

# Charters Towers Central State School

*Our mission is to provide for children an education which allows them to develop individually as valued citizens*



## *Application for Student Enrolment*

### *Confidential*

#### **APPLICATION TO ENROL IN A QUEENSLAND STATE SCHOOL**

This sheet contains information on how to complete the Application for Student Enrolment Form (SEF-1 Version 7).

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

**Questions which must be answered\*:** The Application for Student Enrolment Form contains a number of questions marked with an (\*) which must be answered. These include – Prospective student demographic details, Prospective student address details, Family details, Religion – Religious Instruction, Country of birth, Emergency contact details, Prospective student medical information, Court orders and the Application to enrol. These questions and consent are considered necessary to ensure the school can undertake its administrative and care responsibilities. Sections of the form not marked (\*) are optional. However, failure to complete these sections may result in the school not being eligible for important Federal and State Government funding.

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

**Sighting of birth certificate:** Schools are required to sight a prospective student's birth certificate. An alternative to a birth certificate will be considered where it is not possible to obtain a birth certificate (eg. person born in a country without a birth registration system – passport or visa documents will suffice. Prospective mature age students that provide appropriate photographic proof of identity do not need to present a birth certificate.

**Court Orders:** Any court orders concerning the prospective student's welfare, safety or parenting arrangements should be provided to the school, and the school should also be provided with any new or updated orders.

**Name on enrolment form:** A prospective student should be enrolled under their legal name as per their birth certificate. There is provision to also record a preferred family and/or given name. The preferred name will be used on internal school documents such as class rolls. The legal name will appear on semester reports, unless there is a specific request to use the preferred name only. This request can come from parents/carers or the student (if the student is independent/mature age).

**Evidence of Prospective Student's Immigration Status:** This section is required to be completed by a student who is not an Australian citizen and information is required to be recorded about their passport and visa.

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

**Religion – Religious Instruction:** Applicants are asked if they would like the prospective student to participate in religious instruction. From Year 1, the prospective student may participate in religious instruction if it is available. If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction. Parents/carers may change these arrangements at any time by notifying the principal in writing.

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

STUDENT'S NAME: \_\_\_\_\_

YEAR LEVEL: \_\_\_\_\_

This student is a re-enrolment

*School*

*Expectations:*

*I am Safe*

*I am Respectful*

*I am a Learner*

# Application for Student Enrolment Form

## INSTRUCTIONS

Please refer to the *Application to enrol in a Queensland State School* information on the front page of this form when completing this application.

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

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

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

## PRIVACY STATEMENT

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

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

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

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

## ENTITLEMENT TO ENROLMENT

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

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

Office Use Only						
Date Enrolled		Year Level		Roll Class		EQ ID
Independent Student	<input type="checkbox"/> Yes <input type="checkbox"/> No	Birth Certificate/Passport Sighted, number recorded and DOB confirmed			Number: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the prospective student over 18 year of age at the time of enrolment?				<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, is the prospective student exempt from the mature age student process?				<input type="checkbox"/> Yes <input type="checkbox"/> No		
If no, has the prospective mature age student consented to a criminal history check?				<input type="checkbox"/> Yes <input type="checkbox"/> No		
School House/Team		EAL/D Support		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> To be determined		
FTE		Associated Unit		Visa and Associated Documents sighted	Yes <input type="checkbox"/> No <input type="checkbox"/>	
EQI Category				SV – student visa TV – temporary visa DS – dependant – parent on student visa EX – exchange student DE – distance education		

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS			
Legal Family Name* (as per birth certificate)			
Legal Given Names* (as per birth certificate)			
Preferred Family Name		Preferred Given Names	
Sex*	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	
Copy of Birth Certificate available to show school staff*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Enrolment may not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate. For international students approved for enrolment by EQI, a passport or visa will be acceptable.	
<b>PLEASE NOTE THAT WE REQUIRE PROOF OF AGE TO ENROL YOUR CHILD (E.G. A COPY OF THEIR BIRTH CERTIFICATE OR PASSPORT)</b>			

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

PROSPECTIVE STUDENT ADDRESS DETAILS*			
<b>Principal Place of Residence Address</b>			
Address Line 1			
Address Line 2			
Suburb/Town		State	Postcode
<b>Mailing address (if it is the same as home address, write 'AS ABOVE')</b>			
Address Line 1			
Address Line 2			
Suburb/Town		State	Postcode

FAMILY DETAILS		
Parents/Carers	Parent/Caregiver 1	Parent/Caregiver 2
Family Name*		
Given Names*		
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship To Prospective Student*		
Is the parent/carer an emergency contact?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1 <sup>st</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
2 <sup>nd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
3 <sup>rd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
Email		

STUDENT FAMILY DETAILS (continued)					
Parents/Carers	Parent/Caregiver 1			Parent/Caregiver 2	
Employer Name					
Occupation					
What is the occupation group of the parent/caregiver?	<input type="checkbox"/>	(Please select the parental occupation group from the list provided on page 9 of this form. If parent/carer 1 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter '8')		<input type="checkbox"/>	(Please select the parental occupation group from the list provided on page 9 of this form. If parent/carer 2 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '8')
Country of Birth					
Country of Residence					
Does the Parent/Carer 1 or Parent/Carer 2 speak a language other than English at home? (If more than one language indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, Other – Please specify _____ Needs interpreter <input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, Other – Please specify _____ Needs interpreter <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the parent/carer an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the parent/carer a permanent resident of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Address Line 1					
Address Line 2					
Suburb/Town		State		Postcode	
Mailing address (if it is the same as home address, write 'AS ABOVE')					
Address Line 1					
Address Line 2					
Suburb/Town		State		Postcode	
Parent/Carer School Education	What is the <i>highest</i> year of primary or secondary school the parent/carer 1 has completed? (for persons who have never attended school, mark 'Year 9 or equivalent or below')			What is the <i>highest</i> year of primary or secondary school the parent/carer 2 has completed? (for persons who have never attended school, mark 'Year 9 or equivalent or below')	
Year 9 or equivalent or below	<input type="checkbox"/>			<input type="checkbox"/>	
Year 10 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 11 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 12 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Parent/Carer Non-School Education	What is the <i>highest</i> qualification the parent/carer 1 has completed?			What is the <i>highest</i> qualification the parent/carer 2 has completed?	
Certificate I to IV (including trade certificate)	<input type="checkbox"/>			<input type="checkbox"/>	
Advanced Diploma/Diploma	<input type="checkbox"/>			<input type="checkbox"/>	
Bachelor degree or above	<input type="checkbox"/>			<input type="checkbox"/>	
No non-school qualification	<input type="checkbox"/>			<input type="checkbox"/>	

PROSPECTIVE STUDENT ORIGIN DETAILS			
Origin	Queensland / Interstate / Overseas		
Origin Type	Childcare Centre or Kindergarten / Prep / Primary / Other	<input type="checkbox"/>	Full Time
		<input type="checkbox"/>	Part Time
Previous School/ Other Location		Year Level	

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

RELIGION – RELIGIOUS INSTRUCTION*	
From Year 1, the prospective student may participate in Religious Instruction if it is available. If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction. Parents/carers may change these arrangements at any time by notifying the principal in writing.	<b>Do you want the prospective student to participate in religious instruction?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>If 'Yes', please nominate the religion:</b> _____

COUNTRY OF BIRTH*	
<b>In which country was the prospective student born?</b>	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify country) _____ Date of Arrival ___/___/___
<b>Is the prospective student an Australian citizen?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No (If no, Evidence of Student's Immigration Status to be completed)

PROSPECTIVE STUDENT LANGUAGE DETAILS	
<b>Does the prospective student speak a language other than English at home?</b>	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, Other – Please specify _____

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)*			
<input type="checkbox"/> Permanent Resident	<b>Complete Passport and Visa details section below</b>		
<input type="checkbox"/> Student Visa Holder	Date of Arrival: ___/___/___	Date enrolment approved to: ___/___/___	EQI Receipt Number:
<input type="checkbox"/> Temporary Visa Holder	<b>Complete Passport and Visa details section below</b>		
<input type="checkbox"/> Other, please specify _____	<b>Temporary Visa Holders must obtain an 'Approval to Enrol in a State School' from EQI</b>		
Passport and Visa details (to be completed for a prospective student who is NOT an Australian citizen). NOTE: A permanent resident will have a passport with a Permanent Residency Visa inside worded 'Holder(s) permitted to remain in Australia indefinitely'. For prospective students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or 'Document to Travel to Australia' with 'stay indefinite' recorded must be sighted by the school.			
Passport Number		Passport Expiry Date	___/___/___
Visa Number		Visa Expiry Date (if applicable)	___/___/___
Visa Sub Class			

COURT ORDERS*		
<b>Out – of – Home Care Arrangements*</b>		
Under the <i>Child Protection Act 1999</i> , when a Child Protection Order is approved by the Children's Court, the child is placed in out-of-home care (OOHC). Out-of-home care includes short or long term placement with an approved kinship or foster carer; in a supported independent living arrangement; in a safe house; and in residential care.		
<b>Is the prospective student identified as residing in out-of-home care?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If yes, what are the dates of the court order? Please provide a copy of the court order and/or the Authority to Care.</b>	<b>Commencement date</b>	___/___/___
	<b>End date</b>	___/___/___
<b>Contact details of the Child Safety Officer (if known)</b>	<b>Name</b>	
	<b>Phone Number</b>	
<b>Family Court Orders*</b>		
<b>Are there any current orders made pursuant to the <i>Family Law Act 1975</i> concerning the welfare, safety or parenting arrangements of the prospective student?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If yes, what are the dates of the court order? Please provide a copy of the court order.</b>	<b>Commencement date</b>	___/___/___
	<b>End date</b>	___/___/___
<b>Other Court Orders*</b>		
<b>Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If yes, what are the dates of the court order? Please provide a copy of the court order.</b>	<b>Commencement date</b>	___/___/___
	<b>End date</b>	___/___/___

**PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)\***

**Privacy Statement**

The Department of Education and Training (DET) is collecting this medical information in order to address the medical needs of students during school hours as well as during school excursions, school camps, sports and other school activities. DET will not use this information to make a decision about a prospective student's eligibility for enrolment. The information will only be used by authorised employees of the department and DET will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2006.

It is essential that you advise the school before your child's first day of attendance if he or she has any medical conditions. You must also inform the school administration staff as soon as you are aware of any new medical conditions or a change to medical conditions. Should your child need to take medication during school hours, an Individual Health Plan, including Emergency Health Plan if relevant, or Authority to Administer Medication Form will need to be completed each year and retained at the office.

<b>No known medical conditions</b>		<input type="checkbox"/>
<b>MEDICAL CONDITION 1:</b>		
<b>Medical Condition (including allergies/sensitivities), symptoms and management</b> (please refer to the list of Medical Condition categories below)		
<b>MEDICAL CONDITION 2:</b>		
<b>Medical Condition (including allergies/sensitivities), symptoms and management</b> (please refer to the list of Medical Condition categories below)		
<b>MEDICAL CONDITION 3:</b>		
<b>Medical Condition (including allergies/sensitivities), symptoms and management</b> (please refer to the list of Medical Condition categories below)		
<b>Does the prospective student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)?</b> <small>This is for the purpose of informing planning for school activities such as sport and school excursions.</small>		<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify
<b>Name of prospective student's medical practitioner (optional)</b>		<b>Contact number of medical practitioner</b>
<b>I authorise school staff to contact the prospective student's medical practitioner for the purpose of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the student may be on an excursion or sporting event)?</b> (answer only if medical practitioner details have been provided above)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Medicare card number (optional)</b>		<b>Position Number</b>
<b>Cardholder name (if not in name of student)</b>		
<b>Private health insurance company name (if covered) (optional)</b>		<b>Private health insurance membership number</b> <small>(leave blank if company name is not provided.)</small>

**Education Queensland Standardised Medical Condition Category List:**

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

<b>EMERGENCY CONTACT DETAILS</b> (Other emergency contact details if parent/carers listed previously are not emergency contacts or cannot be contacted) *		
	<b>Emergency Contact</b>	<b>Emergency Contact</b>
<b>Name</b>		
<b>Relationship</b> (eg Aunt)		
<b>1<sup>st</sup> Phone contact number*</b>	Work/home/mobile	Work/home/mobile
<b>2<sup>nd</sup> Phone contact number*</b>	Work/home/mobile	Work/home/mobile
<b>3<sup>rd</sup> Phone contact number*</b>	Work/home/mobile	Work/home/mobile

<b>TRAVEL DETAILS</b>	
<b>Mode of Transport to School</b>	<input type="checkbox"/> Walk <input type="checkbox"/> Car <input type="checkbox"/> Bus <input type="checkbox"/> Bicycle <input type="checkbox"/> Other _____

<b>APPLICATION TO ENROL*</b>		
I hereby apply to enrol my child at Charters Towers Central State School		
I understand that supplying false or incorrect information on this may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular, to the best of my knowledge.		
	<b>Parent/Caregiver 1</b>	<b>Parent/Caregiver 2</b>
<b>Signature</b>		
<b>Date</b>		



## Parental Occupation Groups for use with Parent / Caregiver details

<p><b>Group 1: <u>Senior management in large business organisation, government administration and defence, and qualified professionals</u></b></p> <p><b>Senior executive/manager/department head</b> in industry, commerce, media or other large organisation.</p> <p><b>Public service manager</b> (Section head or above), regional director, health/education/police/fire services administrator</p> <p><b>Other administrator</b> [school principal, faculty head/dean, library/museum/gallery director, research facility director]</p> <p><b>Defence Forces</b> Commissioned Officer</p> <p><b>Professionals</b> generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> professional</p> <p><b>Business</b> [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]</p> <p><b>Air/sea transport</b> [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]</p>
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<p><b>Group 2: <u>Other business managers, arts/media/sportspersons and associate professionals</u></b></p> <p><b>Owner/manager</b> of farm, construction, import/export, wholesale, manufacturing, transport, real estate business</p> <p><b>Specialist manager</b> [finance/engineering/production/personnel/industrial relations/sales/marketing]</p> <p><b>Financial services manager</b> [bank branch manager, finance/investment/insurance broker, credit/loans officer]</p> <p><b>Retail sales/services manager</b> [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]</p> <p><b>Arts/media/sports</b> [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]</p> <p><b>Associate professionals</b> generally have diploma/technical qualifications and support managers and professionals.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> technician/associate professional</p> <p><b>Business/administration</b> [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]</p> <p><b>Defence Forces</b> senior Non-Commissioned Officer</p>
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<p><b>Group 3: <u>Tradesmen/women, clerks and skilled office, sales and service staff</u></b></p> <p><b>Tradesmen/women</b> generally have completed a 4 year Trade Certificate, usually by apprenticeship. <u>All tradesmen/women are included in this group.</u></p> <p><b>Clerks</b> [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]</p> <p><b>Skilled office, sales and service staff.</b></p> <p><b>Office</b> [secretary, personal assistant, desktop publishing operator, switchboard operator]</p> <p><b>Sales</b> [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]</p> <p><b>Service</b> [aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]</p>
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<p><b>Group 4: <u>Machine operators, hospitality staff, assistants, labourers and related workers</u></b></p> <p><b>Drivers, mobile plant, production/processing machinery and other machinery operators.</b></p> <p><b>Hospitality staff</b> [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]</p> <p><b>Office assistants, sales assistants and other assistants.</b></p> <p><b>Office</b> [typist, word processing/data entry/business machine operator, receptionist, office assistant]</p> <p><b>Sales</b> [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]</p> <p><b>Assistant/aide</b> [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]</p> <p><b>Labourers and related workers</b></p> <p><b>Defence Forces</b> ranks below senior NCO not included above</p> <p><b>Agriculture, horticulture, forestry, fishing, mining worker</b> [farm overseer, shearer, wool/hide Glasser, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]</p> <p><b>Other worker</b> [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]</p>
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to use, record or disclose copyright material, image, recording, name or personal information

**1. PARTICULARS – PARENT / CARER TO COMPLETE**

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

Full name  First name only  No name  Other: [Print]

**2. PARTICULARS – SCHOOLS TO COMPLETE**

Description of what is to be created, used, retained or reproduced:  
(Image or recording includes photographs, videos, film or sound recordings of the Individual)

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

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

sound recording  artistic work  written work  film  name  photograph / image

other: multi media work

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

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

displays  competitions  year books / annuals  local media

other: QSchools app

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

Indefinite

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

School websites: [www.chartowess.eq.edu.au](http://www.chartowess.eq.edu.au)

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

School Facebook page: [www.facebook.com](http://www.facebook.com)

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

School YouTube Channel: Not Applicable

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

School Twitter Profile: Not Applicable

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

Other:

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

**3. LIMITATIONS ON CONSENT – PARENT/CARER TO COMPLETE**

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

**IT IS NOT COMPULSORY FOR YOU TO PROVIDE THIS CONSENT**

**If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.**

**Uncontrolled Copy.** Refer to the Department of Education, Training and Employment Policy and Procedure Register at <http://ppr.det.qld.gov.au> to ensure you have the most current version of this document.

**4. DETAILS**

<b>Name of Individual</b>	<b>Address of Individual</b>

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

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

<b>Name of signing parent or guardian</b>	<b>Address of signing parent or guardian</b>

**5. CONSENT GIVEN**

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

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

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

**6. PURPOSE**

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

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

**7. DURATION**

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

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

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

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

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

**8. DEFINITIONS**

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

**9. NOTE**

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

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

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

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

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

**Websites**

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

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

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

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**to use, record or disclose copyright material, image, recording, name or personal information****What is copyright material?**

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

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

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

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

**What is personal information?**

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

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

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

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

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

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

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

**Privacy**

The consent to the recording, use and disclosure of the Individual's personal information and Individual work is required in accordance with the *Copyright Act 1968* (Cth), the *Education (General Provisions) Act 2006* and the *Information Privacy Act 2009*. Personal information will be stored securely. The Department will only disclose the Individual's personal information in accordance with your consent, except where authorised or required by law. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, or if you have a concern or complaint about the way the Individual's personal information has been collected, used, stored or disclosed, please contact the school.

## COMPUTER USE POLICY

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

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

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

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

**Students should understand:**

Computers and other information technology resources at Charters Towers Central State School are intended primarily for use in learning. Every student is given a computer account to allow access to the school's computer network and this is private to the user.

No student may interfere with another account.

When using "global" systems, such as the Internet, it is impossible for the school to filter out or screen all material which is controversial, inappropriate or offensive. Although there will be strict supervision during Internet access, each student must also take RESPONSIBILITY to ensure they do not initiate access to such material or to distribute such material by copying, storing or printing.

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

- ❖ I will take of information technology resources.
- ❖ I will take care not to damage computer/iPad equipment or furniture.
- ❖ I will never eat or drink near any school owned computer/iPad or equipment.
- ❖ I will follow teacher/teacher aide directions precisely, with relation to the operations of computers/iPads. This includes directions to log off and cease activity.
- ❖ I will be considerate of others users.
- ❖ I will not use the internet to annoy or offend anyone else.
- ❖ I will keep my password secret.
- ❖ I will not attempt to use or otherwise interfere with another student's account or folder under any circumstances.
- ❖ I will not reveal my personal address or phone number or those of other students or staff in any electronic communications.
- ❖ I will use the Internet for educational purposes only.
- ❖ I will not look for anything that is illegal, dangerous or offensive.
- ❖ 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 and quietly inform my teacher.
- ❖ I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my computer/iPad/Internet access for some time.

## COMPUTER USE AGREEMENT

### STUDENT

I accept that...

Breaking this agreement will result in my being taken off the network temporarily or permanently depending on the seriousness of the offence and that this may be recorded on my student record. For more serious matters, where a criminal offence occurs, further disciplinary and/or legal action may be taken.

I have read, understood and will follow the conditions and rules as set out in the school's Computer Use Policy. I further understand that there will be consequences (including loss of network privileges) if I should cause any harm or abuse any of these conditions.

YES I Agree

NO I Do Not Agree

### PARENT/CAREGIVER

Computer Use Policy:

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

YES I Agree

NO I Do Not Agree

### INTERNET ACCESS:

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

YES I Give My Consent

NO I Do Not Give My Consent

## ENROLMENT AGREEMENT – CHARTERS TOWERS CENTRAL 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 Charters Towers Central State School.

### Responsibility of student to:

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn activities and take part in school activities
- act at all times with respect and tolerance towards other students and the staff
- work hard and comply with requests or directions from the staff
- abide by school rules 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
- respect the school property.

### Responsibility of parents/carers to:

- ensure your child attends school on every day for the educational program in which they are enrolled
- attend meetings of the school that relate to your child
- let the school know if there are any problems that may affect your child's ability to learn
- inform the school of student absences and reasons for absences in a timely manner
- treat 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 the school's instructions regarding access to school grounds before, during and after school hours
- advise Principal if your student is in the care of the State
- keep school informed of any changes to student's details, such as student's home address and phone number.

### Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups
- 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
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach students each term
- teach effectively and to set the highest standards in work and behavior
- clearly articulate the school's expectations regarding the Responsible Behaviour Plan for Students and the school's 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, behavior, attendance or punctuality
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools
- treat students and parents with respect.

I acknowledge:

- That I have read and understood the responsibilities of the student, parents/carers and the school staff outlined above; and
- The rules and regulations of Charters Towers Central State School as stated in the school policies and procedures as provided in the School's Handbook and found at its website [www.chartowess.qld.edu.au](http://www.chartowess.qld.edu.au) may impact on my child's enrolment and activities within this school.

I understand and am aware that the following school policies and procedures may impact on my child's enrolment and activities within this school:

- Responsible Behaviour Management Plan (School Handbook)
- Student Dress Code (School Handbook)
- Truancy and Return of Work Policy (School Handbook)
- Student usage of Internet, Intranet and Extranet (School Handbook)
- Grievance Management (School Handbook)
- Parent Notice for Religious Instruction (School Handbook)
- Consent to use Copyright Materials, Image, Recording and Name (School Handbook)
- Appropriate use of Mobile Telephones and other Electronic Equipment by Students (School Handbook)

### SIGNATURES

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

