

SSMH1 – Consent form for student and/or parent/carer to allow sharing of student personal information

The Department of Education (DoE) is committed to creating an inclusive learning environment that supports the mental health and wellbeing of all students. In accordance with DoE's [Supporting students' mental health and wellbeing procedure](#), this form records consent of a student and/or their parent or carer for DoE staff to share information about the student with clinical care providers and school staff.

This form, when signed, gives DoE staff permission to contact a clinical care provider/s to share and/or obtain information about the student. This information will be used by school staff to make appropriate educational adjustments to support the student's needs while at school. Please read each part of this form carefully. If you do not understand any part of this form, please speak with a staff member at your child's school.

Privacy notice: Personal information is being collected on this form to allow DoE staff to:

- determine the support options for the student's suspected or diagnosed mental health difficulty and prepare a referral to a clinical care provider or specialist mental health service (if required);
- deliver quality support to the student within the school context; and
- discuss the student's situation and information with clinical care providers and school staff.

Any personal information collected may be accessed by DoE employees and clinical care providers. The personal information collected will not be given to any other person or agency unless you have given permission or DoE staff are authorised or required by law to do so.

The information on this form will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how the information has been used, please contact the school in the first instance. If you have a concern or complaint about the way this personal information has been collected, used, stored or disclosed, please also contact the school in the first instance.

The consent provided in this form must be renewed at least once per year.

Student's last name:		Date of birth:	
Student's first name:		Age:	
EQ ID number:		Gender:	
School:		School year level:	
Parent/carer's name:		Contact phone number:	
Do you require an interpreter?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Has an interpreter been used to explain this information?	Yes <input type="checkbox"/> No <input type="checkbox"/>

In order to understand the educational impacts of the student's suspected or diagnosed mental health difficulty and how the school can make supportive adjustments to the student's *Student plan*, information and advice may need to be exchanged between certain DoE staff and clinical care providers. Please initial each 'Initial here' box if you consent to DoE staff taking the following actions for the purpose of determining the support options available for the student's suspected or diagnosed mental health difficulty.

Initial here:	<p>Action: I consent to a case manager being allocated to coordinate school support for the student.</p> <p>School case manager:</p> <p>Name: _____ Role: _____</p>
Initial here:	<p>Action: I consent to a referral to the school guidance officer for the purpose of assisting the school to understand the student's mental health difficulties.</p> <p>Guidance officers can advise on adjustments to support the student's educational needs in the context of a mental health difficulty, and coordinate school support when necessary.</p> <p>To inform their assessment of the options available to support the student, guidance officers may: undertake class observations; have discussions with the student's teacher/s; conduct semi-structured interviews with the student; and undertake psychoeducational assessments. If additional formal assessment is required, the school will provide you with further information and your consent will be requested on a separate school-based form provided by the guidance officer.</p>



Initial here: **Action:** I consent to the student being referred to a clinical care provider if deemed necessary by the school guidance officer, e.g. psychologist via a referral from a general practitioner or a direct referral to the Child and Youth Mental Health Service.

(Note: All referrals will be discussed with the student and/or their parent/carer prior to being made, and [Form SSMH3: Student referral to clinical care provider](#) must be completed.)

Initial here: **Clinical care provider/s:**

If you consent to the case manager contacting the student's existing clinical care provider/s to obtain more information about their condition in order to gather information to support school adjustments, please list their profession, name and contact details below.

<i>Business name / Profession</i>	<i>Name of practitioner</i>	<i>Contact details (phone/email)</i>
E.g. Maranoa medical centre / General practitioner	Dr Jane Smith	XXXX XXXX

Initial here:	<p>Action: I consent to the student’s information being exchanged between relevant school staff, such as the case manager, guidance officer, teacher(s), principal and other departmental staff nominated by the school or me, for the purpose of implementing supportive educational programs for the student.</p> <p>‘Information’ could include diagnostic information provided by a clinical care provider/s.</p>
Initial here:	<p>Action: I consent to information relevant to the student’s mental health difficulty being recorded on confidential guidance files.</p> <p>Guidance files are managed by the school’s guidance officer and may include a record of psychoeducational assessments, actions, reports and other material relevant to the student’s education. These files are kept confidential and secure as per DoE’s Information privacy and right to information procedure.</p> <p>Any other confidential information pertaining to the student’s mental health difficulty will also be stored in OneSchool. OneSchool is a comprehensive online system that assists Queensland state schools to manage key teaching and school administrative activities. OneSchool collects and stores information about students so school staff may plan and administer appropriate education and support services to school students.</p> <p>Information will be stored on OneSchool with an appropriate security level (only relevant school personnel, and in some cases, only the guidance officer can access this information) and an original signed hard copy (if available) will be held in a guidance file in a secured location.</p>
Initial here:	<p>Action: I consent to the development of a ‘Student plan’ in OneSchool for the student.</p> <p>(Note: A ‘Student plan’ is a collection of individual support plans, e.g. Personalised learning, Individual curriculum plan, Health management and/or Support provisions, which record information about a student to inform school staff about the ways a student is supported to achieve their best at school.)</p>

For the student and/or parent/carer:

I confirm the following:

- I have received, read and understood this form.
- I give consent for the recording, use and disclosure of the student's personal information as outlined above.
- I understand that any information gathered from the clinical care providers in relation to the student's mental health difficulty will be used by the school exclusively for the purpose of understanding the educational impacts of the condition and how the school may provide a safe, inclusive and supportive education program.
- I understand that consent can be withdrawn at any time by notifying the school principal in writing.

Student's name:

Signature:

Date:

Parent/carer's name:

Signature:

Date:

For the case manager

I have discussed with the student named in this form and/or their parent/carer DoE's [Supporting students' mental health and wellbeing procedure](#). I have explained that a referral to and/or contact with a clinical care provider may be necessary for the purpose of understanding the educational impacts of the student's mental health difficulty and how the school may respond effectively to provide a safe, inclusive and supportive education program.

I am satisfied that the student and/or parent/carer understands the purpose of the information exchange referred to in this form and the recording of the student's personal information.

By signing this form I accept my responsibilities listed in DoE's [Supporting students' mental health and wellbeing procedure](#).

Case manager's name:

Signature:

Date:



For the guidance officer (if not the case manager)

I am satisfied that the student and/or parent/carer has given informed consent (see [Fact sheet – Obtaining valid student or parent/carer consent](#)) to the school recording, using and disclosing information about the student's mental health difficulty as described above.

By signing this form I accept my responsibilities listed in DoE's [Supporting students' mental health and wellbeing](#) procedure.

Guidance officer's name:

Signature:

Date:

For the principal

I have met/will meet with the student and/or student's parent/carer to discuss any concerns and negotiate reasonable educational adjustments.

By signing this form I accept my responsibilities listed in DoE's [Supporting students' mental health and wellbeing](#) procedure.

Principal's name:

Signature:

Date:

The original signed version of this form is to remain in the student's registered guidance file. Copies of this form will be uploaded to OneSchool and provided to the student and/or their parent/carer.





Introduction to the Online Services Consent Form for Caloundra State High School

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education network.

Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games, online collaboration and communication tools, web-based publishing and design tools, learning management systems, and file storage and collaboration services.

This letter is to inform you about the third party online services used in our school and how your child's information, including personal information and works, may be recorded, used, disclosed, and published to the services (if you provide your consent for this to occur).

The Online Services Consent Form is a record of the consent provided.

About the online services

After evaluation, the principal has deemed specific third party online services appropriate for school use. These online services are listed on the consent form.

Third party online service providers are external to the school, and the services may be hosted onshore in Australia or offshore outside of Australia. Data that is entered into offshore services may not be subject to Australian privacy laws. When considering whether to provide your consent, we encourage you to read the information provided about each online service, including the *terms of use* and *privacy policy*, which outline how information and works will be used and under what circumstances they may be shared.

Student information

The consent collected by the form covers both student personal information (e.g. name, date of birth) and school-based information (e.g., student username, email, year level) as outlined on the form.

Where permitted by the service provider, de-identified information will be used and/or efforts will be made to limit the amount of personal information disclosed and stored within online services (e.g., when registering accounts, only mandatory information will be disclosed).

Student works

Works might include materials such as student projects, assignments, portfolios, images, video or audio. Where student works will be created within, stored or published to the online service (in some cases, published information or works will be viewable by the public), this will be indicated in 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Parent information

Where your personal information (e.g. parent email, name, contact details) will be disclosed to the online service, this will be indicated in the 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Purpose of the consent

Third party online services are used for various purposes. The purpose of use for each service is outlined in Section 5 of the Online Services Consent Form. For example, teachers may use online services with students to support curriculum delivery, complete learning activities and assessment, facilitate class collaboration, and create and publish class work (e.g. projects, assignments, portfolios).

The Online Services Consent Form records your consent for your child to register accounts, use, and, where specified, publish their work to these services. The form also collects your consent for school staff to collect, store, and transmit information to online services in order to manage school operations and communicate with parents and students.

It should be noted that, in some instances, the school may be required or authorised by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent.

Voluntary consent provision

It is not compulsory to provide consent. If your consent is not given, this will not adversely affect any learning opportunities provided by the school to your child.

Consent may be limited or withdrawn

You can withdraw your consent at any time by notifying the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

You may also limit your consent by providing consent for some, but not all, online services listed on the form.

Requests to limit consent in relation to how the 'Information covered by this consent form' and the 'Approved purpose' (Section 2 and 3 of the form) are applied to a specific service, will be treated as "do not consent", as the school cannot guarantee correct implementation of individual requests.

Due to the nature of the internet, it may not be possible for all copies of information (including images and student works that have already been disclosed or published) to be deleted or restricted from use if you request it. The school may remove content that is under its direct control, however, information and works that have already been disclosed and published cannot be deleted, and the school is under no obligation to communicate changes to your child's consent circumstances to online service providers.

Duration of consent

The consent applies for the period of time specified on the form. You may review and update your consent at any time by notifying the school in writing (by email or letter).

There may be circumstances where the school issues a new consent form to seek additional consent e.g. in the event that new online services are identified for use.

Who to contact

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact **the Head of Department – Technology** – technology@caloundrashes.eq.edu.au .

Online Services Consent Form

Privacy Notice

The Department of Education is collecting the personal information on this form in order to obtain consent regarding the use of online services. This information and completed form will be stored securely. Personal information collected on this form may also be used by or disclosed to third parties by the Department 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, please contact your student's school in the first instance.

This form is to be completed by:

- Parent/carer*;
- Student over 18 years; or
- Student with independent status.

(*Note: Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent.)

1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

a) Full name of student _____

2. INFORMATION COVERED BY THIS CONSENT FORM

a) The consent collected by the form covers the following student personal information (identifying attributes):

- Student name (first name and/or last name)
- Sex/Gender
- Date of Birth, age, year of birth

AND the following school-based information (generally, non-identifying attributes*):

- Student school username
- Student school email
- Student ID number
- School
- Year Group
- Class
- Teacher
- Country

*In cases where registration and/or use requires a combination of school-based information (non-identifying) and personal information, or a combination of school-based information, the school-based information may become identifiable.

b) If an online service records, uses, discloses and/or publishes student works, parent information or additional student information (such as photographs of students), not listed above (Section 2a.), the school will specify it as part of the *additional consent requirements* on the form. Examples may include:

- Student assessment
- Student projects, assignment, portfolios
- Student image, video, and/or audio recording
- Sensitive information (e.g., medical, wellbeing)
- Name and/or contact details (e.g. email, mobile phone number) of student's parent

3. APPROVED PURPOSE

This form records your consent for the recording, use, disclosure and publication of the information listed in item 2 above, and any information or student works listed under the 'additional consent requirements', and to transfer this information and works within Australia and outside of Australia (in the case of offshore services) to the online service providers for the following purposes:

- For your child to register an account for the online services

- For your child to use the online services in accordance with each service's *terms of use* and *privacy policy* (including service provider use of the information in accordance with their *terms of use* and *privacy policy*)
- For the school to:
 - administer and plan for the provision of appropriate education, training and support services to students,
 - assist the school and departmental staff to manage school operations and communicate with parents and students.

4. TIMEFRAME FOR CONSENT

The consent granted by this form is for the duration of the student's current phase of learning (i.e. Years P-3, 4-6, 7-9 and 10-12). Consent is obtained upon enrolment and renewed when students move into a new phase of learning (e.g. minimum every four years).

5. CONSENT FOR ONLINE SERVICES

For each online service listed below, please indicate your choice to **give consent** or **not give consent** for the information outlined in Section 2 to be disclosed to the online service in accordance with the purpose outlined in Section 3, and for the timeframe specified in Section 4.

Service name:	Accelerated Reader	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://auhosted3.renlearn.com.au/1483014/				
Purpose of use:	Renaissance Accelerated Reader ® provides data-driven, personalised reading practice to help every student become a flourishing reader.				
Terms of use:	https://www.renaissance.com/terms-of-use/				
Privacy policy:	http://www.renaissance.com/privacy-policy/				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are N/A <input checked="" type="checkbox"/> Student works are stored . <input type="checkbox"/> The following additional student personal information is disclosed: N/A <input type="checkbox"/> The following parent personal information is disclosed: N/A <input type="checkbox"/> Student information is able to be viewed by the public N/A <input type="checkbox"/> Parent information is able to be viewed by the public N/A <input type="checkbox"/> Other: N/A				
Service name:	Adobe	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.adobe.com/au/				
Purpose of use:	Industry standard software for the editing of photos and other images, video, websites, animations and any other digital content.				
Privacy policy:	https://www.adobe.com/au/privacy.html				
Service name:	Cambridge GO	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.cambridge.edu.au/go/				
Purpose of use:	The purpose of this website is to provide a digital bookshelf for textbooks published by Cambridge University Press.				
Privacy policy:	https://www.cambridge.edu.au/go/terms/				
Service name:	Career Tools	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	http://www.caloundrashscareers.com/				
Purpose of use:	Career Tools is a website dedicated to the provision of information for students and school leavers regarding areas such as Year 12 Certifications (ie OP, ATAR, QCE and SATE); Higher education, Job information; Apprenticeships and Traineeships; School to work planning; Vocations Education and Training and much more.				
Privacy policy:	http://qldhighcareers.com/				

Service name:	ClickView Educational Video On-Demand	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	http://online.clickview.com.au/SignIn				
Purpose of use:	ClickView provides thousands of quality educational videos designed for Secondary schools, which are accessible through a BYOD-friendly video platform.				
Terms of use:	https://www.clickview.com.au/terms-and-conditions/				
Privacy policy:	https://www.clickview.com.au/privacy-policy/				
Service name:	Infiniti Library Catalogue	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://caloundrashes.concordinfiniti.com/login				
Purpose of use:	Concord Infiniti is a cloud-native K12 School Library Management System				
Terms of use:	https://caloundrashes.concordinfiniti.com/login				
Privacy policy:	https://caloundrashes.concordinfiniti.com/login				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are N/A <input type="checkbox"/> Student works are N/A <input type="checkbox"/> The following additional student personal information is disclosed: N/A <input checked="" type="checkbox"/> The following parent personal information is disclosed: Parent name and email address for communication of overdue notices if required. <input type="checkbox"/> Student information is able to be viewed by the public N/A <input type="checkbox"/> Parent information is able to be viewed by the public N/A <input type="checkbox"/> Other: N/A				
Service name:	Jacaranda Plus	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://jacplus.com.au/				
Purpose of use:	The purpose of this website is to provide a digital bookshelf for textbooks published by Jacaranda - Wiley. (Years 7 – 10 Maths, Science, English, Humanities, HPE)				
Terms of use:	https://jacplus.com.au/jsp/general-nav/terms/terms.jsp				
Privacy policy:	https://jacplus.com.au/jsp/general-nav/copyright/privacy_policy.jsp				
Service name:	Kahoot	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://kahoot.it				
Purpose of use:	Kahoot allows users to create, share and play quizzes, discussions and surveys. Multiple users can play and complete via the Kahoot! The creation of Kahoot Quiz tasks will be limited to teacher access. Students will only be able to participate in Kahoot applications.				
Terms of use:	https://kahoot.com/terms-and-conditions/				
Privacy policy:	https://kahoot.com/privacy-policy/				
Service name:	Literacy Planet	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	http://www.literacyplanet.com/				
Purpose of use:	The purpose of this website is to allow students to learn and play interactive games to improve in English literacy. Students can participate in quests, play games and compete in competitions. Teachers can assign work, monitor students' progress and grade students.				
Terms of use:	http://www.literacyplanet.com/terms_of_use				
Privacy policy:	http://www.literacyplanet.com/privacy_policy				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are N/A <input checked="" type="checkbox"/> Student works are stored . <input type="checkbox"/> The following additional student personal information is disclosed: N/A <input type="checkbox"/> The following parent personal information is disclosed: N/A <input type="checkbox"/> Student information is able to be viewed by the public N/A <input type="checkbox"/> Parent information is able to be viewed by the public N/A <input type="checkbox"/> Other: N/A				

Service name:	Manga High (Mathematics)	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://app.mangahigh.com/en-au/login				
Purpose of use:	The purpose of this website is to provide maths games and activities to support the learning of maths concepts and skills.				
Terms of use:	https://app.mangahigh.com/en-au/about/termsandconditions				
Privacy policy:	https://app.mangahigh.com/en-au/about/termsandconditions#privacy-policy				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are N/A <input checked="" type="checkbox"/> Student works are stored . <input type="checkbox"/> The following additional student personal information is disclosed: N/A <input type="checkbox"/> The following parent personal information is disclosed: N/A <input type="checkbox"/> Student information is able to be viewed by the public N/A <input type="checkbox"/> Parent information is able to be viewed by the public N/A <input type="checkbox"/> Other: N/A				
Service name:	Microsoft Forms	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://forms.office.com/				
Purpose of use:	Microsoft Forms provides teachers the ability to create customised quizzes, surveys, questionnaires and polls for educational use in the classrooms. While on the department's network, teachers will be able to embed their forms via their OneNote Class Notebook. Students will not have the ability to create forms. Students can only respond to forms that have been shared with them directly.				
Terms of use:	https://www.microsoft.com/en-us/legal/intellectualproperty/copyright/default.aspx				
Privacy policy:	https://privacy.microsoft.com/en-US/privacystatement				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored . <input checked="" type="checkbox"/> Student works are stored . <input type="checkbox"/> The following additional student personal information is disclosed: N/A <input type="checkbox"/> The following parent personal information is disclosed: N/A <input type="checkbox"/> Student information is able to be viewed by the public N/A <input type="checkbox"/> Parent information is able to be viewed by the public N/A <input type="checkbox"/> Other: N/A				
Service name:	Nelson NET	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.nelsonnet.com.au/				
Purpose of use:	The purpose of this website is to provide a digital bookshelf for textbooks published by Nelson-Cengage				
Privacy policy:	https://www.nelsonnet.com.au/legal/privacy				
Terms of use:	https://www.nelsonnet.com.au/legal/terms-and-conditions				
Service name:	Oxford Digital	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.oxforddigital.com.au/secondary/landing.html				
Purpose of use:	The purpose of this website is to provide a digital bookshelf for textbooks published by Oxford University Press. (Years 7 – 10 Maths and Science Textbooks)				
Privacy policy:	https://www.oxforddigital.com.au/privacy.html				
Terms of use:	https://www.oxforddigital.com.au/terms.html				
Service name:	Pearson Reader+	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.pearson.com.au/account/sign-in/				
Purpose of use:	The purpose of this website is to provide a digital bookshelf for textbooks published by Pearson Australia.				
Privacy policy:	http://www.pearson.com.au/privacy-policy/				
Terms of use:	http://www.pearson.com.au/terms-of-use/				



Service name:	ReadCloud Application	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://readcloud.com/#download				
Purpose of use:	The purpose of this application is to provide a digital management platform for electronic textbooks and resources				
Terms of use:	https://readcloud.com/terms				
Privacy policy:	https://readcloud.com/privacy				

Service name:	Turnitin	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.turnitin.com				
Purpose of use:	The purpose of this website is to provide a platform, which allows for the upload of student written works, which is marked and assessed for plagiarism.				
Terms of use:	https://guides.turnitin.com/Privacy_and_Security#Terms_of_Service				
Privacy policy:	https://guides.turnitin.com/Privacy_and_Security				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are N/A <input checked="" type="checkbox"/> Student works are stored . <input type="checkbox"/> The following additional student personal information is disclosed: N/A <input type="checkbox"/> The following parent personal information is disclosed: N/A <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other: N/A				

6. CONSENT AND AGREEMENT

Person giving consent – I am (tick the applicable box):

- parent/carer of the person identified in Section 1
- the person identified in Section 1 (if student is over 18 years or has independent status)

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 for the information outlined in Section 2 and any additional consent requirements outlined in Section 5 to be disclosed to the online services in accordance with the purpose outlined in Section 3 and for the timeframe specified in Section 4.

Print name of student: _____

Print name of consenter: _____

Signature or mark of _____

consenter:

Date: _____ / _____ / _____

Signature or mark of student*: _____

Date: _____ / _____ / _____



Introduction to the State School Consent Form (attached) for Caloundra 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: www.caloundrashs.eq.edu.au
- Facebook: www.facebook.com/caloundrastatehighschool
- 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 the Principal, Caloundra State High School, 07-5436 8444 and principal@caloundrashs.eq.edu.au .

The Principal should be contacted if you have any questions regarding consent.

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- Parent/carer to complete
- Mature/independent students may complete on their own behalf (if under 18 a witness is required).

(a) Full name of individual:

(b) Date of birth:

(c) Name of school: ... Caloundra State High 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: N/A

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.

PERMISSIONS-for the duration of enrolment unless otherwise notified.

Information regarding permissions can be obtained through the Enrolment Information Booklet.

STUDENT TEXT NOTIFICATION

In some senior subjects held before or after school emergency contact direct to the student is necessary. I give permission for the school to use the text messaging system to send a message to my student as part of the cohort otherwise to contact me.

Yes No

CHAPLAINCY PROGRAM - VOLUNTARY STUDENT PARTICIPATION

I give my consent for my student to participate in voluntary student activities **without** Religious, Spiritual and/or Ethical Content. Please refer to the Enrolment Information Booklet included in your pack. **CHAP 1**

Yes No

I give my consent for my student to participate in voluntary student activities **with** Religious, Spiritual and/or Ethical Content. Please refer to the Enrolment Information Booklet included in your pack. **CHAP 2**

Yes No

FINANCIAL RESPONSIBILITY

Please indicate the parent/caregiver responsible for payment of fees:

Residential Parent/Carer Name	Signature	% of fees	Date
Non-residential Parent/Carer Name	Signature	% of fees	Date

QParents (Secure online parent portal)

Please register the following person as the preferred **QParents Account Owner (QPAO)**:

Parent Name: _____

Parent Mobile no.: _____

Parent Email Address: _____

I am already registered as a QPAO

STUDENT CODE OF CONDUCT

I have read the [Student Code of Conduct](http://www.caloundrashes.eq.edu.au) and agree to abide by this policy.

Yes

STUDENT DRESS CODE

I have read the [Student Dress Code Policy](http://www.caloundrashes.eq.edu.au) and agree to abide by this policy. Please refer

Yes

TRANSFER AND / OR DEPARTURE

I understand that upon transfer or departure of the student from the school, I will give a minimum of 2 days' notice to the school and complete a signed clearance form. I will return all school resources and finalise outstanding financial commitments to the school.

Yes