



FRIENDSHIP • PRIDE • RESPECT

# *Application for Student Enrolment*



Queensland  
Government

## 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 Robina 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 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
- 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
- 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
- inform school of student absences and reasons for absences in a timely manner
- treat school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self discipline and self control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise Principal if your student is in the care of the State
- keep school informed of any changes to student's details, such as student's home address and phone number.

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

- design and implement engaging and flexible learning experiences for individuals and groups
- inform parents and carers regularly about how their child is 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
- 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 the highest standards in work and behaviour
- 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 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 Program of Chaplaincy Services, sports programs)
- set, mark 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 in accordance with departmental procedure, Complaints Management – State Schools treat students and parents with respect.

## Enrolment Agreement (continued)

### Mobile phone short messaging system – SMS 4 Schools

Robina State School uses Mobile Phone Short Message Service (SMS) to send text messages to parents notifying unexplained absences. Parents will be informed by SMS each time their child is away from school without a reason. Robina State School expects parents/caregivers to contact the school in advance if they know their child is to be absent. Only one parent/caregiver is able to receive the text message notifying unexplained absences. Identify the name of the parent to be notified and the mobile number to be used:

Parent's name:	
Mobile phone number:	

### Emailing of student report cards

Student Report Cards are emailed to parents. To receive a report card via email you need to have:

- An email address recorded in the Parent Contact details: and
- Receives Correspondence is 'Yes' in Parent/Student Relationship details.

Parents/caregivers need to provide email addresses to receive the Student Report Card. The school will ensure that the 'Yes' tab is checked to Receive Correspondence in Parent/Student Relationship details.

Email Address:	
----------------	--

**I have read and accept the rules and regulations of Robina State School as stated in the school policies that have been provided to me as follows:**

1. Student Resource Scheme
2. Parent notice for Religious Instruction in school hours and department insurance arrangements and accident cover for students
3. Appropriate and safe use of school network, school device and mobile phone contract
4. State Schools Consent Form
5. Third Party Consent Form
6. Student Code of Conduct (refer to Website)
7. Parent and Community Code of Conduct (refer to Parent Handbook)
8. Student Dress Code and Uniform Policy (refer to Parent Handbook)
9. Attendance (refer to Parent Handbook)
10. School Communication, Newsletter and Email Address (refer to Parent Handbook)
11. Complaints management (refer to Parent Handbook)

Student Signature:	
Parent/Carer Signature:	
On behalf of Robina State School:	
Date:	

## Parent Notice for Access to Religious Instruction in School Hours

Religious Instruction (RI) is offered at Robina State School and provided by Combined Christian Ecumenical. Students who do not participate will be provided with 'Other Instructions' is work that relates to part of a subject area already covered in class and may include personal research, wider reading, revision of class work, or online programs (eg. SeeSaw, Showbie, Reading Eggs).

If changes are made to any of the 'RI' programs or to the 'Other Instruction' program, Robina State School will advise parents. The advice you provide on this form will remain operational until you notify the school otherwise in writing.

Do you wish your child to be involved in Religious Instruction provided by Combined Christian Ecumenical?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Religion:		
Signature of the parent or guardian:		
Date		
Name of signing parent or guardian:		

## Accident Insurance Cover for Students

Some school activities and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the department does not have Student Insurance Incident cover for students. If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver. Some incidental medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered through the private health insurance. Any other costs would be borne by the parents. Student Accident Insurance is an insurance policy that pays certain benefits in certain circumstances should your child have an accident.

It is a personal decision for parents as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur. Parents should contact their insurer or an approved Australian insurance broker for more information about student personal accident insurance cover for their child.

**I have read, understood and agree with the above mentioned.**

Signature of the parent or guardian:	
Date:	
Name of signing parent or guardian:	

<http://education.qld.gov.au/parents/school-life/health-wellbeing/accident-insurance-cover.html>

## Appropriate and Safe Use of School Network, School Device and Mobile Phone Contract

At Robina State School,

- We strive to provide students with authentic, valuable learning experiences that help them to become regional and global citizens.
- ICT will be used and monitored to prepare our students to actively and ethically communicate and collaborate in a digital world.
- Students' mobile phone usage during school hours is prohibited.

The aim of this contract is to ensure that students will benefit from learning opportunities offered by the school's internet resources in a safe and productive manner. Internet access and usage at Robina State School is considered a school resource and, as such a privilege.

Before signing this Contract, students and parents/guardians should carefully read the following ICT Policy to ensure that the conditions of use are fully understood and accepted.

### General Use of School Devices

1. I will take care of ICT resources
2. I will keep food and drinks away from school devices
3. I will not damage ICT equipment
4. I will immediately report any accidents or breakages to my parents and teachers
5. I will not use school computers for unapproved games
6. I will not attempt to break copy rights (eg by illegally copying software).

### Content

1. I will use school devices and ICT facilities only to support my school learning program as directed by my teacher whilst at Robina State School. I understand that it is impossible for the school to screen or filter out all material that is inappropriate, offensive or controversial.
2. I permit school staff to perform checks to monitor that I have not installed illegal/unsuitable software applications and content, and to check the websites/apps which I visit and my communication with others. I understand there will be consequences for inappropriate use including, but not limited to, loss of privilege of using devices for a period of time.

### Safety and Security

1. Whilst at school, I will only connect devices to Education Queensland's Managed Internet Service, which is monitored for inappropriate use, content and language.
2. I am not permitted to use any personal network connections on devices while on the school grounds, including installed 4G/5G cards or mobile device hotspots.
3. Whilst at school, I will only access websites and apps that support my learning.
4. I will only use my school email account for emails related to my learning.
5. I will not use social media apps for users aged 13 such as Facebook, Instagram, TikTok, WhatsApp or Snapchat to communicate with students at all. (If I receive any inappropriate emails or social media message at school I will tell my teacher. If I receive any at home, I will tell my guardians.)
6. I will be Cyber Safe and Cyber Smart when using the internet. [Cybersmart.gov.au](http://Cybersmart.gov.au)
7. I will only take photos, on school devices, when instructed by my teacher.
8. For security reasons, I am not to share account names and passwords with anyone unless requested by Robina State School staff when trouble shooting the device.
9. I will not divulge personal information (eg. Name, parent's name, address, phone numbers, photos), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

## Appropriate and Safe Use of School Network, School Device and Mobile Phone Contract (continued)

### Mobiles and Other Communication Devices

1. Mobile phones and other communication devices cannot be used on school grounds. I understand that once I enter school grounds, my mobile phone must be handed to student services before school and collected after 3:00pm.
2. I cannot text, ring or use the internet on a mobile phone or other communication device whilst on school grounds.
3. If I bring a mobile phone or other communication device to school for use before or after school, I understand that I am responsible for the safety of my device.
4. I understand that if I use my mobile phone or other communication device at school there will be consequences for inappropriate use in line with the Student Code of Conduct.
5. I understand the following behaviours are unacceptable.
  - Use of a mobile phone or other communication device in an unlawful manner.
  - To download, distribute or publish offensive messages or pictures.
  - Use of language and/or threats of violence that may amount to bullying and/or harassment, or to insult, harass or attach others by using obscene, racist, derogatory or abusive language.
  - To deliberately waste printing and internet resources or damage computers, printers or equipment.
  - To use social media, online email and internet chat at school (social media apps for children under aged 13, such as Facebook, Instagram, TikTok, WhatsApp or Snapchat cannot be used to communicate with students on devices at school).
  - To knowingly download viruses or any other programs capable of breaching the departments networks security.
  - To use in-phone/device cameras, videos without teacher direction or anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets.
  - To invade someone's privacy by recording personal conversations, taking photographs or daily activities, and/or the further distribution (eg. forwarding, texting, uploading, Bluetooth use ect.) of such material.

### Staff Support

1. Staff will deliver education programs as part of their Student Code of Conduct on how to be Cybersmart and Cybersafe.
2. Teachers will explicitly teach the responsibilities outlined in this contract and develop classroom procedures to support the safe and meaningful use of ICT devices to enhance educational outcomes.

This has been developed to align with Department of Education, Training and Employment's Acceptable use of the Department's Information, Communication and Technology ICT.

## Appropriate and Safe Use of School Network, School Device and Mobile Phone Contract (continued)

### Student Agreement:

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 facilities and/or my devices inside or outside of school hours.

I understand that should the school decide I have broken the rules for using its ICT 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 as deemed by the principal, together with disciplinary action.

I will use school devices safely, responsibly and lawfully and in accordance with the Appropriate and Safe Use of School Network, School Device and Mobile Phone Contract and the school's Student Code of Conduct.

I have read and understood the Robina State School Appropriate and Safe Use of the School Network, School Device and Mobile Phone Contract and I agree to abide by the rules whilst enrolled at Robina State School.

Student's Name:	
Class:	
Student's Signature:	
Date:	

### Parent or Guardian Agreement:

I understand that the school provides my child with access to the school's information and communication technology (ICT) facilities and devices (including the internet) for the purposes of engaging in purposeful, educational learning experiences.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information depends upon responsible use by my child as well as responsible supervision by myself. I believe that my child understands this responsibility and I hereby give my permission for him/her to access and use the school's ICT facilities, networks and devices.

I understand that where my child engages in inappropriate online behaviours that negatively impact on the good order and management of the school, then disciplinary action, in line with the school's Student Code of Conduct, may be commenced at the discretion of the principal.

I acknowledge and accept that the school does not accept liability for any loss or damage suffered to a personal device.

By signing this document, I acknowledge that I have read and understood the Robina State School Appropriate and Safe use of the School Network, School Device and Mobile Phone Contract, and I agree to its conditions.

I understand that this contract has been developed to align with the Department of Education, Training and Employment's Acceptable use of the Department's Information, Communication and Technology (ICT) Network and Systems Policy. I acknowledge having received a copy of this document.

Parent Name:	
Parent Signature:	
Date:	

## State School Consent including School Photo Day Consent

### Introduction to the State School Consent Form for Robina 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.

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://robinass.eq.edu.au>
- Other:
  - Audiri Communication App
- 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 consent, express a limited consent, or withdraw consent please contact **Dani Radley, Principal** using email address [office@robinass.eq.edu.au](mailto:office@robinass.eq.edu.au) or phone number **5562 4111**.

**Dani Radley** should be contacted if you have any questions regarding consent.

## State School Consent Form

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

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

Full name of individual:	
Date of birth:	
Name of school:	<b>Robina State School</b>
Name to be used in association with the person's personal information and material :	
<input type="checkbox"/> Full Name <input type="checkbox"/> First Name <input type="checkbox"/> No Name <input type="checkbox"/> Other Name	
If other name, please provide the name to be used:	

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

For school photos Full Name will be used unless a limitation is given in Section 5 below.

### 2. PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

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

Materials created by the person in section 1:

- Sound recording, artistic work, written work, video or image, software, music score, dramatic work

### 3. APPROVED PURPOSE

If consent is given in section 6 of the form:

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

**4. TIMEFRAME FOR CONSENT**

- Timeframe of consent: **duration of enrolment.**

**5. LIMITATION OF CONSENT**

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

**6. CONSENT AND AGREEMENT**

School name:	<b>Robina State School</b>
Form due date:	
CONSENTER - I am:	
<input type="checkbox"/> <b>parent/carer of the identified person in section 1</b> <input type="checkbox"/> <b>the identified person in section 1 (if a mature/independent student)</b> <input type="checkbox"/> <b>recognised representative for the Indigenous knowledge or culture expressed by the materials</b>	

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:	
Date:	

**Privacy Notice**

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the student's personal information. The information will be used and disclosed by authorised school employees for the purposes outlined on the form.

Student personal information collected on this form may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.

**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 the 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:	

## Online Services Consent Form

### Introduction to the Online Services Consent Form for Robina State School

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

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

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

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

#### **About the online services**

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

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

#### **Student information**

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

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

#### **Student works**

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

#### **Parent information**

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

### Purpose of the consent

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

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

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

## Voluntary consent provision

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

## Consent may be limited or withdrawn

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

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

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

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

## Duration of consent

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

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

## Who to contact

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact **Patrick Muller, School Technical Officer** using email address [office@robinass.eq.edu.au](mailto:office@robinass.eq.edu.au) or phone number **5562 4111**.

### Privacy Notice

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

### This form is to be completed by:

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

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

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

a) Full name of student:	
--------------------------	--

### 2. INFORMATION COVERED BY THIS CONSENT FORM

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

- Student name (first name and/or last name)
- Sex/Gender
- Date of Birth, age, year of birth
- **AND** the following school-based information (generally, non-identifying attributes\*):
- Student school username
- Student school email
- Student ID number
- School
- Year Group
- Class
- Teacher
- Country

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

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

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

### 3. APPROVED PURPOSE

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

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

### 4. TIMEFRAME FOR CONSENT

The consent granted by this form is valid until \_\_\_\_\_ .Consent is obtained upon enrolment and renewed when students move into a new phase of learning (i.e. Years P-3, 4-6, 7-10 and 11-12).

## 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.

### Seesaw

**Data hosting:** Offshore  
**URL:** <https://app.seesaw.me/>  
**Purpose of use:** A digital portfolio platform that enables students to create, reflect on, and share their learning process in conjunction with teachers and family members. Teachers can share photos, videos, links and files in private messages to family members or announcements to the whole class.  
**Terms of use:** <https://seesaw.com/terms-of-service/>  
**Privacy policy:** <https://seesaw.com/privacy-policy/>

Additional consent is being sought for the following reasons (as per Section 2b):

- Student image, video, and/or recording are: **stored and published**
- Student works are: **stored and published**
- The following additional student personal information is disclosed: **First name or Initial\*; Surname or Initial\*; Records of behaviour incidents\*; Behavioural observations/notes\* Well-being information\***

Please answer:  I give consent  I do not give consent

### Soundwaves Online

**Data hosting:** Onshore  
**URL:** <https://online.fireflyeducation.com.au/services/login>  
**Purpose of use:** Teaching and learning materials for mathematics, spelling and literacy for staff and student use.  
**Terms of use:** <https://www.fireflyeducation.com.au/company/terms>  
**Privacy policy:** <https://www.fireflyeducation.com.au/company/privacy>

Additional consent is being sought for the following reasons (as per Section 2b):

- The following additional student personal information is disclosed: **First name; Academic testing**
- The following parent personal information is disclosed: **not applicable**

Please answer:  I give consent  I do not give consent

### Maths Trek

**Data hosting:** Onshore  
**URL:** <https://online.fireflyeducation.com.au/services/login>  
**Purpose of use:** Teaching and learning materials for mathematics, spelling and literacy for staff and student use.  
**Terms of use:** <https://www.fireflyeducation.com.au/company/terms>  
**Privacy policy:** <https://www.fireflyeducation.com.au/company/privacy>

Additional consent is being sought for the following reasons (as per Section 2b):

- The following additional student personal information is disclosed: **First name; Academic testing**

Please answer:  I give consent  I do not give consent

## Think Mentals

- Data hosting:** Onshore
- URL:** <https://www.fireflyeducation.com.au/series/thinkmentals/features>
- Purpose of use:** Think Mentals digital classroom provides online Mathematics activities and resources to develop students' mental computation skills.
- Terms of use:** <https://www.fireflyeducation.com.au/company/terms>
- Privacy policy:** <https://www.fireflyeducation.com.au/company/privacy>

Additional consent is being sought for the following reasons (as per Section 2b):

- The following additional student personal information is disclosed: **First name; surname**

Please answer:  I give consent  I do not give consent

## Online Assessment and Reporting Service - OARS

- Data hosting:** Onshore
- URL:** <https://oars.acer.edu.au/>
- Purpose of use:** ACER Online Assessment and Reporting Platform (OARS) provides a suite of educational assessment and reporting tools for schools.
- Terms of use:** <https://oars.acer.edu.au/terms-conditions>
- Privacy policy:** <https://www.acer.org/privacy>

Additional consent is being sought for the following reasons (as per Section 2b):

- Student image, video, and/or recording are: **stored and published**
- Student works are: **stored and published**
- The following additional student personal information is disclosed: **First name; Surname; gender; Date of birth; well-being information**

Please answer:  I give consent  I do not give consent

## Audiri

- Data hosting:** Offshore
- URL:** <https://console.audiri.com.au/>
- Purpose of use:** A school messaging platform that features notifications, newsletters, absentee and permission forms, payments, calendaring and events, and file sharing.
- Terms of use:** <https://audiri.com.au/terms/>
- Privacy policy:** <https://audiri.com.au/privacy/>

Additional consent is being sought for the following reasons (as per Section 2b):

- Student image, video, and/or recording are: **stored and published publicly**
- Student works are: **stored and published publicly**
- The following additional student personal information is disclosed: **First name; Surname; Date of birth**
- The following parent personal information is disclosed: **First name; Surname; email address**
- Student information is able to be viewed by the public
- Parent information is able to be viewed by the public

Please answer:  I give consent  I do not give consent

## Typing.com

**Data hosting:** Offshore  
**URL:** <https://www.typing.com/>  
**Purpose of use:** Typing.com is an online typing tutor that offers digital literacy lessons, career and technical education (CTE) lessons, computer applications, and resources for teachers and students.  
**Terms of use:** <https://www.typing.com/termservice>  
**Privacy policy:** <https://www.typing.com/privacypolicy>  
Please answer:  I give consent  I do not give consent

## SmartMusic

**Data hosting:** Offshore  
**URL:** <https://auth.smartmusic.com/identity/Account/Login>  
**Purpose of use:** SmartMusic is a web-based suite of music education tools that allows for interactive engagement from teachers and students. Teachers can set and monitor music assignments, exercises and student practice activities. Students can practice their tasks with immediate feedback and record sessions to submit for assessment.  
**Terms of use:** <https://terms.makemusic.com/>  
**Privacy policy:** <https://wpmedia.makemusic.com/makemusic-cloud-privacy>  
Additional consent is being sought for the following reasons (as per Section 2b):

- Student image, video, and/or recording are: **stored and published**
- Student works are: **stored and published**
- The following additional student personal information is disclosed: **First name; Surname; video or audio recording; works; academic testing; consent; responses - online learning**

Please answer:  I give consent  I do not give consent

## Showbie

**Data hosting:** Offshore  
**URL:** <https://www.showbie.com/>  
**Purpose of use:** Showbie is a learning management system and classroom workflow application. This service provides file sharing and collaboration features with assessment, communication and sharing tools for use within a classroom community.  
\*NOTE: The assessment of this service does not include new Video Chat functionality.  
**Terms of use:** <https://www.showbie.com/terms/>  
**Privacy policy:** <https://www.showbie.com/privacy/>  
Additional consent is being sought for the following reasons (as per Section 2b):

- Student image, video, and/or recording are: **stored and published**
- Student works are: **stored and published**
- The following additional student personal information is disclosed: **First name; Surname; Image; Video/Audio; Works; Academic testing**
- The following parent personal information is disclosed: **First name; Surname; email address**

Please answer:  I give consent  I do not give consent

## Reading Eggs

**Data hosting:** Offshore  
**URL:** <https://readingeggs.com.au/>  
**Purpose of use:** Reading Eggs is an online phonics-based letters and sounds reading program for early childhood.  
**Terms of use:** <https://readingeggs.com.au/terms/>  
**Privacy policy:** <https://www.3plearning.com/privacy/>

Additional consent is being sought for the following reasons (as per Section 2b):

- Student image, video, and/or recording are: **stored**
- Student works are: **stored**
- The following additional student personal information is disclosed: **First name; Surname; Audio recording\* (Optional)**

Please answer:  I give consent  I do not give consent

## Mathseeds

**Data hosting:** Offshore  
**URL:** <https://mathseeds.com.au/>  
**Purpose of use:** Mathseeds is an online maths program for early childhood with interactive lessons that teach foundational maths and problem-solving skills.  
**Terms of use:** <https://readingeggs.com.au/terms/>  
**Privacy policy:** <https://readingeggs.com.au/privacy/>

Additional consent is being sought for the following reasons (as per Section 2b):

- Student image, video, and/or recording are: **stored**
- Student works are: **stored**
- The following additional student personal information is disclosed: **First name; Surname**

Please answer:  I give consent  I do not give consent

## Makers Empire

**Data hosting:** Offshore  
**URL:** <https://www.makersempire.com/>  
**Purpose of use:** 3D design and printing software for primary and middle schools featuring Makers Empire 3D design software app and Makers Empire online Teacher Dashboard and professional development.  
**Terms of use:** <https://www.makersempire.com/legal-privacy/>  
**Privacy policy:** <https://www.makersempire.com/legal-privacy/>

Additional consent is being sought for the following reasons (as per Section 2b):

- Student image, video, and/or recording are: **stored**
- Student works are: **stored and published publicly**
- The following additional student personal information is disclosed: **First name \*use de-identified information; Surname; Works**
- Student information is able to be viewed by the public

Please answer:  I give consent  I do not give consent

## eSmart Digital Licence Plus

**Data hosting:** Offshore  
**URL:** <https://www.alannahandmadeline.org.au/what-we-do/prevention-programs/esmart/esmart-digital-licence>  
**Purpose of use:** eSmart Digital Licence+ provides learning tools to help learners aged 10-14 build online-safety skills and digital emotional intelligence.  
**Terms of use:** <https://portal.digitallicenceplus.org/account/register>  
**Privacy policy:** <https://www.alannahandmadeline.org.au/privacy-policy>

Additional consent is being sought for the following reasons (as per Section 2b):

- Student works are: **stored and published**
- The following additional student personal information is disclosed: **First name; Surname**

Please answer:  I give consent  I do not give consent

### 6. CONSENT AND AGREEMENT

School name:	<b>Robina State School</b>
Form due date:	
Person giving consent - I am:	
<input type="checkbox"/> <b>Parent/carer of the person identified in Section 1</b> <input type="checkbox"/> <b>The person identified in Section 1 (if student is over 18 years or has independent status)</b>	
<input type="checkbox"/> I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent for the information outlined in Section 2 and any additional consent requirements outlined in Section 5 to be disclosed to the online services in accordance with the purpose outlined in Section 3 and for the timeframe specified in Section 4.	
Print name of student:	
Print name of consenter:	
Signature or mark of consenter:	
Date:	
Signature or mark of student*:	
Date:	

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

**SPECIAL CIRCUMSTANCES**

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

1. required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent **and/or**:
  2. when the person giving consent is an independent student under the age of 18.
- **WITNESS - for consent from an independent student or where the explanatory letter and the form were read**

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

Print name of witness:	
Signature of witness:	
Date:	

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

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

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

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

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

Print name and role of person taking the consent:	
Signature of person taking the consent:	
Date:	

## Parent / Carer Enrolment Checklist

Student Name:	
---------------	--

The checklist below allows a smooth enrolment application process. Please ✓ to ensure you have included the following documents with your Application for Enrolment into Robina State School. Please ensure you bring originals of ALL Documents required and our office will copy any necessary documents for school records. Please ensure all appropriate forms are FULLY COMPLETED before returning to the school for processing or this may delay your application process.

<input type="checkbox"/>	Application for Student Enrolment Form
<input type="checkbox"/>	Student Resource Scheme
<input type="checkbox"/>	Medical Documentation (if applicable) ie. Asthma Action Plan
<input type="checkbox"/>	Student's Birth Certificate (original to be sighted)
<input type="checkbox"/>	Travel Visa Documentation (if applicable), including student and parent passports
<input type="checkbox"/>	Copies of Child's Original Report Cards for previous two semesters (Not applicable for Prep enrolments)
<input type="checkbox"/>	Copies of latest NAPLAN Report (not applicable for Prep, Year 1 and Year 2 enrolments)

## Proof of Residential Address

Living IN CATCHMENT	
<input type="checkbox"/>	<b>Home Owner:</b>
<input type="checkbox"/>	Signed, unconditional sale agreement <b>or</b>
<input type="checkbox"/>	Current Gold Coast City Council rates notice; <b>and</b>
<input type="checkbox"/>	Current account for supply of domestic electricity <b>or</b>
<input type="checkbox"/>	One other document verifying current address
<input type="checkbox"/>	<b>Lease Holder:</b>
<input type="checkbox"/>	Current long-term Rental Agreement stamped and signed by real estate agency; <b>and</b>
<input type="checkbox"/>	Original receipt from The Residential Tenancies Authority (RTA) for lodgment of the rental bond; <b>and</b>
<input type="checkbox"/>	Current account for supply of domestic electricity

Living OUT OF CATCHMENT	
<input type="checkbox"/>	<b>Home Owner:</b>
<input type="checkbox"/>	Current Council rates notice; <b>and</b>
<input type="checkbox"/>	Current account for supply of domestic electricity; <b>and</b>
<input type="checkbox"/>	A letter to the Principal (outlining why you need/want to enrol outside your catchment area)
<input type="checkbox"/>	<b>Lease Holder:</b>
<input type="checkbox"/>	Current Rental Agreement stamped and signed by real estate agency; <b>and</b>
<input type="checkbox"/>	Current account for supply of domestic electricity <b>and</b>
<input type="checkbox"/>	A letter to the Principal (outlining why you need/want to enrol outside your catchment area)

A statutory declaration and or further documents may be required: In instances where the required documentation is not able to be provided, the enrolment officer will advise the school's requirements, taking into account individual circumstances.