



Introduction to the State School Consent Form (attached) for Wellington Point State High 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Consent may be limited or withdrawn

Consent may be limited or withdrawn at any time by you.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://wellingtonpointshs.eq.edu.au/>
- Facebook: <https://www.facebook.com/WellingtonPointSHS/>
- YouTube: <https://www.youtube.com/channel/UC5o7uOjM0o-Lcf62BTPnHHw>
- Instagram: <https://www.instagram.com/wellingtonpointstatehigh/>
- Twitter:
- LinkedIn:
- 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 .

Joanne Morley, Enrolment Officer, jmorl0@eq.edu.au 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.





Enrolment Agreement – WELLINGTON POINT 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 Wellington Point State High School

Responsibility of student to:

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules/expectations as outlined in the school's Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear school's uniform (if applicable)
- respect the school property.

Responsibility of parents to:

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

Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set high standards in work and behaviour
- clearly articulate the school's expectations regarding the Responsible Behaviour Plan for Students and the Student Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example 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 of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with departmental policy, [Customer complaints management](#)
- treat students and parents with respect.

☐ Student Code of Conduct

<https://wellingtonpointshs.eq.edu.au/documents/student%20code%20of%20conduct.pdf>

☐ Student Dress Code

<https://wellingtonpointshs.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/uniform-code-19.pdf#search=uniform%20code>

☐ 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 services policy statement](#)

☐ Department insurance arrangements and accident cover for students

☐ [Obtaining and managing student and individual consent](#)

☐ School instructions for school access

I acknowledge:

- That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and
- That information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me.

Student Signature:

Parent/Carer Signature:

On behalf of Wellington Point SHS

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ICT Acceptable Use Agreement

Student Agreement – This agreement is effective for the duration of the student's enrolment at Wellington Point State High School:

- I understand that the school's ICT network provides me with access to a range of essential learning tools, including the internet
- While I have access to the school's ICT network: I will only use it for educational purposes; I will not participate in 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 e-mail and internet usage, should I encounter any material that is illegal, dangerous or offensive, I will: clear any offensive pictures or information from my screen; and immediately and quietly inform my teacher
- I will not: reveal home addresses or phone numbers - mine or that of any other person; or use the school's ICT network (including the internet) to annoy or offend anyone else
- I understand that if the school decides I have broken the rules for using its ICT network, appropriate action will be taken, which may include loss of access to the network (including the internet)

Parent / Guardian Agreement - I have read and understand the Technology, Digital Device and Responsible Use Policy, which can be located on our website: <https://wellingtonpointshs.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/technology-digital-device-and-responsible-use-policy-v1.0.pdf>

- I understand that the school provides my child with access to the school's network (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on the internet and that the school can not control what is on the internet; 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 finally upon responsible use by the student. Additionally, I will ensure that my child understands and adheres to the school's Code of Conduct and will not engage in inappropriate use of the school's ICT network

I believe my child understands this responsibility and I hereby give my permission for him/her to access and use the school's ICT network (including the internet) under the rules in place at Wellington Point SHS. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of access and usage of the school's ICT network.

Student Name	Student Signature	Date
Parent Name	Parent Signature	Date



Online Services Consent

Wellington Point State High School uses web-based educational resources to improve student learning outcomes. These web-based service providers, including the terms of use and privacy policy of each of the websites, are listed on the school website: <https://wellingtonpointshs.eq.edu.au/co-curricular/computer-and-internet>. The privacy and security of our students is paramount. Wellington Point State High School works hard to ensure the selected web-based educational resources are safe and enhance the learning experiences of our students. The listed websites have been reviewed for quality and security prior to being included on the list and we are confident that they pose minimal risk.

We need your permission for the registration and use of these sites by your student. Registering with these providers requires student personal information to be disclosed to the provider of the service. The web-based service providers are private companies that are hosted onshore in Australia and/or 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 First Name
- Student Last Name
- Age
- Student EQ-issued email
- Year group
- Class Teacher

The list of web-based service providers is reviewed annually. Updated lists are shared with parents via email and can be accessed via the school's website. Any consent given below can be withdrawn by emailing the Head of Information Technology. The school requires Online Services consent to be provided for each phase of secondary schooling:

Please tick one of these options regarding use of your child's information to sign up to the listed web-based service providers for educational service:

- ☐ Option 1 (Full Consent) – I give consent for Wellington Point SHS to use my child's information to sign up to ALL of the listed third party providers for the provision of an educational service.
- ☐ Option 2 (Partial Consent) – I give consent for Wellington Point SHS to use my child's information to sign up to the listed third party providers for the provision of an educational service, EXCEPT for the following (please list the reference numbers):
- ☐ Option 3 (No Consent) – I do NOT give consent for Wellington Point SHS to use my child's information to sign up to any of the listed third party providers and acknowledge that this may limit the learning experiences my child has access to.

As a parent or guardian of this student, I have read the terms of use and privacy policy of each of the websites listed and understand the potential risks. 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 Level
Parent/Carer Signature		Date



BYOD Participation Agreement

At Wellington Point SHS it is compulsory to Bring Your Own Device (BYOD) for all students. The BYOD is a program where students bring their privately owned laptop or tablet to school and connect it to the school's network. BYOD supports the delivery of 21st Century Learning and recognises the demand for seamless transition between school and home. Information regarding the BYOD structure plus information on minimum device requirements, can be found on the BYOD page of the school website - <https://wellingtonpointshs.eq.edu.au/co-curricular/computer-and-internet>

The following is to be read and completed by both the STUDENT and PARENT / CARER.

- ☐ I have read and understood the Technology, Digital Device and Responsible Use Policy and the school Code of Conduct. (*located on our website: www.wellingtonpoint.ed.edu.au*)
- ☐ I agree to abide by the guidelines outlined by both documents.
- ☐ I am aware that non-compliance or irresponsible behaviour, as per the intent of the BYOD Technology, Digital Device and Responsible Use Policy the Code of Conduct, will result in consequences relative to the behaviour.

Student Name	Student Signature	Date
Parent/Carer Name	Parent/Carer Signature	Date

Chaplaincy Services Participation Consent

A School Chaplain is a safe person for young people to connect with at school, providing a listening ear, caring presence, and message of hope. They help with a wide range of issues, including friendship problems, peer pressure and building self-esteem among students. School Chaplains run positive, fun activities for young people – both in and out of school – and foster a supportive, caring school community. This includes support for at-risk students, support for staff and families from the wider school community, and spiritual support and direction for the school community.

CONSENT:

My child, as listed above, has my consent to participate on a voluntary basis in activities within the program of Chaplaincy Services which may have religious, spiritual and ethical content. I understand that this consent is inclusive of all such activities and remains operational unless I advise the school otherwise in writing.

Parent/Carer Name	Parent Signature	Date
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