



# MILTON

## State School

### Enrolment Application

Student name: .....

*Please return this completed booklet  
along with:*

Birth Certificate or Passport to be sighted

Proof of residential address (such as electricity or  
phone bill and rates notice or rental agreement)

Copy of Passport / Visa Details if applicable



## Enrolment Agreement – Milton State School

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

### ***Responsibility of student to:***

- attend school on every school day for the educational program in which they are enrolled, 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/expectations as outlined in the school's Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear school's uniform (if applicable)
- respect the school property.

### ***Responsibility of parents to:***

- ensure your child attends school on every school day for the educational program in which they are enrolled
- advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick)
- attend open meetings for parents
- let the school know if there are any problems that may affect your child's ability to learn
- ensure your child completes homework regularly in keeping with the school's homework policy
- treat all school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise principal if your child is in out-of-home care
- keep school informed of any changes to your contact details or your child's details, such as home address, email address and phone number
- ensure the school is aware of any changes to your child's medical details.

### ***Responsibility of school staff to:***

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set high standards in work and behaviour
- clearly articulate the school's expectations regarding the Responsible Behaviour Plan for Students and the Student Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example choir, chess and sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as possible if the school is concerned about the child's school work, behaviour, attendance or punctuality



- notify parents of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with departmental policy, [Customer complaints management](#)
- treat students and parents with respect.
  - Responsible Behaviour Plan for Students
  - Student Dress Code
  - Homework Policy
  - School charges and voluntary contributions
  - [Advice for state schools on acceptable use of ICT facilities and devices](#)
  - Absences
  - School excursions
  - Complaints management
  - Department insurance arrangements and accident cover for students
  - [Obtaining and managing student and individual consent](#)
  - School instructions for school access

I acknowledge:

- That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; 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 Milton State School:

.....

.....

.....

## MILTON STATE SCHOOL



## 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:

- assessing whether your application for enrolment should be approved
- meeting reporting obligations required by law or under Federal – State Government funding arrangements
- administering and planning for providing appropriate education, training and support services to students
- assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- 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*<br>(as per birth certificate)                            |   |   |  |
| Legal given names*<br>(as per birth certificate)                            |   |   |  |
| Preferred family name   |   | Preferred given names   |  |
| Gender*   | <input type="checkbox"/> Male <input type="checkbox"/> Female | Date of birth*  |  |
| Copy of birth certificate available to show school staff*                   | <input type="checkbox"/> Yes <input type="checkbox"/> No      | <p>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.</p> <p>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.</p> <p>For international students approved for enrolment by EQJ, a passport or visa will be acceptable.</p> |  |
| For prospective mature age students, proof of identity supplied and copied* | <input type="checkbox"/> Yes <input type="checkbox"/> No      | <p>Prospective mature age students must provide photographic identification which proves their identity:</p> <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<br><input type="checkbox"/> Yes, other – please specify<br>_____  | <input type="checkbox"/> No, English only<br><input type="checkbox"/> Yes, other – please specify<br>_____  |
| 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<br><input type="checkbox"/> Other (please specify country) _____<br>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<br><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 |
| <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<br><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> <input type="checkbox"/> Yes <input type="checkbox"/> No |
|  | <p>If 'Yes', please nominate the religion:</p>   |
|  |  |

**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? <input type="checkbox"/> Yes <input type="checkbox"/> No (applicant advised in writing)<br><br>If no, indicate reason:<br><input type="checkbox"/> Does not meet School EMP or Enrolment Eligibility Plan requirements<br><input type="checkbox"/> Prospective student is mature age and school is not a mature age state school<br><input type="checkbox"/> Does not meet Prep age eligibility requirement<br><input type="checkbox"/> Prospective student is subject to suspension from a state school at the time of enrolment application<br><input type="checkbox"/> Does not meet requirements for enrolment in a state special school<br><input type="checkbox"/> Does not have an approved flexible arrangement with the school<br><input type="checkbox"/> School does not offer year level prospective student is seeking to be enrolled in<br><input type="checkbox"/> Prospective student has no remaining semester allocation of state education |  |   |  |  |  |   |
| Date enrolment processed   | Year level   | Roll Class   | EQ ID   |  |  |  |   |
| Independent student  | <input type="checkbox"/> Yes <input type="checkbox"/> No   |  | Birth certificate/passport sighted, number recorded and DOB confirmed               |  |  |  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Number: |
| Is the prospective student over 18 years of age at the time of enrolment?            |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |   |  |  |  |   |
| If yes, is the prospective student exempt from the mature age student process?       |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |   |  |  |  |   |
| If no, has the prospective mature age student consented to a criminal history check? |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |   |  |  |  |   |
| School house/team  | Associated unit  |  | EAL/D support   | Yes <input type="checkbox"/> No <input type="checkbox"/> |  |  | <input type="checkbox"/> To be determined                           |
| FTE  | Associated unit  |  | Visa and associated documents sighted   | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |  |   |
| EQI category   |  |  | SV – student visa<br>TV – temporary visa<br>DS – dependent – parent on student visa | EX – exchange student<br>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 - Thalassemia  |
| 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  |

## 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.



# Milton State School

An Independent Public School

Parents/Caregivers will be informed by mobile phone Short Message Service (SMS) each time their child has an unexplained absence.

At Milton State School, student attendance and safety is a high priority. To improve our attendance procedures, we will be advising parents/caregivers about any unexplained absences for their child. The school expects parents/caregivers to contact the school in advance if they know their child is to be absent.

As part of the process of implementing this new system, we require you to nominate one mobile phone number for the school to use for this SMS text message. Please complete the form below nominating your family's mobile phone number.

Thank you for your assistance and co-operation.

Regards,

Paul Zernike  
Principal

.....  
**NAME OF PARENT/CAREGIVER TO RECEIVE SMS NOTIFICATIONS**

**NAME:** \_\_\_\_\_ **MOBILE NO:** \_\_\_\_\_

**CHILD/CHILDREN NAMES**

| SURNAME | GIVEN NAMES | CLASS |
|---------|-------------|-------|
| 1.      |             |       |
| 2.      |             |       |
| 3.      |             |       |
| 4.      |             |       |

**Please tick**

**PERMISSIONS**

I give permission for Milton State School to SMS me any unexplained absences for the above-mentioned students to the number provided.

I DO NOT give permission for Milton State School to SMS me any unexplained absences for the above-mentioned students to the number provided.

T. +61 7 3514 6333  
F. +61 7 3514 6300  
E. [admin@miltonss.eq.edu.au](mailto:admin@miltonss.eq.edu.au)

Bayswater Street, Milton  
Brisbane Qld 4064





# MILTON STATE SCHOOL - CONSENT FORM

## Introduction to the State School Consent Form (attached) for Milton 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* or by law to record, use or disclose the student's personal information or materials without consent (e.g. assessment of student materials does not require further consent).

## Voluntary

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

## Consent may be limited or withdrawn

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

If you wish to limit or withdraw consent please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the school's satisfaction.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of student materials) once published by consent, to be deleted or restricted from use.

The school may take down content that is under its direct control, however, published information and materials cannot be deleted and the school is under no obligation to communicate changes to consent with other entities/third parties.

## Media sources used

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

- School website: <https://miltonss.eq.edu.au>
- Facebook: <https://www.facebook.com/MiltonStateSchool/>
- YouTube: <https://www.youtube.com/channel/UCxJFZV8okfhVcTomDxe46Ww>
- Twitter: <https://twitter.com/MiltonSSchool>
- Other: **QSchools app, MSS Electronic newsletter, promotional material**
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.





### **Duration**

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

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

### **Who to contact**

To return a consent, express a limited consent or withdraw consent please contact:

**Enrolments Officer**

**enrolments@miltonss.eq.edu.au**

**07 3514 6333**

The Enrolment Officer should be contacted if you have any questions regarding consent. Please retain this letter for your records and return the signed consent form.





# State School Consent Form

## 1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- Parent/carer to complete
- Mature/independent students may complete on their own behalf (if under 18 a witness is required).

(a) Full name of individual: .....

(b) Date of birth: .....

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

## 4 TIMEFRAME FOR CONSENT

**School representative to complete.**

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

## 5 LIMITATION OF CONSENT

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





**6 CONSENT AND AGREEMENT**

- ▶ **CONSENTER - I am (tick the applicable box):**
  - parent/carer of the identified person in section 1
  - the identified person in section 1 (if a mature/independent student or employee including volunteers)
  - recognised representative for the Indigenous knowledge or culture expressed by the materials

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

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

Print name of student .....

Print name of consenter .....

Signature or mark of consenter .....

Date .....

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

Date .....

**SPECIAL CIRCUMSTANCES**

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

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

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

Print name of witness .....

Signature of witness .....

Date .....

▶ **Statement by the person taking consent - when it is read**

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

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

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

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

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

Signature of person taking the consent .....

Date .....

**Privacy Notice**

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

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <http://ppr.det.qld.gov.au/> to ensure you have the most current version of this document.



# ICT Acceptable Use Policy

This document defines the Acceptable Use Policy for students accessing the school's ICT network and for students involved in the Milton State School BYOD Program and/or using school-owned devices. Its main purpose is to encourage the mature and responsible use of the facilities available to the students through the provision of clear usage guidelines.

## **Milton State School deems the following to be responsible use and behaviour by a student:**

- assigned class work and assignments set by teachers;
- 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 research for learning and accessing online references such as dictionaries etc;
- communicating or collaborating with other students, teachers, parents/carers or experts in relation to school work;
- using apps to acquire or practise knowledge, skills or concepts

## **Milton State School deems the following to be irresponsible & unacceptable use and behaviour by a student:**

- use the IT resources in an unlawful manner;
- access, download, create, store, display, distribute or publish inappropriate, offensive or dangerous information, images or messages;
- share or post anonymous messages regarding personal or inappropriate information about any member of the school community;
- cyberbully, insult, harass or attack others or use obscene, threatening or abusive language;
- deliberately waste or misuse printing and/or network resources;
- damage or disrupt any equipment, software or system performance.
- use the network for any illegal activity, including plagiarism or violating copyright laws (e.g. use, possession or sharing of illegally downloaded games, music or video content)
- participate in unsupervised internet chat;
- send chain letters or unwanted or spam e-mail (junk mail);
- access 3G/4G/5G networks during school time (including mobile hotspot);
- knowingly download viruses or programs capable of breaching the Department's network security;
- handle or use another student's device without permission or teacher authorisation;
- download any files (including, but not limited to MP3, MP4, MPEG) unless specifically authorised to do so by the teacher;
- carry out any commercial activity;
- use devices or the network for production of advertisement or political lobbying;
- access other computer systems, accounts or unauthorised network drives or files
- access other people's devices without their permission and without them present, or teacher authorisation;
- vandalise or interfere with data or work of other users;
- gain unauthorised access to resources;
- share unauthorised personal information or agree to meet any person met through the internet;
- not reporting unsolicited messages, particularly from unknown persons;
- carry out any unlawful copying of software, music, games or video content. This includes, but is not limited to, sharing such data via USB, CD, Airdrop or email;
- use devices in a manner that is disruptive to learning.



**In addition to this, Milton State School states that:**

- Users are responsible for the security, maintenance and integrity of their individual devices and their network accounts. Students use their MIS details (e.g. jsmit23) to access the school network. Under no circumstances should passwords be divulged to any other user on the system. If users have any reason to suspect that their account security may have been compromised or tampered with, it should be reported immediately to their teacher.
- Accidental damage to a device is the owner's responsibility. Students and their parents/carers will be held responsible for the wilful and deliberate misuse or inappropriate behaviour resulting in damage to another student's device or a school device. In the event of a dispute regarding the cause of damage to a device, the principal will be the arbitrator.
- Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.
- Students must get teacher permission before copying files from another user. Copying another user's files or passwords without their express permission may constitute plagiarism and/or theft.
- The school will educate students regarding cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to behave in line with these safe practices.
- iPads must have a protective case at all times. All devices must be stored safely when not in use.
- All devices must be clearly identified with the student name.
- Devices must have 3G/4G/5G disabled in the school environment if the device has that capability.

# Milton State School

## Student Participation Agreement

### –BYOD and/or school-owned devices



1. I understand that I should **bring my device to school each day, charged and ready to use (if BYOD)**.
2. I will hold the device **with two hands when carrying it** and **I will walk with it at all times**.
3. I will keep **food and drinks away from the device** at school.
4. I will immediately report **any accidents or breakages to my parents/carers and my teachers**.
5. I will use the device only to **support my learning**.
6. I permit school staff to **perform checks** and monitor the device to ensure I am using it appropriately and safely. I understand there will be **consequences for inappropriate use**.
7. I am responsible to ensure the **device is backed up (if BYOD)**.
8. Whilst at school, **I will only connect the device to the Education Queensland network**.
9. I will not access 3G/4G/5G networks at school (including hotspot).
10. I will only **visit websites at school that support my learning**.
11. I will only use apps that are appropriate school apps, as instructed by the teacher.
12. I will not use the device to contact people via messaging apps or email without the approval of the teacher.
13. I will follow safe practices to be **cybersafe** and **cybersmart**.
14. I will demonstrate respect for myself and other members of the school community and the school environment.
15. I will use the device **lawfully** and in accordance with the *Acceptable Use Policy*.
16. I will not use another student's account details or passwords.
17. I will not send inappropriate or unsolicited emails to staff or students.
18. I will **not share account names and/or passwords** with anyone unless requested by school staff.
19. I am **responsible for the safety, security and use** of the device while at school. Classrooms will be locked to store devices during lunch breaks.
20. I understand that if the above conditions are not followed, I will **not be granted permission to use my device** or other school devices for a time period to be determined by the school.
21. I will report any inappropriate online behaviour to my school principal if it involves bullying between students while at school, or involves the use of school ICT resources. I understand that while some online content may be upsetting, if the content does not affect the good order and management of a school, it is unlikely that it will constitute grounds for a school to get involved. If online behaviours negatively impact the good order and management of your school, my principal can take steps under their Responsible Behaviour Plan for Students or Code of School Behaviour.

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

Student Signature: \_\_\_\_\_

Name of Parent/Carer: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_

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



# **MILTON STATE SCHOOL** **INTERNET ACCESS AGREEMENT FORM**

## **Student:**

I understand that the school's ICT network provides me with access to a range of essential learning tools, including the internet. I understand that the internet can connect me to useful information stored on devices around the world.

### **While I have access to the school's ICT network:**

I will only use it for educational purposes

I will not undertake or search for anything that is illegal, inappropriate, dangerous or offensive

I will not share my password or allow others to use my account

I will immediately and quietly inform my teacher of any inappropriate online content, messages or behaviour

I will not share any personal information online – mine or that of others

I will not use the school's ICT network to annoy or offend others

I understand that if the school decides I have broken the rules for using the ICT network, appropriate action will be taken, which may include loss of access to the network for a period of time.

Student's name – please print \_\_\_\_\_

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

Student's signature – if applicable \_\_\_\_\_

## **Parent or Carer:**

I understand that the school provides my child with access to the Department of Education's ICT network (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 on the internet, and although there are filters applied, a small part of that information can be illegal, dangerous and/or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information depends on responsible use by students/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 network.

I believe \_\_\_\_\_ (name of student- please print)  
understands this responsibility and I hereby give my permission for him/her to access and use the school's ICT network (including the internet) under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of access and use of the school's ICT network for a period of time.

Parent/Carer's name – please print \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Carer's signature \_\_\_\_\_