

Charters Towers State High School

Developing the individual in a caring environment



SCHOOL EXPECTATIONS: *I am Safe; I am a Learner; I am Respectful*

Confidential

Application for Student Enrolment 2016

- ***Years 10, 11 and 12:***
At the time of enrolment we will require a Medicare Card to photocopy for USI application.

Students will need a USI (Unique Student Identification):

- so that an RTO (Registered Training Organisation) is able to issue a statement of attainment, or certificate, for nationally recognised accredited training
- for online access to their record of enrolment and achievement for VET learning
- to provide evidence of their accredited VET, for example when applying for a job or further study.



STUDENT'S NAME: _____

YEAR LEVEL: _____

This student is a re-enrolment

Application for student enrolment form

INSTRUCTIONS

Please refer to the *Application to enrol in a Queensland State School* information sheet at the end of this form when completing this application.

Failure or refusal to complete those sections of the form marked with an (*) or to provide required documentation may result in a refusal to process your application.

Sections of the form not marked (*) are optional. However, failure to complete these sections may result in the school not being eligible for important Federal and State Government funding reliant on such information. Parents of all students in Australia have been asked to provide information on their family background as part of a national initiative towards providing an education system that is fair to all students, regardless of their background. The required information includes the Indigenous status and language background of the student, and the education, occupation and language background of the parents.

If you have any questions about the enrolment form or process, or require assistance completing this form, including translation services, please contact the school in the first instance.

PRIVACY STATEMENT

The Department of Education, Training and Employment (DETE) is collecting the information on this form for the purposes outlined in the *Education (General Provisions) Act 2006* (EGPA 2006), and in particular for:

- assessing whether your application for enrolment should be approved
- meeting reporting obligations required by law or under Federal – State Government funding arrangements
- administering and planning for providing appropriate education, training and support services to students
- assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- communicating with students and parents.

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DETE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014 (Qld)*. Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the *Social Security (Administration) Act 1999 (Cth)*. De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, sex and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

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

ENTITLEMENT TO ENROLMENT

Under the EGPA 2006, an applicant for enrolment at a state school must be enrolled if they are entitled to enrolment. While not exhaustive, the following matters may affect an applicant's entitlement to enrolment at a state school:

- failure to adequately complete this enrolment form
- if the school has an Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a mature age student (the applicant can only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All mature age students must have a remaining allocation of state education.)
- the applicant is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the applicant has been excluded or cancelled from enrolment or is subject to suspension from a state school at the time of the application
- the school is a state special school and the applicant does not meet the criteria for enrolment in a special school
- the school principal reasonably believes that the applicant presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to Director-General)
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the EGPA 2006, and the arrangement has not yet been approved
- the student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the applicant must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol).

Office use only					
Date enrolled	/	/	Year level	Roll Class	EQ ID
Independent student	Yes	No	Birth certificate/passport sighted, number recorded and DOB confirmed		Yes No Number:
Is the student over 18 years of age at the time of enrolment			Yes	No	
If yes, is the student exempt from the mature age student process?			Yes	No	
If no, has the mature age applicant consented to a criminal history check?			Yes	No	
School house/team	EAL/D support			Yes	No To be determined
FTE	Associated unit	FTE	Visa and associated documents sighted		Yes No
EQI category			SV – student visa TV – temporary visa DS – dependent – parent on student visa EX – exchange student DE – distance education		

STUDENT DEMOGRAPHIC DETAILS			
Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name		Preferred given names	
Sex*	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth*	____ / ____ / ____
Copy of birth certificate available to show school staff*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Enrolment may not be approved without enrolling staff sighting the child's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. child born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate. For international students approved for enrolment by EQI, a passport or visa will be acceptable.	
For mature age students, proof of identity supplied and copied*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Mature age applicants must provide photographic identification which proves their identity: <ul style="list-style-type: none"> • current drivers licence; or • adult proof of age card; or • current passport. 	

APPLICATION DETAILS				
Has the student ever attended a Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of school and approximate date of enrolment.		
What year level is the student seeking to enrol in?		Please provide the appropriate year level.		
Proposed start date	____ / ____ / ____	Please provide the proposed starting date for the student at this school.		
Does the student have a sibling attending this school or any other Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of sibling, year level, date of birth, and school	Name:	
			Year Level	
			Date of birth	____ / ____ / ____
			School	

STUDENT ADDRESS DETAILS*				
Principal place of residence address				
Address line 1				
Address line 2				
Suburb/town		State		Postcode
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')				
Address line 1				
Address line 2				
Suburb/town		State		Postcode
Email				

STUDENT FAMILY DETAILS		
Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to student*		
Is the parent/carer an emergency contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

STUDENT FAMILY DETAILS (continued)					
Parents/carers	Parent/carer 1			Parent/carer 2	
1 st Phone contact number*	Work/home/mobile			Work/home/mobile	
2 nd Phone contact number*	Work/home/mobile			Work/home/mobile	
3 rd Phone contact number*	Work/home/mobile			Work/home/mobile	
Email					
Employer name					
Occupation					
What is the occupation group of the parent/carer?	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If you are not currently in paid work but have had a job in the last 12 months or have retired in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 months, enter '8')			<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If you are not currently in paid work but have had a job in the last 12 months or have retired in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 months, enter '8')	
Country of birth					
Country of residence					
Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the parent/carer an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the parent/carer a permanent resident of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Address line 1					
Address line 2					
Suburb/town					
State		Postcode		Postcode	
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')					
Address line 1					
Address line 2					
Suburb/town					
State		Postcode		Postcode	
Parent/carer school education	What is the <i>highest</i> year of primary or secondary school parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')			What is the <i>highest</i> year of primary or secondary school parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')	
Year 9 or equivalent or below	<input type="checkbox"/>			<input type="checkbox"/>	
Year 10 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 11 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 12 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Parent/carer non-school education	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?			What is the level of the <i>highest</i> qualification parent/carer 2 has completed?	
Certificate I to IV (including trade certificate)	<input type="checkbox"/>			<input type="checkbox"/>	
Advanced Diploma/Diploma	<input type="checkbox"/>			<input type="checkbox"/>	
Bachelor degree or above	<input type="checkbox"/>			<input type="checkbox"/>	
No non-school qualification	<input type="checkbox"/>			<input type="checkbox"/>	

STUDENT ORIGIN DETAILS	
Origin	Queensland/interstate/overseas
Origin type	Childcare centre or kindergarten/Prep/primary/secondary/VET/other
Previous school/other location	
Previously employed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Full time <input type="checkbox"/> Part-time

INDIGENOUS	
Is the student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander

RELIGION – RELIGIOUS INSTRUCTION*	
<p>From Year 1, your child will be placed in this nominated religious instruction class if it is available.</p> <p>If this section is marked 'no religion' or 'no religion nominated' or a response is provided that is not represented within the school's religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction.</p> <p>Parents may change these arrangements at any time by notifying the principal in writing.</p>	

COUNTRY OF BIRTH*	
In which country was the student born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify country) _____ Date of arrival in Australia ____/____/____
Is the student an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no, evidence of student's immigration status to be completed)

STUDENT LANGUAGE DETAILS	
Does the student speak a language other than English at home?	No, English only Yes, other – please specify _____

EVIDENCE OF STUDENT'S IMMIGRATION STATUS (to be completed if student is NOT an Australian citizen)*		
<input type="checkbox"/> Permanent resident	Complete passport and visa details section below	
<input type="checkbox"/> Student visa holder	Date of arrival in Australia ____/____/____	Date enrolment approved to: ____/____/____
	EQI receipt number:	
<input type="checkbox"/> Temporary visa holder	Complete passport and visa details section below	
<input type="checkbox"/> Other, please specify _____	Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI	
Passport and visa details (to be completed for a student who is NOT an Australian citizen). NOTE: A permanent resident will have a passport with a permanent residency visa inside worded 'Holder(s) permitted to remain in Australia indefinitely'. For students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or 'Document to travel to Australia' with 'stay indefinite' recorded must be sighted by the school.		
Passport number	Passport expiry date	____/____/____
Visa number	Visa expiry date (if applicable)	____/____/____
Visa sub class		

EMERGENCY CONTACT DETAILS (Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted)*		
	Emergency contact	Emergency contact
Name		
Relationship (e.g. aunt)		
1 st phone contact number*	Work/home/mobile	Work/home/mobile
2 nd phone contact number*	Work/home/mobile	Work/home/mobile
3 rd phone contact number*	Work/home/mobile	Work/home/mobile

STUDENT MEDICAL INFORMATION (including allergies)*		
<p><i>Privacy Statement</i></p> <p>The Department of Education, Training and Employment (DETE) is collecting this medical information in order to address the medical needs of students during school hours as well as during school excursions, school camps, sports and other school activities. DETE will not use this information to make a decision about a student's eligibility for enrolment. The information will only be used by authorised employees of the department and DETE will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2006.</p> <p>It is essential that you advise the school before your child's first day of attendance if he or she has any medical conditions. You must also inform the school administration staff as soon as you are aware of any new medical conditions or a change to medical conditions.</p> <p>Should your child need to take medication during school hours, an Individual Health Plan, including Emergency Health Plan if relevant, or Authority to Administer Medication Form will need to be completed each year and retained at the office.</p>		
My child does not have any known medical conditions	<input type="checkbox"/>	
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of Medical Condition categories provided)		
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of Medical Condition categories provided)		
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of Medical Condition categories provided)		
Does the student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)? This is for the purpose of informing planning for school activities such as sport and school excursions.	<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify <hr/> <hr/>	
Name of student's medical practitioner (optional)	Contact number of medical practitioner	
Do you authorise school staff to contact the student's medical practitioner for the purposes of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the student may be on an excursion or sporting event)? (answer only if medical practitioner details have been provided above)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Medicare card number (optional)	Position Number	
Cardholder name (if not in name of student)		
Private health insurance company name (if covered) (optional)	Private health insurance membership number (leave blank if company name is not provided)	

COURT ORDERS

Are there any current Family Court or other court orders concerning the welfare, safety or parenting arrangements of your child/children? Please provide a copy of any relevant current court order.

Yes

No

TRAVEL DETAILS

Mode of transport to school

Walk Car Bus Bicycle Train

Other _____

APPLICATION TO ENROL*

I hereby apply to enrol my child or myself at _____.

I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular, to the best of my knowledge.

	Parent/carer 1	Parent/carer 2	Student
Signature			
Date	____ / ____ / ____	____ / ____ / ____	____ / ____ / ____

Parental occupation groups for use with parent/carer details

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager [section head or above], regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces commissioned officer

Professionals generally have degrees or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others

Health, education, law, social welfare, engineering, science, computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

Group 2: Other business managers, arts/media/sportspeople and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsperson, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals

Health, education, law, social welfare, engineering, science, computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer.

Group 3: Tradespeople, clerks and skilled office, sales and service staff

Tradespeople generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople are included in this group

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff:

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refugee/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]

Office assistants, sales assistants and other assistants:

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

Assistant/aide [trades' assistant, school/teacher aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].

State Schools Standardised Medical Condition Category List

Acquired brain injury
Allergies/Sensitivities
Anaphylaxis
Airway/lung/breathing - Oxygen required (continuously/periodically)
Airway/lung/breathing - Suctioning
Airway/lung/breathing - Tracheostomy
Airway/lung/breathing - Other
Artificial feeding - Gastrostomy device (tube or button)
Artificial feeding - Nasogastric tube
Artificial feeding - Jejunostomy tube
Artificial feeding - Other
Asthma
Attention-deficit /Hyperactivity disorder (ADHD)
Autism Spectrum Disorder (ASD)
Bladder and bowel - Urinary wetting, incontinence
Bladder and bowel - Faecal soiling, constipation, incontinence
Bladder and bowel - Catheterisation (continuous, clean intermittent)
Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair
Bladder and bowel - Other
Blood disorders - Haemophilia
Blood disorders - Thalassemia
Blood disorders - Other
Cancer/oncology
Coeliac disease
Cystic Fibrosis
Diabetes - type one
Diabetes - type two
Ear/hearing disorders - Otitis Media (middle ear infection)
Ear/hearing disorders - Hearing loss
Ear/hearing disorders - Other
Epilepsy - Seizure
Eye/vision disorders
Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid
Heart/cardiac conditions - Heart valve disorders
Heart/cardiac conditions - Heart genetic malformations
Heart/cardiac conditions - other
Mental Health - Depression
Mental Health - Anxiety
Mental Health - Oppositional defiant disorder
Mental Health - Other
Muscle/bone/musculoskeletal disorders - spasticity (Baclofen Pump)
Muscle/bone/musculoskeletal disorders - Other
Skin Disorders - eczema
Skin Disorders - psoriasis
Swallowing/dysphagia - requiring modified foods
Swallowing/dysphagia - requiring artificial feeding
Transfer & positioning difficulties
Travel/motion sickness
Other

Application to enrol in a Queensland State School

This sheet contains information on how to complete the Application for Student Enrolment Form (SEF-1 Version 6).

Entitlement to enrolment

Under the *Education (General Provisions) Act 2006 (Qld)* a state school must enrol an applicant if they are entitled to enrolment. While not exhaustive, a list of matters which may affect an applicant's entitlement to enrolment are included on the front cover of the enrolment form.

Questions which must be answered*

The Application for Student Enrolment Form contains a number of questions marked with an (*) which must be answered. These include – Student demographic details, Student address details, Student family details, Religion – Religious Instruction, Country of birth, Emergency contact details, Student medical information and the Application to enrol. These questions and consent are considered necessary to ensure the school can undertake its administrative and care responsibilities.

Sections of the form not marked (*) are optional. However, failure to complete these sections may result in the school not being eligible for important Federal and State Government funding.

Parent's occupation and education

All parents across Australia, no matter which school their child attends, are being asked to provide information about family background (answering this question is optional). The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background.

Sighting of birth certificate

Schools are required to sight a child's birth certificate. An alternative to a birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. child born in a country without a birth registration system – passport or visa documents will suffice). Mature age students that provide appropriate photographic proof of identity do not need to present a birth certificate.

Court Orders

Any court orders concerning the welfare, safety or parenting arrangements of children should be provided to the school by parents, and the school should also be provided with any new or updated orders.

Name on enrolment form

A child should be enrolled under their legal name as per their birth certificate. There is provision to also record a child's preferred family and given name. The preferred name will be used on internal school documents such as class rolls. The legal name will appear on semester reports unless specifically requested by parents to use the preferred name only.

Evidence of Student's Immigration Status

This section is required to be completed by a student who is not an Australian citizen and requires information to be recorded about a student's passport and visa.

Medical information and emergency contacts

A child's medical condition, symptoms, management and medication/s must be documented. Medical conditions may include (but are not limited to) seizures/epilepsy, fainting, diabetes, asthma, heart problems, anaphylaxis and allergies (such as food or insect stings). Parents must indicate if they are an emergency contact. Three additional emergency contacts are also required.

Religion – Religious Instruction

Parents/carers are asked to identify a child's religion. From Year 1, your child will be placed in this nominated religious instruction class if it is available.

If this section is marked 'no religion' or 'no religion nominated' or a response is provided that is not represented within the school's religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction.

Parents may change these arrangements at any time by notifying the principal in writing.

Office use

This section is to be completed by the school and will assist in documenting specific details in relation to a student's enrolment, including confirmation of the sighting of documentary evidence such as a student's birth certificate, passport or visa and student's mature age status.

to use, record or disclose copyright material, image, recording, name or personal information

1. PARTICULARS – PARENT / CARER TO COMPLETE

Name to be used in association with the individual's personal information, image, recording or copyright material: (to be completed by parents/carer)

Full name First name only No name Other:

2. PARTICULARS – SCHOOLS TO COMPLETE

Description of what is to be created, used, retained or reproduced:

(Image or recording includes photographs, videos, film or sound recordings of the Individual)

Individual's image Individual's recording Individual's copyright material

Description of copyright material, image, recording or other personal information:

sound recording artistic work written work film name photograph / image

other: [Print]

Where will this information be used (e.g on the website, newsletter or brochure etc).

newsletter (uploaded to the web) printed promotional material advertising website

displays competitions year books / annuals local media

other: [Print]

What is the timeframe for the individual's consent (e.g. is it for duration of enrolment? What date or dates?):

[Print]

Which of the websites below will the individual's personal information or individual work be published on (i.e. permanently published to the public):

School websites: www.chartoweshs.eq.edu.au

The school websites are publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its websites.

School Facebook page: n/a

The school Facebook page is publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its Facebook page.

School YouTube Channel: n/a

The school YouTube channel is publicly accessible by all internet users. The school may share videos related to the school's programs, activities and initiatives with users through its YouTube channel. The school does not permit users to download its videos uploaded to its YouTube channel. However third party applications may be used to overcome the school's settings.

School Twitter Profile: n/a

The school Twitter profile is publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its Twitter profile.

Other:

Provide a short description, and the website address, of the other website/s: n/a

3. LIMITATIONS ON CONSENT – PARENT/CARER TO COMPLETE

The Individual or Signatory wishes to limit the consent in the following way:

IT IS NOT COMPULSORY FOR YOU TO PROVIDE THIS CONSENT - If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.

4. DETAILS

Name of Individual	Address of Individual

Name of School (at which the Individual is enrolled, employed or volunteers) **Charters Towers State High School**

Signature of the Individual (if over 18 years of age, or if under 18 years of age and capable of understanding and giving this consent)	Date / /
Signature of the parent or guardian (required if the Individual is under 18 years)	Date / /

Name of signing parent or guardian	Address of signing parent or guardian

5. CONSENT GIVEN

On behalf of the individual identified in Section 4 of this Consent Form (the Individual), the person or persons signing this Consent Form (the Signatory)* grant consent to the Department of Education and Training (the Department), to a State School and to any other Department or Agency of the State of Queensland (the State) to use, record and disclose the Individual's:

- name, image, recording and any other identifying information specified in the Particulars section of this Consent Form (personal information); and
- copyright material, including their written, artistic or musical works or video or sound recordings specified in the Particulars section of this Consent Form (Individual work).

*Note: If the Individual is under 18 years of age, the Signatory must be a parent or guardian of the Individual. The Individual must also sign if he or she is under 18 and able to give and understand the consent. If the Individual is 18 or older, the Signatory and the Individual will be the same person.

6. PURPOSE

This consent only applies to any use, recording or disclosure of the Individual's personal information or Individual work, in connection with the Department or the State, for the following purposes:

- any activities engaged in during the ordinary course of the provision of education and training (including assessment) or other purposes associated with the operation and management of the Department or the Individual's school;
- public relations, promotion, advertising, media and commercial activities. This only includes via the internet and Social Media Websites if the relevant website is identified as a permitted website for the purposes of this consent in the Particulars section of this Consent Form;
- where the material is uploaded to a Social Media website or other website:
 - any purpose, commercial or otherwise, required by the operators of the website as a condition of uploading the personal information or Individual work; and
 - transfer of the personal information outside of Australia in the course of the operation of the website.
- use by the media in relation to the Individual's participation in school activities or community events, including, for example, dramatic or musical performances, sporting activities and award ceremonies; and
- any other activities identified in the Particulars section of this Consent Form.

7. DURATION

If the Department, the State or another person permitted by them is using the Individual's personal information or Individual work, or has entered into contractual obligations in relation to the Department's material that incorporates the Individual's personal information or Individual work, the consent will continue in relation to that material until the use is complete or until the contractual obligations come to an end. It is not possible for the Signatory or the Individual to withdraw the Individual's personal information or Individual work or revoke this consent in relation to such existing uses of that material.

to use, record or disclose copyright material, image, recording, name or personal information

If you do wish to revoke or modify this consent in relation to any further new uses of the Individual's personal information or Individual work, the Individual or the Signatory should send a notice in writing to the person nominated in Section 9 of this Consent Form. After that notice is received, the Department and the State will still be able to continue the existing uses, but will not be able to make any further new use of the Individual's personal information or Individual work.

The Signatory acknowledges that where material is uploaded to a Social Media website or other website:

- the use and contractual obligations may be perpetual and irrevocable; and
- it may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State will not be responsible for doing so.

8. DEFINITIONS

- 'Use' includes:
 - to create, make copies of, reproduce, modify, adapt or retain in any form, including by camera, video, digital recorder, webcam, mobile phone or any other device; and
 - to distribute, publish or communicate in any form, including in newsletters and other print media, television and the internet and Social Media websites,in whole or in part, and to permit other persons to do so.
- The Department or the State will not pay the Signatory or the Individual for giving this consent or for the use of the Individual's personal information or Individual work.
- This Consent Form revokes and replaces all previous consent forms in relation to the use of the Individual's personal information or Individual work.
- This Consent Form is a legally binding and enforceable agreement between the Signatory and the Department or the State,
- Nothing in this Consent Form limits the rights that the Department or the State reserve in relation to the use of the Individual's personal information, Individual work or other intellectual property under any other law.
- The 'Department' and the 'State' include the officers and employees of the Department and the State engaged in performing services for the Department and the State.
- 'Social Media Website' includes any website operated by a third party which facilitates the uploading and sharing of user generated content, including social and professional networking websites, web forums, blogs and wikis.
- This consent extends to the Department and the State:
 - disclosing the Individual's personal information and Individual work to the Department's and the State's agents, contractors and volunteers for the purpose of performing services for the Department and the State; and
 - permitting those persons to use, record and disclose such material to the same extent as the Department and the State are entitled to deal with the Individual's personal information and Individual work.

9. NOTE

The Department will use its best endeavours to ensure the person signing this Consent Form is authorised to do so, but takes no responsibility for circumstances in which it is misled as to the identity or authority or ability of a person to provide consent.

If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact the Principal of the school at which the Individual is enrolled or works or send a request in writing to the District Office.

10. INFORMATION**What is this consent for?**

This Consent Form authorises the Department and the State to use the Individual's personal information and copyright material, together with information about the Individual's participation in Departmental and State initiatives, for any use by the Department and the State associated with the purposes identified in Section 6 of this Consent Form. The consent covers the entire or partial use of the Individual's personal information and copyright material in conjunction with other words and images.

For example, the Individual's personal information and copyright material may appear in school newsletters, magazines, websites (including Social Media Websites) and other school, departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to the Individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

Websites

Individuals and Signatories should be aware that publication of an Individual's personal information and Individual work on Social Media Websites is similar to publication in newsletters, magazines, brochures, etc; however publication on Social Media Websites is publication of that material to the world at large.

Individuals and Signatories should be aware that the publication of an Individual's personal information and Individual work, by the Department or the State, on a Social Media Website typically constitutes a permanent and publicly available record of that material. This means that anyone may be able to copy and use an Individual's personal information and Individual work that has been published on a Social Media Website for any purpose and without the consent or knowledge of the Department, the State or the Individual. Individuals or Signatories should not grant their consent to the Department or the State to use an Individual's personal information or Individual work in connection with a Social Media Website if the Individual or Signatory does not agree to the material being permanently available to the public.

If an Individual's personal information or Individual work is published on a Social Media Website, that material will be governed by the privacy policy and terms of use of the relevant Social Media Website. The Department or State cannot reasonably control how an Individual's personal information or Individual work is used by third parties once the material has been published on a Social Media Website.

What is copyright material?

An Individual's copyright material may include written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, recordings, computer programs, websites, sculptures, fashion, metal- or wood-works made by them or to which they contributed. In the case of students, it includes, but is not limited to, work that they create in the course of their studies during the time they are enrolled at a State school. These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

The Department understands that students and volunteers generally own the intellectual property rights in the material they create and that this Consent Form is not meant to transfer the Individual's ownership of the intellectual property in their copyright material.

This Consent Form does not provide for copyright consent in relation to copyright works an Individual creates in the course of employment (whether or not the material is created in normal work hours or using departmental facilities or equipment). Where copyright material is created by a State employee while performing their duties under the terms of their employment, the copyright is owned by the State as the employer (section 35 *Copyright Act 1968*). There are limited exceptions to this including, for example, where the copyright material is created by an employee pursuant to a prior agreement with the employer.

Generally, the deciding factor is whether the employee is performing their official duties. In addition, section 176 of the *Copyright Act 1968* applies where the work was created by or under the direction or control of the State. However, moral rights may still apply to copyright material created by an employee. The *Queensland Public Sector Intellectual Property Principles* provide further information on intellectual property. If as an employee you have any further queries about the ownership of the intellectual property in respect of the works you create you should contact the Legal and Administrative Law Branch.

What is personal information?

Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the Individual's name, image or video or sound recording. It also includes the Individual's educational information such as the Individual's assessment and results, and health information and court orders provided to the Department, where such information may enable the Individual to be identified.

What happens to the Consent Form once it is completed and signed?

The Consent Form is retained by the Department and it will be placed on the Individual's file and/or the project file. The Individual or Signatory may request a copy of the signed form by contacting the Principal of the school.

What if I give my consent and later change my mind?

This consent will be in effect from the date the Consent Form is signed. The Department and the State will then start using the Individual's personal information and Individual work to create material incorporating the Individual's personal information and Individual work and entering into contractual obligations in relation to that material.

If you wish to later modify or revoke this consent, the Individual or the Signatory should send a notice in writing to the person nominated in Section 2 of this Consent Form. After that notice is received, the Department and the State will not make any new additional use of the Individual work, but any existing uses will continue.

Where the Department or another person uploads material to a Social Media Website or other website, it may need to accept contractual obligations that are perpetual and irrevocable. It may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State cannot take responsibility for doing so.

Privacy

The consent to the recording, use and disclosure of the Individual's personal information and Individual work is required in accordance with the *Copyright Act 1968* (Cth), the *Education (General Provisions) Act 2006* and the *Information Privacy Act 2009*. Personal information will be stored securely. The Department will only disclose the Individual's personal information in accordance with your consent, except 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, or if you have a concern or complaint about the way the Individual's personal information has been collected, used, stored or disclosed, please contact the school.

Participation Agreement Form

Privacy Statement

The Department of Education, Training and Employment, through the school, is collecting your personal information in accordance with section 51 of the *Education (General Provisions) Act 2006* in order to administer the Student Resource Scheme in an efficient, ethical and secure manner. The information will only be accessed by school employees administering the scheme. Some of this information may be given to departmental employees for the purpose of debt recovery. Your information will not be given to any other person or agency unless you have given permission or the Department of Education, Training and Employment is authorised or required by law to make the disclosure.

Participation

- Yes** I wish to participate in the Student Resource Scheme in 2016 - 2021. I have read and understand the Terms and Conditions of the scheme (see next page) and agree to abide by them and to pay the participation fee in accordance with the selected payment arrangement below.
- No** I do not wish to participate in the Student Resource Scheme. I have read and understand the Terms and Conditions of the scheme (see next page) and agree to abide by them, particularly paragraphs 12 and 36.

Please refer to the accompanying *Subject Requirements List* and/or *Year Level Requirements List* for fee details.

Student Given Name	Student Surname	Yr Level in 2016	Participation Fee
1.			\$
2.			\$
3.			\$
4.			\$
5.			\$
Total			\$

Parent Details

Given Names:			
Surname:			
Address:			
Contact Numbers:	Home:	Work:	Fax:
	Mobile:	Email:	

Payment Arrangement

- Now:** I wish to make full payment now as a single payment of the total amount above.
- Instalments:** I wish to make instalment payments, during the first two weeks of the first three terms, in the following proportion of the total amount: Term 1: \$ _____; Term 2: \$ _____; Term 3: \$ _____; or as negotiated with the school: _____.

I agree to make payments by the due dates and I understand that any failure to make payments by these dates may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency at my expense.

School Use Only: Negotiated Instalments Approved: _____ Position: _____

Parent's Signature:		Date:	
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Payment Method

I wish to make payment by:

- Centrelink Deduction*** **EFT** **EFTPOS Credit/Debit Card** **Cheque** **Cash ***

* **Payment** by Centrelink deduction can be arranged through the school administration.

Payment by EFT can be made to the school bank account BSB: 064-805, Account Number: 00090267. To ensure correct identification of the payment, please ensure that the **EFT payment reference clearly includes the **STUDENT NUMBER, along with the characters SRS, e.g. 001461SRS.**

Purpose of the Scheme

- In accordance with the *Education (General Provisions) Act 2006*, the cost of providing instruction, administration and facilities for the education of students enrolled at State schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
- Parents are directly responsible for providing textbooks and other personal resources for their children while attending school. In recognition that these costs can be high, the school operates a Student Resource Scheme (the "scheme") that enables a parent to enter into an agreement with the school that, for a specified annual participation fee, provides for the temporary use by the student of prescribed textbooks and/or other resources, and/or the purchase of consumables and materials for the student.
- A Student Resource Scheme is separate to and distinct from a request for a voluntary financial contribution.

Benefits of the Scheme

- The purpose of the scheme is to provide the parent with a cost effective alternative to purchasing textbooks and/or resources elsewhere, through reduced prices gained from the school's bulk purchasing practices.
- The scheme also ensures that students have consistent personal resources for their education, and saves the parent time and money in sourcing the prescribed materials elsewhere.
- The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the operation of the scheme.

Participation in the Scheme

- Participation in the scheme is voluntary, and there is no obligation on a parent to participate in the scheme. A parent's decision to participate or not is based on consideration of the value afforded to them by the scheme.
- The completed and signed Participation Agreement Form should be returned to the school by the advertised date to indicate participation or non-participation in the scheme.
- If a parent chooses to participate in the scheme and completes the Participation Agreement Form, a fee will be due and payable by the parent for the items provided by the scheme to the student.
- Payment of the participation fee is a requirement for continued participation in the scheme. An unpaid fee will be subject to the school's debt collection processes.
- A parent who does not wish to participate in the student resource scheme shall inform the school by completing the Participation Agreement Form and returning it to the Administration Office. Arrangements will be made for the parents of students in Years 8 to 12 or of secondary education age to be paid the value of the Textbook and Resource Allowance for each of their eligible children.
- A parent who chooses not to participate in the scheme is responsible for providing the student with all items that would otherwise be provided to the student by the scheme as detailed on the *Year Level Requirements List* and/or *Subject Requirements List*, to enable the student to engage with the curriculum.

Parents and Citizens' Association Support of the Scheme

- The operation of the Student Resource Scheme is discussed annually at a meeting of the Parents and Citizens' Association. Parents are extended an invitation to attend this meeting and provided with an opportunity to express their opinions. A vote is taken at this meeting on supporting the operation of the scheme.

Textbook and Resource Allowance

- The Queensland Government provides financial assistance to parents of students in Years 8 to 12 or of secondary education age, attending State and approved non-State schools, to offset the costs of textbooks and other resources. Assistance is provided in the form of a Textbook and Resource Allowance which is paid once a calendar year through the school. Parents have the option to receive the allowance directly from the school or as an offset of fees associated with participation in the school's Student Resource Scheme. This option is made available to each parent annually by the school. Current allowance rates are available from <http://education.qld.gov.au/finance/grants/fund/qarp/html/par-stu.html>

Payment Arrangements

- Payment of the participation fee may be made by EFTPOS (Debit Card; MasterCard; Visa; American Express where accepted by the school), cheque, or cash.
- For payment made by direct deposit (EFT) to the bank account indicated on the front of the form, please ensure that the payment reference includes the reference as indicated on the front of this form. The acknowledgement from your financial institution of the successful electronic transfer of funds should be retained as your record of payment.
- Payment of the participation fee may be made in whole or by instalment as indicated on the Participation Agreement Form or for another amount as approved by the Principal.
- For payments made in person by cash, cheque or credit/debit card, a receipt will be provided to the payer. Where payments are received by other methods, a receipt will be provided on request. All receipts and documentation on the scheme should be retained by the parent for future reference and possible taxation purposes.

Parent Experiencing Financial Difficulties

- A parent wishing to participate in the Student Resource Scheme and experiencing financial hardship is encouraged to contact the principal to discuss how their financial obligations can be met throughout the school year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. Centrelink deduction is a payment option offered by the school. All discussions will be held in the strictest confidence.
- The onus of proof of being so affected is on the parent, and might include a current Health Care Card or other evidence to establish financial hardship.
- Any concessions given to the participation fee will be at the discretion of the Principal.

Terms and Conditions of Participation in the Scheme

- For the purposes of the scheme, where a student is living independent of his/her parents, reference in the terms and conditions to "parent" is a reference to the independent student.
- Where a parent chooses to join the scheme and completes a Participation Agreement Form, an annual participation fee will be due and payable by the parent to the Student Resource Scheme.
- In return for payment of the participation fee, the scheme will provide the participating student with textbooks and/or resources, consumables and materials as listed on the *Year Level Requirements List* and/or *Subject Requirements List* as being provided by the scheme, when due for the student's use.
- Payment of the participation fee is to be made according to the payment arrangement option indicated by the parent on the Participation Agreement Form, or as otherwise approved by the Principal.
- Non-payment of the participation fee by the designated payment date(s) will generate a reminder notice to the parent/carer from the school at intervals of 30 days overdue and 60 days overdue. The Principal may thereafter undertake debt recovery action for the overdue participation fee including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent.
- Without limiting any other action the Principal may take in accordance with these terms and conditions, subject to 26 above, the Principal may withdraw a student's participation in the scheme due to non-payment of a participation fee, and/or may require the return of items provided by the scheme for the temporary use of the student, and/or may withhold the giving of any further items under the scheme until the debt is paid.
- The Principal may refuse to admit a student to the scheme where participation fees are overdue from the previous year's scheme.
- Where participation fees are overdue, the Principal has the discretion to exclude a student from an optional extra curricula school activity.
- The scheme provides the entire package for the specified participation fee, and is not available in parts unless specifically provided for by the school in the fee structure.
- All textbooks and resources provided for temporary use by the scheme remain the property of the scheme and shall be returned at the end of the course or school year or when the student leaves the school, whichever is the earlier. Where an item is not returned, the parent will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.
- Textbooks and other resources provided for temporary student use by the scheme shall be kept in good condition by the student. The school Administration Office shall be notified immediately of the loss or negligent damage to any issued item. Where an issued item is lost or negligently damaged, parents will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.
- The parent is responsible for supplying the student with any additional student materials that are not provided by the Student Resource Scheme, as indicated on the *Year Level Requirements List* and/or *Subject Requirements List* or otherwise advised by the school.
- If a student enters the scheme after the first week of school, a pro-rata participation fee will apply, calculated on a 40-week school year basis.
- If a student, having paid a participation fee, leaves the school through the year, a pro-rata refund will be made to the parent, calculated on the participation fee paid, less the cost of consumed materials and the replacement cost of scheme items that are lost or negligently damaged or not returned, plus the pro-rata Textbook and Resource Allowance calculated on a 40-week school year basis.
- As the scheme operates for the benefit of participating parents and is funded solely from participation fees, resources provided by the scheme will not be issued to students whose parents choose not to participate in the scheme

For payment by EFTPOS (Credit/Debit Card), I hereby authorise the school to debit my:											
<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Other (where accepted) _____											
Card Number:										Expiry Date:	
For <input type="checkbox"/> an amount of \$ _____ (total above) or <input type="checkbox"/> \$ _____ on the first school day of the first three terms (equal instalment payments of the above amount), or <input type="checkbox"/> in accordance with the negotiated Payment Arrangement completed above.											
Name of cardholder as it appears on the card:						Signature of Cardholder:					

COMPUTER USE POLICY

“Developing the individual in a caring environment.”

Introduction: Charters Towers State High School acknowledges that the World Wide Web has become a fundamental tool in information retrieval. Telecommunication technology has impacted greatly on the way we access and communicate information. Access to the Internet allows students to explore web sites, databases, libraries, bulletin boards and many other resources. It also allows students to communicate with other people all around the world. The Internet service is available to students for “limited educational purpose”. This means that the Internet will only be used for classroom activities, professional and personal development and high-quality activities.

The School: In addition to this policy, the Internet service we provide has filter software installed to censor offensive material. Charters Towers State High School cannot be responsible for every student while they are using the Internet. However, we will ensure that all staff are familiar with the policy and will always seek to deliver adequate supervision. It is also the responsibility of the students to understand and follow the procedures set in place should they access such a site

Under no circumstances are students to access web-based email (eg. Hotmail) other than that provided by the school.

Parents and Guardians: Parents and guardians share the responsibility with the school to discuss the need for acceptable use of the Internet and encourage their child to adhere to the guidelines as set out below.

Students should understand:

1. Computers and other information technology resources at Charters Towers State High School are intended primarily for use in learning.
2. Every student is given a computer account to allow access to the school's computer network and this is private to the user.
3. No student may interfere with another account.
4. When using “global” systems, such as the Internet, it is impossible for the school to filter out or screen all material which is controversial, inappropriate or offensive. Although there will be strict supervision during Internet access, each student must also take RESPONSIBILITY to ensure they do not initiate access to such material or to distribute such material by copying, storing or printing.

I agree that I will use information technology resources appropriately and legally as detailed below:

I will take care of information technology resources.

1. I will take care not to damage computer equipment or furniture.
2. I will not use computers for arcade style games during classes or resource centre study.
3. I will never eat or drink near any school owned computer or equipment.
4. I understand that materials such as music and video files may contain material subject to copyright and loading them on to the school system constitutes an illegal use of such material, even if a CD of it is owned by the student.
5. I will follow teacher directions precisely, with relation to the operation of computers. This includes directives to log off and cease activity.
6. I will not attempt to upload or create computer viruses or be involved with other forms of electronic vandalism.
7. I will not use unauthorised disks or CDs on school computers or load files from other media.

I will be considerate of other users.

8. I will use the computer only for school purposes during class time.
9. I will make sure that I do not monopolise equipment.
10. I will use computer resources wisely and economically (e.g. avoiding unnecessary printing).
11. I will not scan or display graphics; record or play sounds; or type messages that could cause offence to others.

If I come across inappropriate material I will:

1. Close the web browser or offending system immediately;
2. Notify the closest teacher;
3. Ensure that the material is removed from the system.

I will accept responsibility for privacy and security.

4. I will keep my password secret.
5. I will not attempt to use or otherwise interfere with another student's account or folder under any circumstances.
6. I will report any security problems immediately to my teacher or Network Administrator.
7. I will not reveal my personal address or phone number or those of other students or staff in any electronic communications.
8. I am responsible for any actions that take place under my user account even if such action is not taken by myself.
9. I will not enter online chat rooms.
10. I will not access web mail or other email systems based outside the school network.

I will adhere to copyright and plagiarism regulations.

For specific information regarding copyright visit the Australian Copyright Council website, <www.copyright.org.au>

11. I will check to see whether the information I wish to download is protected by copyright.
12. I will only download information directly related to assignments or study (Fair Dealing).
13. I will obtain permission from the author if permission to reproduce a document is not given.
14. I will not attempt to download material into assignments and claim it is original work, therefore committing plagiarism.
15. I will not download games, MP3 or other music files, videos, pictures or material that is for recreational purposes.
16. I realise that the Network Administrator regularly inspects folders to check whether copyright material has been downloaded and that this material will be deleted when found.

I will use recreational Internet for high quality activities only.

17. I accept that students with assignments will be given priority.
18. I accept that students who have not had access to the Internet will be given priority.

COMPUTER USE AGREEMENT

STUDENT

I accept that

1. Breaching this agreement will result in my being taken off the network temporarily or permanently depending on the seriousness of the offence and that this may be recorded on my student record. For more serious matters, where a criminal offence occurs, further disciplinary and/or legal action may be taken.
1. I have read, understood and will abide by the conditions and rules as set out in the school's Computer Use Policy. I further understand that there will be consequences (including loss of network privileges) if I should commit any violation of these conditions.

YES I Agree

 NO I Do Not Agree

PARENT/GUARDIAN

Computer Use Policy:

2. As the parent or guardian of this student, I have reads the Computer Use Policy. I understand that the computer resources at Charters Towers State High School are designed for educational purposes and that any violations of the conditions as set out in the policy can lead to loss of privileges. I also understand that theft or damage to equipment will mean that the student's guardian or parent will pay the cost of replacement parts or repairs.

YES I Agree

 NO I Do Not Agree

Internet Access:

3. As parent/guardian of this student, I understand that it is impossible for the school to fully restrict access to controversial material on global information systems such as the Internet. I also understand that while the school will take appropriate measures to limit access to offensive, illegal or dangerous material, ultimately, it is each student's responsibility not to initiate access to such material. I hereby give permission for my child to be given access to electronic communication networks including the Internet.

YES I Give My Consent

 NO I Do Not Give My Consent

ACTIVITIES AGREEMENT

To avoid having to continually sign permission notes allowing your son/daughter to participate in school activities on and off campus, we are asking you to give your consent to a range of activities within the Charters Towers area. All such activities will form part of an approved school program. Departmental policies will be adhered to whenever swimming/aquatic activities are undertaken. Please note that the Department of Education, Training and Employment does not have Personal Accident Insurance cover for students.

This section provides you with the opportunity to give permission for your student to participate in the full range of school activities offered at Charters Towers State High School. Various forms of transport are utilised for activities within Charters Towers, these include walking, bus and staff members' private vehicles.

Separate permission forms will be required for excursions/camps of more than one day's duration and for excursions to Townsville and beyond.

YES I Give My Consent

 NO I Do Not Give My Consent

(Please tick the relevant activities)

One Day Excursions in the Charters Towers District.
 Swimming/Aquatic Activities
 Human Relationships Education

I give / do not give my consent as indicated in the Authority to Use Image, Media Release, Resource Scheme, Computer Use Policy and Activities Agreement sections above:

SIGNATURES

	Parent/Caregiver 1/ Independent Student	Parent/Caregiver 2	Student
Signature			
Date			

VOLUNTARY STUDENT PARTICIPATION IN CHAPLAINCY PROGRAM

1. CHAPLAINCY ACTIVITIES WHICH ARE FREE OF RELIGIOUS, SPIRITUAL AND/OR ETHICAL CONTENT:

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

Please tick one of the boxes below:

<input type="checkbox"/> YES I Give My Consent	<input type="checkbox"/> NO I Do Not Give My Consent
---	---

(Please tick the relevant box)

2. CHAPLAINCY ACTIVITIES WITH RELIGIOUS, SPIRITUAL AND/OR ETHICAL CONTENT:

Chaplains may also be involved in activities with religious, spiritual and/or ethical content and additional consent is sought from parents/guardians for these specific activities.

Information about the school's chaplaincy program is on the school's website. Prior to commencement of any additional activities **with religious, spiritual and/or ethical content** in the school, parents/guardians will be advised through the school newsletter and website.

These activities are available to students on a voluntary basis, if a parent or guardian has given consent:

1. **Pastoral Care:** Providing social, emotional, physical and spiritual support to students.
2. **Visiting Groups:** Christian groups and bands communicating through a wide range of youth relevant media.
3. **Guests:** High quality motivational speakers and people sharing personal life stories.
4. **Lunch Programs:** Games, competitions, Christian music and a Christian message.
5. **Care Class:** Interactive class presentations encompassing a wide range of life issues.
6. **Auslife:** Year 10 to 12. One full day of high energy activities, talks and peer discussions about life issues, providing the opportunity for students to explore the impact of Christianity.
7. **Prayer:** At memorials and various events within the school community.

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

Please tick one of the boxes below:

<input type="checkbox"/> YES I Give My Consent	<input type="checkbox"/> NO I Do Not Give My Consent
---	---

(Please tick the relevant box)

ENROLMENT AGREEMENT – State High 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 Charters Towers State High School.

The school's Responsible Behaviour Plan for Students and Student Dress Code can be accessed through the school website - www.chartoweshs.qg.edu.au and a hard copy is included with this package. The Responsible Behaviour Plan for Students outlines the school's strategies for implementing the Code of School Behaviour.

Responsibility of student to:

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

Responsibility of parents to:

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

Responsibility of school to:

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

I accept the rules and regulations of the Charters Towers State High School as stated in the school policies that have been provided to me as follows:

1. The Three School Expectations: I am Safe, I am a Learner, I am Respectful
2. Responsible Behaviour Plan for Students
3. Student Dress Code
4. Homework Guidelines
5. Text and Resources Scheme
6. Student usage of internet, intranet and extranet
7. Absences
8. School Excursions
9. Appropriate Use of Mobile Telephones and other Electronic Equipment by Students

I acknowledge that information about the school's current programs and services has been provided to me.

SIGNATURES

	Parent/Caregiver 1/Independent Student	Parent/Caregiver 2
Signature		
Date		
	Principal	Principal's Delegate
Signature		
Date		
Student's Signature		Date