



To use and access the school computer network and the internet.  
*Please print clearly and complete all sections.*

**COMPUTER NETWORK AND INTERNET ACCESS AGREEMENT**

**Student**

I understand that the School Computer Network and the Internet can connect me to useful information stored on computers around the world.

While I have access to the School Computer Network and the Internet:

- 1) I will use it only for educational purposes.
- 2) I will not look for anything that is illegal, dangerous or offensive.
- 3) If I accidentally come across something that is illegal, dangerous or offensive, I will:
  - (a) clear any offensive pictures or information from my screen; and
  - (b) immediately, quietly, inform my teacher.
- 4) I will not reveal home addresses or phone numbers - mine or anyone else's.
- 5) I will not use the Internet to annoy or offend anyone else.
- 6) I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my Internet access for some time.

(Student/s Name/s)	1. _____	2. _____	3. _____	4. _____
(Student signature) <i>(if able)</i>	1. _____	2. _____	3. _____	4. _____
(Date)	1. _____	2. _____	3. _____	4. _____

**PARENT/CAREGIVER:**

I understand that the School Computer Network and the Internet can provide students with valuable learning experiences.

I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very 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 students.

I believe that my child/children listed on this form understand this responsibility, and I hereby give my permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of School Computer Network and Internet access for some time.

(Parent or Caregiver's name) \_\_\_\_\_

(Parent or Caregiver's signature) \_\_\_\_\_

(Date) \_\_\_\_\_

## **INFORMATION FOR STUDENTS AND THEIR PARENTS on SCHOOL NETWORK USAGE**

### **Why are schools providing students access to ICT facilities?**

To ensure young Queenslanders are well equipped to contribute fully to the information economy, the education sector is responding to the innovation directions of the *Smart State Strategy* (<http://www.smartstate.qld.gov.au/>) through the *Smart Classrooms: A Strategy for 2005-2007* (<http://education.qld.gov.au/smartclassrooms/strategy/>). This strategy focuses innovative programs and resources towards schools, teachers and students. An essential tool for schools in the provision of innovative educational programs is the utilisation of intranet, internet and network services. Therefore, access to these technologies is an increasingly essential part of the modern educational program provided in schools.

### **What is acceptable/appropriate use/behaviour by a student?**

It is acceptable for students to use school computers and network infrastructure for: assigned class work and assignments set by teachers; developing literacy, communication and information skills; authoring text, artwork, audio and visual material for publication on the Intranet or Internet, solely for educational purposes as supervised and approved by the school; conducting research for school activities and projects; communicating with other students, teachers, parents or experts in relation to school work; and access to online references such as dictionaries, encyclopaedias, etc. Students can also collaborate, research and learn through Education Queensland's e-learning environment.

### **What is unacceptable/inappropriate use/behaviour by a student?**

It is unacceptable for students to: download, distribute or publish offensive messages or pictures; use obscene or abusive language to harass, insult or attack others; deliberately waste printing and Internet resources; damage computers, printers or the network equipment; violate copyright laws which includes plagiarism; use unsupervised internet chat; and use online e-mail services (e.g. hotmail), send chain letters or Spam e-mail (junk mail). Usernames and passwords are to be kept by the student and not divulged to any other individual (e.g. a student should not give their fellow students their username and password). Students can not use another student or staff member's username or password to access the school's network, including not trespassing in another person's files, home drive or e-mail. Additionally, students should not divulge personal information (e.g. name, parent's name, address), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

### **What is expected of schools when providing student's with access to ICT facilities?**

Schools will provide information in relation to student access and usage of its network and reserves the right to restrict/remove student access to the intranet, extranet, internet or network facilities if parents or students do not adhere to the school's network usage and access guideline/statement.

Schools will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the internet (e.g. run through processes for disregarding (or ceasing access) to information, the process for reporting accidental access to harmful information and reporting approaches from unknown persons via the internet to the supervising teacher or school staff member).

Where possible, classes involving internet usage by students will be prepared prior to class engagement, including, filtering and checking sites students are directed to visit. An assessment should be made of the appropriate timeframe for access to the internet for completing the set task or duration a student should have access to the internet (e.g. during schools hours, outside of school hours).

### **What awareness is expected of students and their parents?**

Students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school's ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or e-mail;
- be aware:
  - that the ICT facilities should be utilised with good behaviour as stipulated under the Code of School Behaviour;
  - students breaking these rules will be subject to appropriate action by the school. This may include restricted network access for a period as deemed appropriate by the school;
  - access to ICT facilities provides valuable learning experiences, therefore giving the student educational benefits in line with the school's educational program;
  - the Internet gives access to information on and from a wide variety of organisations, subjects, people, places with origins from around the world; the school can not control information accessed through the internet; and information may be accessed or accidentally displayed which could be illegal, dangerous or offensive, with or without the student's immediate knowledge; and
  - teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful information requires responsible use by the student.

**Uncontrolled copy.** Refer to *ICT-PR-004: Using the Department's Corporate ICT Network* at <http://education.qld.gov.au/strategic/eppr/ict/ictpr004/> for master.

Version 1.0 01/01/2007



# Tewantin State School

Inspiring our community of learners

29th July 2019

## **Introduction to the State School Consent Form (attached) for **Tewantin State School****

This letter is to inform you about how we will use your child's personal information and student materials. It outlines:

- what information we record
- how we will use student materials created during your child's enrolment.

Examples of personal information which may be used and disclosed (subject to consent) include part of a person's name, image/photograph, voice/video recording or year level.

Your child's student materials:

- are created by your child whether as an individual or part of a team
- may identify each person who contributed to the creation
- may represent Indigenous knowledge or culture.

### **Purpose of the consent**

It is the school's usual practice to take photographs or record images of students and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the school and more broadly celebrating Queensland education.

To achieve this, the school may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

It should be noted that in some instances the school may be required by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent (e.g. assessment of student materials does not require further consent).

## **Voluntary**

There will not be any negative repercussions for not completing the State School Consent Form or for giving limited consent. All students will continue to receive their education regardless of whether consent is given or not.

## **Consent may be limited or withdrawn**

Consent may be limited or withdrawn at any time by you.

If you wish to limit or withdraw consent please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the school's satisfaction.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of student materials) once published by consent, to be deleted or restricted from use.

The school may take down content that is under its direct control, however, published information and materials cannot be deleted and the school is under no obligation to communicate changes to consent with other entities/ third parties.

## **Media sources used**

Following is a list of online and social media websites and traditional media sources where the school may publish your child's personal information or student materials subject to your consent.

- School website: [www.tewantinss.eq.edu](http://www.tewantinss.eq.edu)
- Facebook: <https://www.facebook.com/TewantinStateSchool>
- YouTube: **N/A**
- Instagram: **N/A**
- Twitter: **N/A**
- Other: **N/A**
- 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 Vanessa Banik, Business Manager, 07 5335 8888, [info@tewantinss.eq.au](mailto:info@tewantinss.eq.au).

**Vanessa Banik** 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.*

## 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;
  - 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 TEWANTIN STATE SCHOOL**

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Tewantin State School

### ***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 the teacher and principal
- abide by school rules, meet homework requirements and wear school's uniform
- respect the school environment.

### ***Responsibility of parents to:***

- inform school of additional information about my child:
  - Medical Condition/s
  - Gifted
  - Special Education Support
  - Learning Difficulties
  - Custody Order
  - ESL
  - Geographically Isolated
  - International Student
- attend open evenings for parents
- let the school know if there are any problems that may affect my child's ability to learn
- inform school of reason for any absence
- treat 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 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.

(Please see over as well)



# TEWANTIN STATE SCHOOL

Werin Street, Tewantin Q 4565

PO Box 134, Tewantin Q 4565

Phone: 07 5335 8888

[info@tewantinss.eq.edu.au](mailto:info@tewantinss.eq.edu.au)

[www.tewantinss.eq.edu.au](http://www.tewantinss.eq.edu.au)

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

- Responsible Behaviour Plan for Students
- Student Dress Code
- Homework Policy
- School Charges and voluntary contributions
- Student usage of internet, intranet and extranet
- Absences
- School Excursions
- Complaints management
- Parent Notice for Religious Instruction in School Hours
- Consent to use Copyright Material, Image, Recording or Name
- 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 explained to me.

**Student Signature**

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**Parent / Carer Signature**

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**On Behalf of Tewantin SS**

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**Date**

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