Mathletics provides access to activities and games to support the teaching and learning of mathematics concepts and skills from the Australian Curriculum.				
Terms of use:	http://www.3plearning.com/terms				
Privacy policy:	http://www.3plearning.com/privacy/				

Service name:	Reading Eggs	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://readingeggs.com.au/ / https://readingeggspress.com.au/				
Purpose of use:	Reading Eggs / Reading Eggs press provides access to activities and games to support the teaching and learning of literacy concepts and skills related to reading.				
Terms of use:	https://readingeggs.com.au/terms/				
Privacy policy:	https://readingeggs.com.au/privacy/				

Service name:	Typing Tournament	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.typingtournament.com/				
Purpose of use:	Typing Tournament provides access to a complete 10-finger typing course.				
Terms of use:	https://www.typingtournament.com/terms-of-use				
Privacy policy:	https://www.typingtournament.com/privacy-policy				

Service name:	Plickers	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.plickers.com/				
Purpose of use:	Plickers allows teachers to formatively assess students' knowledge and understanding.				
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-Plickers-Privacy-Policy				

Service name:	Scratch	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://scratch.mit.edu/				
Purpose of use:	Scratch is a block programming language where students can code their own interactive stories, animations and games.				
Terms of use:	https://scratch.mit.edu/terms_of_use				
Privacy policy:	https://scratch.mit.edu/privacy_policy				

Student Resource Scheme - Curriculum Participation Agreement Form

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	\$160 Student Resource Participation – Lawnton State School
Form Return Date	
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

QParents



What is QParents?

QParents is a user-friendly portal accessible via app or web browser, providing parents with secure online access to information about their child's schooling.

How will QParents assist me?

QParents enables you to access and manage information about your child online.

What information is available in QParents?

- attendance details
- timetables and upcoming events • report cards and assessments
- invoices and payment history.

What are the benefits of using QParents?

- greater transparency with online access to your child's information
- ease of viewing and updating your child's details including address and medical conditions
- anytime, anywhere access on a smart phone, tablet or computer
- access to the latest information in one centralised place
- improved administration efficiencies and reduced printing and mail outs.

How do I register for QParents?

Your child's school will send you a letter or email inviting you to register for QParents. You will then be able to register via the secure QParents website: qparents.qld.edu.au using the unique invitation code contained in the letter or email.

You will require each child's unique EQ ID and you must verify your identity by providing 100 points of ID. If you cannot verify your identity online, you should contact your child's school for assistance.

The school will review your registration and approve your account. You will then be able to access the QParents app and delegate read-only access to another parent, carer or family member, known as a 'Delegated Viewer'.

For more information on registering and verifying your identity, see the QParents registration fact sheet.

What personal information is stored about me in QParents?

The following details are securely stored on your QParents account:

- your full name
- your email address
- your mobile phone number (if provided)
- basic details of any delegated viewers you have invited
- the types of documents you provided during registration (but not the actual documents)
- details of any payments you have made (but not credit card details).

Where is my personal information stored?

The Department of Education has contracted Microsoft to host the QParents app. Your personal information is stored in Microsoft's secure data centre in Australia. All personal information is protected using the latest encryption techniques, rendering this information unreadable to unauthorised people. For more information, see the Microsoft Azure Trust Centre.



Where can I find help using QParents?

If you need assistance using QParents, you can:

- check the help page at qparents.qld.edu.au/#/help
- call 13 QGOV (13 74 68)
- contact your child's school.

Preparing for Q Parents

To make the Q parents registration process as smooth as possible, please fill out the details below and return them to us with your enrolment application.

Decide which parent is the preferred Parents account owner and write their name, email address and mobile phone number below. Note, the QPAO must be a parent or Legal Guardian. Please print these details clearly.

Student Name	
Year Level	
Name of preferred parent/QPAO	
Parent Mobile Number	

Why are we asking for this information? If you are invited to be a QPAC and we have your email address, the invitation which will include your unique invitation code will be sent to you by email. This will make it easier to start the registration process by simply clicking on the link in the email. If we do not have your email address, we will send out a letter with the invitation code and instructions for registration.

Yours Sincerely,

Julianne Rogers
Principal
Lawnton State School



Centrepay Information

Centrepay is A free and voluntary service to pay bills and expenses as regular deductions from your Centrelink payments. You can start Centrepay deductions to cover your child's SRS fees, Excursions and school activities through the year so you don't have unexpected expenses come up during bust times. For as little as \$10. You can start, change or stop using Centrepay whenever you like.

You'll need to give Centrelink permission to pay your bills using part of your payment. The following form can be used to set up your deductions. It's a simple and free solution to ensuring your child/ren don't miss out on activities through the year due to overdue payments.

We take money from your payment before you get it and send it to the businesses you want to pay.

How do I set up a Centrepay deduction?

You can start, change or stop deductions at any time:

- online using your Centrelink online account through my Gov
- using the Express Plus Centrelink mobile app on your mobile device
- by asking Lawnton State School, you want to pay, to set it up for you.

Using your Centrelink online account or your Express Plus Centrelink mobile app

To do your business online, you need a my Gov account with your Centrelink online account linked. If you need a my Gov account or a Centrelink online account, go to humanservices.gov.au/register

You can set up and check your Centrepay deduction online. Just use your Centrelink online account or Express Plus Centrelink mobile app. You can download the app for free from the App Store or Google Play store.

You can also fill out the Centrelink Deductions form over the page and return it to Administration. We can set up the payments on your behalf.

Centrepay

centrelink

Take the hassle out of paying your bills

Australian Government
Department of Human Services

humanservices.gov.au



Centrelink Deductions Form

Your Details:

Full Name	
Date of Birth	
Phone Number	
Centrelink Reference Number	
Student/s Name	

Type of Request: (Please circle)

Start new deduction

Change deduction

Cancel deduction

To start new Deduction:

Payment type (eg. Newstart, Pension)	
Amount	
Deduction start date	
Target Amount	

To Change Deduction:

Payment Date	
New Deduction Amount	

To Cancel Deduction:

Payment Date	
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★ **Note:** if a Deduction has a target amount set, the final Deduction will increase by up to \$2 to cover any remaining amounts of less than \$2.

I _____ authorise Services Australia to make a Deduction from the selection of the above amount each fortnight from my nominated payment type and pay this amount to **Lawnton State School 555-098-744L for school fees** commencing from the nominated start date.

Australian Privacy legislation protects your personal information. I give permission for Lawnton State School to disclose my information to Services Australia for the purposes of checking my account number, billing number and amount I want to pay, and reconciling my payment Deduction details.

I understand that I can change or cancel my Deduction at any time and further information about Centrepay can be found online at servicesaustralia.gov.au/centrepay.

Signed: _____ Date: _____

