

# Taabinga State School

2 – 8 Rae Street

Kingaroy QLD 4610

Phone: 4164 9111 Email: [admin@taabingass.eq.edu.au](mailto:admin@taabingass.eq.edu.au)

## Enrolment Agreement – Taabinga State School

Name of student: \_\_\_\_\_

Student's preferred name: \_\_\_\_\_

Year: \_\_\_\_\_ Teacher: \_\_\_\_\_

Parent/Carer consents to receiving SMS messages:

Parent 1: Yes/No \_\_\_\_\_ Parent 2: Yes/No \_\_\_\_\_

Siblings: \_\_\_\_\_

Court Orders: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## Enrolment Agreement – Taabinga 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 Taabinga 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 Student Code of Conduct, 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/carers 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/carers
  - 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.
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# Taabinga State School

2 – 8 Rae Street

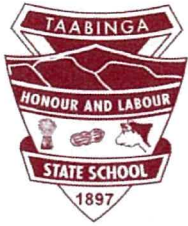
Kingaroy QLD 4610

Phone: 4164 9111 Email: [admin@taabingass.eq.edu.au](mailto:admin@taabingass.eq.edu.au)

## **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 Student Code of Conduct 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 Program of Chaplaincy Services, 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/carers of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents/carers 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
- treat students and parents/carers with respect.

- Student Code of Conduct (available school website)
  - Student Dress Code
  - Parent and Community Code of Conduct
  - Homework Policy
  - School charges and voluntary contributions
  - Advice for state schools on acceptable use of ICT facilities and devices
  - Absences
  - School excursions
  - Complaints management
  - Religious instruction policy statement
  - Chaplaincy and student welfare worker services – policy statement
  - Department insurance arrangements and accident cover for students
  - Obtaining and managing student and individual consent
  - School instructions for school access
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# Taabinga State School

2 – 8 Rae Street

Kingaroy QLD 4610

Phone: 4164 9111 Email: [admin@taabingass.eq.edu.au](mailto:admin@taabingass.eq.edu.au)

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.

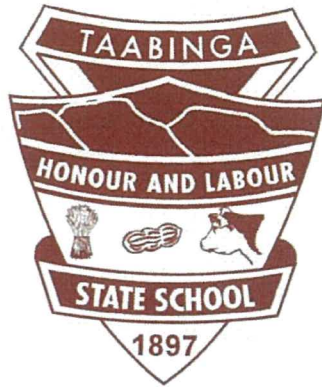
Student Signature: \_\_\_\_\_

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

On behalf of Taabinga State School: \_\_\_\_\_

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## **Introduction to the State School Consent Form (attached) for Taabinga 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://taabingass.eq.edu.au/>
- Facebook: <https://www.facebook.com/TaabingaStateSchool>
- Other:
- 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 **Taabinga State School office on 4164 9111 or [admin@taabingass.eq.edu.au](mailto:admin@taabingass.eq.edu.au)**.

**The Principal** 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).

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

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

(c) Name of school: .....

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

Full Name  First Name  No Name  Other Name .....

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

\*\* 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

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

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

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

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

## 3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

**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. 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.



## School-specific ICT responsible use procedure

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

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

### ***Purpose statement***

- Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs.
- Schools are constantly exploring new and innovative ways to incorporate safe and secure ICT use into the educational program.
- School students, only with the approval of the principal, may be permitted limited connection of personally-owned mobile devices to the department's network, where this benefits the student's educational program.

### ***Authorisation and controls***

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

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

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

### ***Responsibilities for using the school's ICT facilities and devices***

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the [Student Code of Conduct](#).
- Students are to be aware of occupational health and safety issues when using computers and other learning devices.
- Parents/guardians are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
- Parents/guardians are responsible for appropriate internet use by students outside the school environment when using a school-owned or school-provided mobile device.
- The school will [educate students](#) (DoE employees only) regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to adopt these safe practices.
- Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so that it cannot be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).
- Students cannot use another student's or staff member's username or password to access the school network. This includes not browsing or accessing another person's files, home or local drive, email or accessing unauthorised network drives or systems. Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

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

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

- Prior to using any personally-owned mobile device, students must seek approval from the school principal to ensure it reflects the department's security requirements.
- Students are responsible for the security, integrity, insurance and maintenance of their personal mobile devices and their private network accounts.
- Where possible, appropriate anti-virus software has been installed and is being managed.
- Students must follow any advice provided on best security requirements e.g. password protection (see [iSecurity](#) (DoE employees only) website for details).
- Students and parents are to employ caution with the use of personal mobile devices particularly as these devices can store significant numbers of files some of which may be unacceptable at school e.g. games and 'exe' files. An 'exe' file ends with the extension '.exe' otherwise known as an executable file. These files can install undesirable, inappropriate or malicious software or programs.
- Any inappropriate material or unlicensed software must be removed from personal mobile devices before bringing the devices to school and such material is not to be shared with other students.
- Unacceptable use will lead to the mobile device being [confiscated](#) by school employees, with its collection/return to occur at the end of the school day where the mobile device is not required for further investigation.

### ***Acceptable/appropriate use/behaviour by a student***

It is acceptable for students while at school to:

- use mobile devices for:
  - assigned class work and assignments set by teachers
  - developing appropriate literacy, communication and information skills
  - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
  - conducting general research for school activities and projects
  - communicating or collaborating with other students, teachers, their parents or experts in relation to school work
  - accessing online references such as dictionaries, encyclopaedias, etc.
  - researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using a mobile device
- switch off and place out of sight the mobile device during classes, when these devices are not being used in a teacher-directed activity to enhance learning
- use their personal mobile device for private use before or after school, or during recess and lunch breaks, in accordance with [Student Code of Conduct](#)
- seek teacher's approval where they wish to use a mobile device under special circumstances.

### ***Unacceptable/inappropriate use/behaviour by a student***

It is unacceptable for students while at school to:

- use a mobile device in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or stalking

- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions regarding the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- share their own or others' personal information and/or images which could result in risk to themselves or another person's safety
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-phone cameras inappropriately, such as in change rooms or toilets
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use the mobile phone (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use mobile devices at exams or during class assessment unless expressly permitted by school employees.

### ***Sign-off***

The sign-off process for school students and their parents/guardians should occur on enrolment and annually. The following is a suggested format, with the signature block to be placed at the end of the agreement.

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

### ***Student:***

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

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

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

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

When using email or the internet I will not:

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

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT services, facilities and devices inside or outside of school hours.

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

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

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

Student's name \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

## Parent or Guardian:

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

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

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

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

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

I believe \_\_\_\_\_ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT services, facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the [Student Code of Conduct](#). This may include loss of access and usage of the school's ICT services, facilities and devices for some time.

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

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

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

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

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

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

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

Note: The [Australian Mobile Telecommunications Association](#) has published materials which may be of use to schools.



## Introduction to the Online Services Consent Form for Taabinga 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 **school office Phone: 4164 9111 or email: [admin@taabingass.eq.edu.au](mailto:admin@taabingass.eq.edu.au)**.



## Third Party Consent Forms

At Taabinga State School teachers make decisions about the best technology to meet the needs of our students. It is beneficial for students to utilise services provided by third party web-based providers.

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

- Student Name
- Student ID
- Age
- Year group
- Class Teacher and/or
- Student email

In order to continue to use these online services at Taabinga we will need your permission for the registration and use of these sites for your child to use.

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

Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student's information, please feel free to contact the school to discuss further.

### Below are the third-party web-based service providers

<p><b>Service Name:</b> Reading Eggs  <b>URL:</b> <a href="https://readingeggs.com.au">https://readingeggs.com.au</a>  <b>Data Hosting:</b> Offshore (outside of Australia)  <b>Purpose of use:</b> Reading Eggs is an early childhood online literacy and numeracy education program.  <b>Terms of use:</b> <a href="https://readingeggs.com.au/terms">https://readingeggs.com.au/terms</a>  <b>Privacy policy:</b> <a href="https://readingeggs.com.au/privacy/">https://readingeggs.com.au/privacy/</a></p>	<p><b>Service Name:</b> SeeSaw  <b>URL:</b> <a href="https://seesaw.com/all-in-one-platform">https://seesaw.com/all-in-one-platform</a>  <b>Data Hosting:</b> Offshore (outside of Australia)  <b>Purpose of use:</b> Communication between teachers and parents  <b>Terms of use:</b> <a href="https://seesaw.com/privacy-security/">https://seesaw.com/privacy-security/</a>  <b>Privacy policy:</b> <a href="https://seesaw.com/privacy-security/">https://seesaw.com/privacy-security/</a></p>
<p><b>Service Name:</b> Osmo  <b>URL:</b> <a href="https://www.playosmo.com/en-AU/">https://www.playosmo.com/en-AU/</a>  <b>Data Hosting:</b> Offshore (outside of Australia)  <b>Purpose of use:</b> Maths  <b>Terms of use:</b> <a href="https://www.playosmo.com/en-AU/terms/">https://www.playosmo.com/en-AU/terms/</a>  <b>Privacy policy:</b> <a href="https://www.playosmo.com/en-AU/privacy-policy">https://www.playosmo.com/en-AU/privacy-policy</a></p>	<p><b>Service Name:</b> Eggy Words  <b>URL:</b> <a href="https://readingeggs.com.au/apps/eggy-words/">https://readingeggs.com.au/apps/eggy-words/</a>  <b>Data Hosting:</b> Offshore (outside of Australia)  <b>Purpose of use:</b> Sight Words  <b>Terms of use:</b> <a href="https://readingeggs.com.au/terms/">https://readingeggs.com.au/terms/</a>  <b>Privacy policy:</b> <a href="https://readingeggs.com.au/privacy">https://readingeggs.com.au/privacy</a></p>
<p><b>Service Name:</b> Brain Pop  <b>URL:</b> <a href="https://www.brainpop.com/">https://www.brainpop.com/</a>  <b>Data Hosting:</b> Offshore (outside of Australia)  <b>Purpose of use:</b> Educational animated movies  <b>Terms of use:</b> <a href="https://brainpop.com/about/terms">https://brainpop.com/about/terms</a>  <b>Privacy policy:</b> <a href="https://www.brainpop.com/about/privacy_policy">https://www.brainpop.com/about/privacy_policy</a></p>	<p><b>Service Name:</b> Kana  <b>URL:</b> <a href="https://getkana.com/">https://getkana.com/</a>  <b>Data Hosting:</b> Offshore (outside of Australia)  <b>Purpose of use:</b> Japanese  <b>Terms of use:</b> <a href="https://romainpellen.github.io/app/kana/terms">https://romainpellen.github.io/app/kana/terms</a>  <b>Privacy policy:</b> <a href="https://romainpellen.github.io/app/kana/legal/privacy.html">https://romainpellen.github.io/app/kana/legal/privacy.html</a></p>
<p><b>Service Name:</b> Book Creator  <b>URL:</b> <a href="https://bookcreator.com/">https://bookcreator.com/</a></p>	<p><b>Service Name:</b> Inquisitive  <b>URL:</b> <a href="https://www.inquisitive.com/au">https://www.inquisitive.com/au</a></p>

<p><b>Data Hosting:</b> Offshore (outside of Australia)  <b>Purpose of use:</b> Book Creator &amp; publisher.  <b>Terms of use:</b> <a href="https://bookcreator.com/privacy-policy/terms-of-service/">https://bookcreator.com/privacy-policy/terms-of-service/</a>  <b>Privacy policy:</b> <a href="https://bookcreator.com/privacy-policy/pp-row">https://bookcreator.com/privacy-policy/pp-row</a></p>	<p><b>Data Hosting:</b> Australia  <b>Purpose of use:</b> Inquisitive provides schools with high quality lessons, curriculum resources, planning and assessments  <b>Terms of use:</b> <a href="https://www.inquisitive.com/au/terms">https://www.inquisitive.com/au/terms</a>  <b>Privacy policy:</b> <a href="https://www.inquisitive.com/au/privacy">https://www.inquisitive.com/au/privacy</a></p>
<p><b>Service Name:</b> Canva  <b>URL:</b> <a href="https://www.canva.com/policies/privacy-policy/">https://www.canva.com/policies/privacy-policy/</a>  <b>Data Hosting:</b> Offshore (outside of Australia)  <b>Purpose of use:</b> Design &amp; Publication  <b>Terms of use:</b> <a href="https://www.canva.com/policies/terms-of-use/">https://www.canva.com/policies/terms-of-use/</a>  <b>Privacy policy:</b> <a href="https://www.canva.com/policies/privacy-policy">https://www.canva.com/policies/privacy-policy</a></p>	<p><b>Service Name:</b> Dibels  <b>URL:</b> <a href="https://dibels.amplify.com/">https://dibels.amplify.com/</a>  <b>Data Hosting:</b> Offshore (outside of Australia)  <b>Purpose of use:</b> Data Entry and Reporting System for the DIBELS Assessment  <b>Terms of use:</b> <a href="https://www.canva.com/policies/terms-of-use/">https://www.canva.com/policies/terms-of-use/</a>  <b>Privacy policy:</b> <a href="https://amplify.com/customer-privacy">https://amplify.com/customer-privacy</a></p>
<p><b>Service Name:</b> PLD Literacy  <b>URL:</b> <a href="https://pld-literacy.org/">https://pld-literacy.org/</a>  <b>Data Hosting:</b> Offshore (outside of Australia)  <b>Purpose of use:</b> Literacy  <b>Terms of use:</b> <a href="https://pld-literacy.org/help-pages/terms-and-conditions/">https://pld-literacy.org/help-pages/terms-and-conditions/</a>  <b>Privacy policy:</b> <a href="https://pld-literacy.org/help-pages/privacy-policy">https://pld-literacy.org/help-pages/privacy-policy</a></p>	<p><b>URL:</b> <a href="https://sway.cloud.microsoft/">https://sway.cloud.microsoft/</a>  <b>Data Hosting:</b> Offshore (outside of Australia)  <b>Purpose of use:</b> Newsletter  <b>Terms of use:</b> <a href="https://www.microsoft.com/en-us/legal/terms-of-use">https://www.microsoft.com/en-us/legal/terms-of-use</a>  <b>Privacy policy:</b> <a href="https://www.microsoft.com/en-gb/privacy/privacystatement">https://www.microsoft.com/en-gb/privacy/privacystatement</a></p>

App / Program	Consent/ Do Not Consent
SeeSaw	Consent / Do Not Consent
Osmo	Consent / Do Not Consent
Eggy Words	Consent / Do Not Consent
Brain Pop	Consent / Do Not Consent
Kana	Consent / Do Not Consent
Book Creator	Consent / Do Not Consent
Inquisitive	Consent / Do Not Consent
Canva	Consent / Do Not Consent
Dibels	Consent / Do Not Consent
PLD Literacy	Consent / Do Not Consent
Microsoft Sway	Consent / Do Not Consent

As a parent or guardian of this student, I have read the terms of use and privacy policy of each of the websites listed. I understand that my student's personal information will be provided to these third-party software providers for the purpose of my student's registration and use of the software programs and that this information may be stored outside of Australia.

**Student Name:** \_\_\_\_\_ **Year** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_