



TAABINGA STATE SCHOOL

Enrolment Agreement

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: _____

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.

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 on school website)
- ☐ Student Dress Code (Student Information Booklet)
- ☐ Parent and Community Code of Conduct
- ☐ Homework Policy (School Information Booklet)
- ☐ Advice for state schools on acceptable use of ICT facilities and devices
- ☐ Absences (School Information Booklet)
- ☐ Complaints management (Student Information Booklet)
- ☐ Religious instruction policy statement
- ☐ Department insurance arrangements and accident cover for students
- ☐ Obtaining and managing student and individual consent

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:



Information Communication and Technology (ICT) Policy and Internet Use Agreement

Purpose statement

Information and communication technology (ICT), including access to digital devices and resources 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. Subject to principal approval, a school student may be permitted limited connection of privately-owned mobile devices to the department's network, where this benefits the student's educational program.

Authorisation and controls

The principal has the authority 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 (department) 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 compliance with state and departmental policy.

The department may conduct security audits, scans, and restrict or deny access to the department's network by any privately-owned 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](#), this includes avoiding plagiarism or sharing personal information.
- Students and parents/carers are to be aware of occupational health and safety issues when using computers and other learning devices.
- Parents/carers are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
- Parents/carers are responsible for appropriate use of technology by students outside the school environment when using a school-owned or school-provided mobile device.
- The school will educate students regarding cyber bullying, safe technology practices including suspicious emails and phishing, plagiarism, ethical scholarship 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 username and password. The [password](#) (DoE employees only) must be difficult enough so that it cannot be guessed by other users and is to be kept private by the student and not disclosed to other individuals (for example 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, local drive, email or accessing unauthorised network drives or systems. Students should not disclose personal information (for example name, parent/carer's name, address, phone numbers), via the internet, email or genAI application, 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

Acceptable/appropriate use/behaviour by a student

It is acceptable for students while at school to:

- use mobile devices (excluding privately-owned 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/carers or experts in relation to schoolwork
 - accessing online references such as dictionaries, encyclopedias, and so forth
 - researching and learning through the department's online learning environment
- behave in accordance with the [Student Code of Conduct](#) when using a mobile device
- use their privately-owned mobile device for personal use outside of school hours, as defined by the school, in accordance with [Student Code of Conduct](#)
- seek principal'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 online email, internet chat, genAI applications or social media
- send chain letters or spam email (junk mail)
- share their own or others' personal information and/or images without their consent
- knowingly download viruses or any other programs capable of breaching the department's network security
- use cameras (in phone, tablets or laptops) inappropriately, such as in changing rooms or toilets
- invade a person's privacy by recording personal conversations or daily activities and/or the further distribution (for example forwarding, texting, uploading to an application or other site, Bluetooth use and so forth) of such material without the person's consent
- use of any device (mobile phones, tablets, laptops or devices with Bluetooth functionality) to cheat or plagiarise during exams or assessments
- use any devices during exams or assessment unless expressly permitted by school employees.

Student:

I understand that the school's information and communication technology (ICT) services, facilities and devices provide me with access to a range of learning tools, including access to the internet. I understand that the internet can connect me to 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
- not create content or look for anything that is illegal, dangerous or offensive
- not reveal my password or allow anyone else to use my school account.

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

If I receive any inappropriate content at school, I will tell my teacher. If I receive any at home, I will tell my parents/carers.

When using email or the internet I will not:

- reveal my own or anyone else's names, home addresses or phone numbers
- use the school's ICT services, facilities or devices (including the internet) to commit an offence or breach the [Student Code of Conduct](#).

I understand that my online behaviour may impact other students, teachers, school and community members 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, action will be taken based on 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 the above rules/the procedure/policy/statement/guideline.

Please note: Children under the age of 10 years old inclusively are exempt from signing the student section below.

Student Name:	Student Signature:
Date:	

Parent or Carer:

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. Regarding 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 information can be illegal, dangerous or offensive.

I accept that, while teachers will exercise their duty of care, protection against exposure to harmful information must depend upon responsible use by my child. I will ensure that my child understands and adheres to the school's [Student Code of Conduct](#) and will not engage in inappropriate use of the school's ICT services, facilities and devices. I will advise the school as soon as practicable if any inappropriate conduct is observed or material is received by my child that may have been shared 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 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 is a result of the school or departmental negligence.

I acknowledge that _____ (full name of student) understands this responsibility, and I hereby give my permission for _____ (first name of student) to access and use the school's ICT services, facilities and devices (including the internet) under the school rules. I understand that when 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/Caregiver Name:	Parent/Caregiver Signature:
Date:	