



*Connecting every learner, every day in every way for success*

## **2021 Policies and Agreements**

**Prospective Student:**

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# Enrolment Permission Acknowledgement



## *Welcome to Kedron State School.*

In completing your student's enrolment, please ensure that you have read all policies and signed each form required by ticking the relevant boxes below. Please forward your child's completed Enrolment Permissions to the administration office prior to attending your child's enrolment interview.

Included in package:

- ☐ Enrolment Agreement
- ☐ ICT Acceptable Use Agreement
- ☐ State School Consent form – Media
- ☐ Excursion & Activity Permissions
- ☐ Third Party Website Consent Form
- ☐ Student Resource Scheme – Prep & Year 1 only
- ☐ Voluntary Contribution Form

The Kedron State School Prospectus, Dress Code, Responsible Behaviour Plan and relevant policies can also be perused on our [website](#).

If you have any **queries**, please do not hesitate to make contact on 3621 3444 or [admin@kedronss.eq.edu.au](mailto:admin@kedronss.eq.edu.au)

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Students Name

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Parent/Carer's Name



# Enrolment Agreement

*Connecting every learner, every day in every way for success*

*At Kedron State School, our community believes that connecting parents, students and school staff optimises learning.* This enrolment agreement outlines the agreed responsibilities of students, parents or carers and the school staff about the education of students enrolled at Kedron State School.

## **Connecting every student through the responsibility to:-**

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show respect towards students and staff
- work diligently, striving to achieve your academic potential
- comply with requests or directions from the teacher and principal
- abide by school expectations (Be respectful, Be responsible, Be safe, Be a learner) as outlined in the school's Responsible Behaviour Plan for Students
- meet homework requirements
- wear with pride the Kedron State School's uniform
- respect school property

## **Connecting every parent through the responsibility to:-**

- ensure your child attends school on every school day for the educational program in which they are enrolled
- attend parent teacher information sessions regarding academic progress
- communicating to the school any problems that may affect your child's ability to learn
- ensure your child completes homework regularly in keeping with the school's homework policy
- inform school of student absences and reasons for absences in a timely manner
- ensure your child presents wearing the school uniform in its entirety
- supply your child with all the materials required to engage in the curriculum
- treat school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to develop the learning behaviours for success, self-discipline and self-control
- prevent your child from bringing any dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise Principal if your 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

## **Connecting every school staff member through the responsibility to:-**

- design and implement engaging, flexible and differentiated 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 literacy and numeracy acquisition
- 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 the students each term
- teach effectively and to set the highest standards in work and behaviour
- clearly articulate the school's expectations regarding the School Vision, Expectations, 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 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 is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, complaints management – State Schools
- treat students and parents with respect

At the Enrolment Interview, to be attended by the enrolling student, the parent(s), a member of the Leadership Team will discuss the school's established practices, expectations and documentation.

**I accept the expectations of Kedron State School as stated in their policy documents.**

I am aware that if I disregard these expectations, consequences applicable to the behaviour will be put into place.

I acknowledge that information about Kedron State School's current programs and services has been provided to me.

.....  
Parent/Carer Signature

.....  
On behalf of Kedron State School

<b>OFFICE USE ONLY</b>
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Student Name	
D.O.B	
Male /Female	
Year Level	
Date of Interview	
Class Allocation	
Date of Tour	
Teacher introduction	
Starting Date	
Date Entry	





# ICT Acceptable Use Agreement

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Information and Communication Technologies (ICT) includes computers, handheld devices (electronic devices, smartphones, and tablets), printers, digital cameras, internet and email facilities, and other associated electronic and mechanical hardware and software.

## In using ICT resources appropriate for all learning tasks:

I am not permitted to:

- access, copy or distribute any material that is controversial, inappropriate, obscene or offensive
- download, install or transfer any software or material that violates copyright, intellectual property or licensing laws
- send, transfer or create computer viruses
- access the control panel, system configuration, or make any changes to settings, passwords other than my own on school owned device
- directly or indirectly access drives other than those allocated to me
- directly, or indirectly, move, delete or modify any files (other than those in my personal drive)
- be involved with electronic or physical vandalism, harassment or bullying
- capture, manipulate or transmit photos of members of staff or students without their prior approval
- use any login other than my own

Kedron State School staff, parents and officials have the right to access and inspect the contents of student files and emails at any time. Random audits of student files will be carried out regularly by ICT Network Administrators. Students found to be violating this policy or any law, will receive the appropriate consequences and may include referral to appropriate authorities.

**I accept that breaching this agreement will result in losing access to ICT temporarily or for an extended period of time,** depending on the seriousness of the offence. For serious matters, disciplinary action by Kedron State School administration will be taken.

\_\_\_\_\_

Student Name

\_\_\_\_\_

Student signature

\_\_\_\_\_

Date

## I have read the above agreement, and I:

1. Give / do not give permission for my child to access, produce and communicate information on the internet.
2. Understand that my child's computer files, internet and email usage will be randomly checked by the ICT Network Administrators.

\_\_\_\_\_

Parent / Caregiver Name

\_\_\_\_\_

Parent / Caregiver Signature

\_\_\_\_\_

Date

## Acceptable Use of Network Agreement

The computer network provides resources to enhance our learner-centred community. The Network Agreement has been designed to maximise the benefits that come from using a networked computer system with internet access while minimising the risks. Access to the network for all students is conditional on complying with this user policy statement and guidelines.

### Key conditions of use

All users have an individual logon user name that is password protected. The individual user name provides rights and privileges such as internet, a personal folder, common areas and printing. Activities are being monitored at all times through student logon names. This consists of:

- *Formal Monitoring:* traced by user logon details and includes proxy log, printing records, workstation records
- *Informal Monitoring:* staff access to student folders, network administrators applying filters and regular searches and removal of harmful data

#### 1. User logon integrity

- Each user must keep all passwords secret. No user may share their password or give other access to their account, even by logging in for another person
- No user may attempt to gain access to another user's account
- Users are responsible to select a password that complies with Education Queensland's minimum standards for password complexity, as per password creation guidelines at time of creation or reset

#### 2. Network security and student safety

- No student may create, access, store, transfer, email redistribute or use files that illegal, offensive, dangerous or harmful in any way
- Student must always ensure files, including files transferred by USB and Wi-Fi links are used for educational purposes and are scanned for viruses prior to use. Inappropriate files such as Trojans or keygens that are introduced to the school network will be detected and will require action.
- School ICT hardware may not be altered in any way
- Students are to inform staff immediately of any suspected inappropriate activity

#### 3. Internet and email use

- Internet and email is provided for assigned class work and assignments set by teachers, solely for educational purposes as supervised and approved by the school
- Internet and email are to be used appropriately and legally with consideration of other users and respecting the privacy, safety and reputation of themselves, others and the school
- Students should consider 'Netiquette' when communicating online. Personal details, images or information should never be included in online communication
- The use of inappropriate language in emails will be a breach and be picked up by EQ Wordscan
- A monthly internet download quota limit will be applied to all user accounts. The limit will be sufficient for educational activities to be carried out

### Consequences

Any student participating in activities that breach network security may result in disciplinary action as outlined in the school's Responsible Behaviour Plan. Students and parent/caregiver will be required to re-sign the Network Agreement following any breach.

#### 4. Cybersafety and Security

- Ensure your cybersafety by keeping your personal details, including username, password, address or phone number private
- Your account details need to be kept private. It is not appropriate to share these details with another student for their use
- In line with cybersafety guidelines, ensure you do not, under any circumstances, store, send or upload photos of yourself, other students, teachers or visitors to the school
- Social media (e.g Facebook, AskFM, Instagram, Twitter, SnapChat etc) are not to be accessed at school
- All activities on the school network, including internet history, may be stored, accessed and monitored by authorised EQ staff to determine your compliance with this agreement
- Hacking or attempting to hack the network and other accounts or bypassing network security or filtering are seriously inappropriate uses of ICT equipment and will incur consequences
- Downloads of large files, videos or images through the school network will affect the use of the network for others. Internet download limits may be put in place by the school
- The publishing of inappropriate or abusive material about staff, students or the school in any public or school domain, including the internet, is a breach of the school's Responsible Behaviour Plan for Students
- The viewing, scanning, storing, transmitting, forwarding, printing, playing, etc. of inappropriate images, video audio, or email is strictly prohibited. This applies to anything that could cause offence to others and anything that is disruptive to any activity

#### Waiver of Liability

- The school restricts access to some material available via the internet, but does not accept responsibility for any illegal, offensive, indecent or otherwise harmful material accessed on the internet, nor for any loss however arising from use of, or reliance on information obtained through its internet service or in relation the reliability or quality of that service
- The school does not accept responsibility for any damage or loss to student owned devices or accessories brought to school or connected to the school's ICT resources.

**I accept that breaching this agreement will result in me losing access to ICT resources temporarily or permanently,** depending on the seriousness of the offence. For serious matters, disciplinary action by the School's Administration may be taken.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student' Signature

\_\_\_\_\_  
Date

#### **I have read the above agreement, and I:**

1. Give/do not give permission for my child to access, produce and communicate information on the internet
2. Understand that my child's device files are to be backed up regularly so that work will not be lost as a result of device malfunction

\_\_\_\_\_  
Parent/Carer's Name

\_\_\_\_\_  
Parent/Carer's Signature

\_\_\_\_\_  
Date



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

This document is to inform you about how we will use your student'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

- 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 student's 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* or by law to record, use or disclose the student's personal information or materials without consent (e.g assessment of student materials does not require further consent)

## **Voluntary**

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

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

Consent may be limited or withdrawn at any time by you

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

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

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

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

**Media sources used**

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

- School website: <https://kedronss.eq.edu.au>
- **Other: QSchools app, Electronic newsletter, promotional material**
- 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:

School Administration

[admin@kedronss.eq.edu.au](mailto:admin@kedronss.eq.edu.au)

or phone 3621 3444

The Administration should be contacted if you have any questions regarding consent. Please retain this letter for your records and return the signed consent form.

## Kedron State School Consent Form

### 1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

(a) Full name of individual: .....

(b) Date of birth: .....

(c) Name of school: .....

(d) Name to be used in association with the person's personal information and materials\* (please select):

☐ Full Name   ☐ First Name   ☐ No Name   ☐ Other  
Name .....

*\*Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.*

### 2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

(a) **Personal information** that may identify the person in section 1:

- ▶ Name (as indicated in section 1) ▶ Image/photograph ▶ School name
- ▶ Recording (voices and/or video) ▶ Year level

(b) **Materials** created by the person in section 1:

- ▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image
- ▶ Software ▶ Music score ▶ Dramatic work

### 3 APPROVED PURPOSE

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
  - Any activities engaged in during the ordinary course of the provision of education (including assessment),
  - or other purposes associated with the operation and management of the school or DoE including to publicly

celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.

- Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
- Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
  - the school's newsletter and/or website;
  - social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
  - year books/annuals;
  - promotional/advertising materials; and
  - presentations and displays.

**4**

#### ***TIMEFRAME FOR CONSENT***

**School representative to complete.**

- (a) Timeframe of consent: duration of enrolment.
- (b) Further identified activities not listed in the form and letter for the above timeframe:

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**5**

#### ***LIMITATION OF CONSENT***

The Individual and/or parent wishes to limit consent in the following way:

**► 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 consentor 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 consentor. 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 consentor, 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 consentor 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 consentor.

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 to facilitate registration and use of third party web based software identified on the form. 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.



# Excursion and Incursion Activity Consent

*Connecting every learner, every day in every way for success*

*The following permissions will remain current for your child's enrolment at this school.*

*Please advise the school immediately if you require any changes.*

Student Legal Family Name (as per birth certificate):	
Student Legal Given Names (as per birth certificate):	
Date of Birth	___/___/___

**PARTICIPATION** - I give my consent for the above mentioned student to participate in the local excursions/incursions mentioned below and agree to delegate my authority to the staff involved. Such staff may take whatever disciplinary action they deem necessary to ensure the safety, well-being and satisfactory conduct of the students as a group, or individually, in the above-mentioned activity.

**MEDICAL ASSISTANCE** – I hereby authorise the supervising staff to obtain any medical or associated assistance which they deem to be necessary should any medical condition or accident occur, which requires professional attention.

**MEDICAL ASSURANCE** – I agree to pay any medical, dental and/or pharmaceutical expenses incurred on behalf of the above. I further authorise qualified practitioners to perform surgery, administer anaesthetic and/or administer blood transfusions if such an eventuality should arise. I understand that, should such circumstances arise, the supervising staff will endeavour to contact me (or listed emergency contacts) by phone in the first instance.

**MEDICAL** – I understand that the staff accompanying an excursion have been authorised by the Principal to administer the medication/s in accordance with the instructions written on the medical container/s by the pharmacist in accordance with the medical practitioner's instructions. Medications are required to be current and provided to the School Administration prior to an excursion.



**Please initial each section to indicated consent for your child.**

Activity		Please initial each section to indicate your consent.
Participate in the school's religious instruction class one lesson per week.		
Sell raffle tickets for school based fundraising.		
Allow school staff or willing adults authorised by the Principal to physically check your child for head lice, when the presence of head lice at school is suspected.		
Permission for my child to engage in swimming instruction, implemented by the KSS Physical Education teacher and support staff in Terms 1 & 4.		
Permission for my child to participate in the Kedron State School cross country, which involves accessing a course outside the school boundary.		
Permission for my child to be given food items provided by other parents/carers in acknowledgement of a student's birthday.		
<b>At Kedron State School, students may be required throughout the course of the school year to regularly access the following locations. Please indicate your approval for your student to participate in the following local excursions at these venues by initialling in the permission column below.</b>		
VET	Leckie Road, Kedron	
Kedron State High	Park Road, Woolloowin	
Wavell State High	Kedron Brook	
Kedron Brook Park		
Benalong Park	Benalong Road, Kedron	
Kedron Post Office	Gympie Road, Kedron	
Physical Education	Shaw Sports Park	
Parental Guidance Recommended rated films or documentaries		

I, \_\_\_\_\_ (name of Parent /Carer) hereby give my permission for the student identified above to attend local excursions within a 3km distance of the school grounds, unless I withdraw permission for specific excursions (complete list provided above). I acknowledge that these excursions may require students to walk between venues. These excursions will have a direct link to the curriculum programs of Kedron State School. I will inform the school as soon as I am aware of any change in our contact details, or any change in the students' medical condition which may affect the student while on an excursion.

\_\_\_\_\_

(Parent/Carer Signature)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

(Date)



# Incursion Consent

*Connecting every learner, every day in every way for success*

During the course of enrolment at Kedron State School, low risk Incursions are scheduled in accordance with curriculum teaching and learning. Parents and carers are invited to provide consent for the various incursion experiences offered throughout the year.

## Consent

By signing this form (below) I agree that:

- I **give consent** for my child \_\_\_\_\_ in class \_\_\_\_\_ to participate in low risk incursions that may occur during enrolment at Kedron State School.
- I will pay to the school, the costs of any incursions that my child is a participant.
- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor.
- I accept liability for all reasonable costs incurred by the Department of Education and Training in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the Department of Education and Training the full amount of those costs.
- I have provided the school all relevant details of my child's medical or physical needs on enrolment and where relevant, have updated this information.

Parent/Carer Name: \_\_\_\_\_ (Please Print)

Parent/Carer's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## I do not Consent

- I do not consent for my child \_\_\_\_\_ in class \_\_\_\_\_ to participate in low risk incursions at Kedron State School.

Parent/Carer Name: \_\_\_\_\_ (Please Print)

Parent/Carer's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Privacy**

The Department of Education and Training (DET) is collecting the personal information requested in this form in order to:

- obtain lawful consent for your child to participate in the activity;
- help coordinate the activity;
- respond to any injury or medical condition that may arise during, or as a result of the activity; and update school records where necessary.

The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Qld). The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorised or required by law, or you have given DET permission for the information to be disclosed.



Queensland Government



# Third Party Website Consent

**Connecting every learner, every day in every way for success**

## **Privacy Notice**

*The Department of Education and Training is collecting your personal information on this form in order to obtain consent for disclosure of a student's personal information to facilitate registration and use of third party web based software identified on the form. The information will be used and disclosed by authorised school employees for the purposes outlined on the form.*

*Student personal information collected on this 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.*

The use of web based educational resources has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes.

Our school and teachers make decisions about the best technology to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party web based providers.

Kedron State School wishes to utilise the third party web based service provider/s listed below to aid students learning. For your student to use the service the teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. In the case of the services outlined below they are private companies that are hosted *onshore in Australia and outside of Australia*. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws. Registration may include disclosing the following information about your student:

- **Student Name and ID**
- **Age and Year Group**
- **Class Teacher and Student email**

We need your permission for the registration and use of these sites by your student.

*Note: 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.*

Before you complete this consent form it is important that you understand the reasons that these websites collect this information, what will be done with it, who else may have access to it and where the data is stored. This information can be found in the hyperlinks below referring to each website's terms and conditions and/or privacy policy.

Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student's information, please feel free to contact Administration.

**Below are the third party web based service provider/s:**

**Name of Provider:** EDMODO

**Type of Service:** Edmodo connects teachers, students and parents to collaborate on assignments and Discover new resources. It is a K-12 social learning community. Teachers are able to set up and invite students to a locked online classroom.

**Website:** <https://www.edmodo.com/>

**Terms of Use:** <https://www.edmodo.com/corporate/terms-of-service>

**Privacy Policy:** <https://www.edmodo.com/corporate/privacy-policy>

**File Storage:** Cloud based servers in the USA.

**Name of Provider: PREZI**

**Type of Service:** Prezi is a presentation software and storytelling tool for presenting ideas digitally. Can be used by teachers and students to create, save and share presentation both on and offline.

**Website:** <https://prezi.com/>

**Terms of Use:** <https://prezi.com/terms-of-use/> **Privacy Policy:** <https://prezi.com/privacy-policy/>

**File Storage:** Cloud based servers in California, USA.

**Name of Provider: READING EGGS**

**Type of Service:** Designed by Australian literacy experts, ABC Reading Eggs makes learning essential reading and phonics skills easy and fun. The program uses a highly motivating sequence of online reading lessons, activities and books that keep students engaged and on task. Teachers are able to set up and invite students to a locked online classroom.

**Website:** <https://readingeggs.com.au>

**Terms of Use:** <https://readingeggs.com.au/terms/>

**Privacy Policy:** <https://readingeggs.com.au/privacy/>

**File Storage:** Cloud based servers in the USA.

**Name of Provider: MATHLETICS**

**Type of Service:** The purpose of this website is to provide maths games and activities to support the learning of maths concepts and skills. Users can compete against other registered users through challenges to earn points and achieve high scores.

**Website:** <http://au.mathletics.com>

**Terms of Use:** <http://www.3plearning.com/terms/>

**Privacy Policy:** <http://www.3plearning.com/privacy/>

**File Storage:** Cloud based servers in the USA.

**Name of Provider: CLASSDOJO**

**Type of Service:** This website is to help teachers improve student behaviour and engagement while keeping parents and caregivers in the loop.

**Website:** <https://www.classdojo.com>

**Terms of Use:** <https://www.classdojo.com/en-gb/terms/>

**Privacy Policy:** <https://www.classdojo.com/en-gb/terms/#privacy-and-security>

**File Storage:** Cloud based servers in the USA.

As part of our school/home communication system, your child's class may utilise 'Classdojo'. Classdojo is a fun, collaborative, classroom management tool. It allows students to earn points and rewards for positive behaviour and take ownership of their learning. As it is a platform that is based in the USA, we require permission for student access.

As part of school/home communication, classdojo can be used to create a class story. The class story is an easy way for the events, learning activities and information to be shared with families at home. This story is a closed network and is only visible to families invited into the class.

Curriculum Activity		<i>Please initial each section to indicate your consent</i>
MATHLETICS		
EDMODO – Associated with ICAS Competitions		
PREZI – Associated with ICAS Competitions		
CLASSDOJO		

As a parent or guardian of this student, I have read the terms of use and privacy policy of each of the websites listed. I understand that my child will provide personal information to these third party software providers for the purpose of registration and use of the software programs and that this information may be stored outside of Australia.

\_\_\_\_\_  
Parent/Carer's Name

\_\_\_\_\_  
Parent/Carer's Signature

\_\_\_\_\_  
Date



# Resource Scheme

*Connecting every learner, every day in every way for success*

1. To be completed if instructed by the Enrolment Officer as only specific year levels use the Resource Scheme.
2. Participation in the Resource Scheme is voluntary. Any parent / caregiver who does not wish to participate in the scheme, is still responsible for providing their student with the necessary items and covering the cost of activities for engaging in the curriculum.
3. In accordance with procedures for the operating of a Resource Scheme, parents / caregivers are required to sign a formal agreement of participation. This may be completed on enrolment.
4. Payments can be made by direct Internet payment, BPoint, Visa, Mastercard or EFTPOS. A receipt will be provided. This payment is requested to be made in full within the first two weeks of enrolment commencement. Parent / caregivers experiencing financial difficulty, or who cannot make payment by this time, are asked to contact the school's Business Manager.

**Participation**

The Student Resource Scheme (SRS) provides parents with a convenient and cost-effective way to obtain/access educational resources that their child needs for school. These resources supplement the school's resources and enhance students' learning experience at school.

The school has developed a **PREP** SRS for **PREP students**. The associated cost with the **PREP** scheme is **\$140 per year**.

For more information regarding the SRS please see [www.kedronss.eq.edu.au](http://www.kedronss.eq.edu.au)

**Please indicate your intention to participate or not by selecting "yes" or "no" and completing the information in the relevant box below:**

☐ **Yes**

I wish to participate in the above-named Student Resource Scheme for the duration of my child's enrolment at the school. I have read and understand the Terms and Conditions (see reverse) and agree to abide by them and to pay the annual participation fee. I understand that the school will provide me with information about the SRS costs and inclusions each year when the invoice is issued.

I understand that I can opt out of SRS participation in any year by completing a new Participation Agreement Form before the invoice due date.

**I wish to make payment each year by:**

- ☐ A single payment for the full year's fee
- ☐ Term instalments (paid over the first 3 terms)
- ☐ An instalment plan as negotiated with the school  
(e.g. via direct debit, centrepay or other periodical payment method)  
[ please contact Dale West, Business Manager, to arrange]
- ☐ I am experiencing financial hardship and wish to meet with the school to discuss my options (see clauses 7-11 overleaf)

☐ **No**

I do not wish to participate in the above-named Student Resource Scheme. I have read and understand the Terms and Conditions (see reverse) and acknowledge my responsibility to supply the resources required by my child. I understand the school will provide me with a list of resources required each year.

I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

**Student Details**

I agree to the above made selection, until such point as I inform the school otherwise

Student name: \_\_\_\_\_

Year level: \_\_\_\_\_

Parent name : \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

School use only:

Negotiated instalments: \_\_\_\_\_ Approved by: \_\_\_\_\_

## Participation

[Back to menu](#)

The Student Resource Scheme (SRS) provides parents with a convenient and cost-effective way to obtain/access educational resources that their child needs for school. These resources supplement the school's resources and enhance students' learning experience at school.

The school has developed a **Year 1** SRS for **Year 1** students. The associated cost with the **Year 1** scheme is **\$130 per year**. For more information regarding the SRS please see [www.kedronss.eq.edu.au](http://www.kedronss.eq.edu.au)

Please indicate your intention to participate or not by selecting "yes" or "no" and completing the information in the relevant box below:

### ☐ Yes

I wish to participate in the above-named Student Resource Scheme for the duration of my child's enrolment at the school. I have read and understand the Terms and Conditions (see reverse) and agree to abide by them and to pay the annual participation fee. I understand that the school will provide me with information about the SRS costs and inclusions each year when the invoice is issued.  
I understand that I can opt out of SRS participation in any year by completing a new Participation Agreement Form before the invoice due date.

I wish to make payment each year by:

☐ A single payment for the full year's fee

☐ Term instalments (paid over the first 3 terms)

☐ An instalment plan as negotiated with the school (e.g. via direct debit, centrepay or other periodical payment method).  
[ please contact Dale West, Business Manager, to arrange]

☐ I am experiencing financial hardship and wish to meet with the school to discuss my options (see clauses 7-11 overleaf)

### ☐ No

I do not wish to participate in the above-named Student Resource Scheme. I have read and understand the Terms and Conditions (see reverse) and acknowledge my responsibility to supply the resources required by my child. I understand the school will provide me with a list of resources required each year.  
I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

## Student Details

I agree to the above made selection, until such point as I inform the school otherwise

Student name: \_\_\_\_\_

Year level: \_\_\_\_\_

Parent name: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

School use only:

Negotiated instalments: \_\_\_\_\_ Approved by: \_\_\_\_\_



## Terms and Conditions of the Student Resource Scheme

### Privacy Statement

The Department of Education collects this information in accordance with section 51 of the *Education (General Provisions) Act 2006* ("the Act") in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with departmental employees for the purpose of debt recovery.

### Definitions

1. Reference to a "parent" is in accordance with the definition in the Act and refers equally to an independent student.

### The Student Resource Scheme (SRS)

2. The cost of providing instruction, administration and facilities for the education of students enrolled at state schools is met by the State.
3. The school is not responsible for providing textbooks, in-class consumables and personal resources for students.
4. The SRS enables parents to access certain resources, as detailed by the school, for an annual fee.
5. Participation in the SRS is optional: parents are under no obligation to participate.

### Parents and Citizens' (P&C) Association support of the SRS

6. All parents are invited to participate in the annual meeting of the P&C Association at which the income and expenditure report is presented and the proposed SRS inclusions and fees are tabled for approval.

### Parents experiencing financial hardship

7. Principals may vary payment options and/or waive all or part of the participation fee for parents experiencing financial hardship.
8. Parents experiencing financial hardship who wish to participate in the SRS should contact the Principal to discuss options.
9. The onus of proof of financial hardship is on the parent.
10. The school may require annual proof of continuing financial hardship.
11. All discussions will be held in the strictest confidence.

### Parents participating in the SRS

12. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
13. [An] invoice/s for the amount of the annual participation fee will be issued to the parent providing consent to participate in the SRS.
14. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
15. Parents must notify the school before the invoice due date if they intend to cease their participation in the SRS in any year.
16. Where a parent chooses to participate, they are agreeing to pay the annual participation fee, in accordance with the payment frequency option selected on the form. There is no provision for part-participation.
17. All SRS resources provided for the student's temporary use remain the property of the school and must be returned when requested by the school or if the student leaves the school.
18. Parents are responsible for ensuring that any SRS resources provided for the student's temporary use are kept in useable condition. Where an issued item is lost, not returned, or negligently damaged, parents will be responsible for payment to the school of the value of the item or its repair.
19. Parents must inform the school if items on the list of resources are not received.
20. Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department's [Debt Management procedure](#). In such cases, the Principal may:
  - withdraw the student's participation in the SRS
  - require the return of items provided by the SRS
  - withhold the provision of any further items under the SRS
  - refuse participation in the SRS where participation fees are overdue from the previous year(s), and/or
  - exclude the student from optional, non-curricular activities and/or
  - initiate debt recovery action.

### Parents NOT participating in the SRS

21. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
22. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
23. Where a parent has previously indicated that they will participate in the SRS, but wishes not to participate in any year(s), the parent must notify the school prior to the invoice due date of their intention to cease participation.
24. Parents who choose not to participate in the SRS are responsible for providing their child with all items that would otherwise be provided by the SRS. School-produced resources (e.g. Student Diary) will be available for separate purchase from the school for non-participants.

### Operating the SRS

25. Schools will provide all parents with a list of resources provided by the SRS to enable parents to assess the cost effectiveness of participation.
26. Schools will also provide non-participating parents with detailed lists of resources to supply for their child.
27. All items included in the SRS must be able to be independently sourced by parents who choose not to participate in the SRS, either from a third party supplier or by purchasing a school-specific resource (such as a diary or workbook) from the school.
28. Schools may distribute information and invoices to parents in the year preceding the SRS but invoices must not be due before the end of the first week of term 1 of the SRS year. All invoices must have a minimum of 30 days for payment.
29. Parents must be given the option annually to choose not to participate in the SRS.
30. In return for payment of the participation fee, the SRS will provide participating students with the resources and materials as outlined in the school SRS documents.
31. SRS moneys received are to be expended only on student resources outlined in the school's SRS and must not be expended on other items or used to raise funds for other purposes.
32. As the SRS operates for the benefit of participating parents and is funded primarily from participation fees, the school retains control of the resources and determines the rules around their availability to non-participants.
33. A student entering the school during the school year is entitled to pay a pro-rata fee to participate.
34. Where participation fees have been paid and a student leaves the school during the year, schools must determine if parents will be eligible for a pro-rata refund. This calculation will also take into account any pro-rata allocation of any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, parents will be liable to pay this balance of funds.
35. The replacement cost of any resource will be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school, as detailed on the annual SRS information provided to parents.
36. Schools may initiate debt recovery action in accordance with the debt management procedure where a parent has an outstanding debt



## Voluntary Financial Contribution - Prep to Year 6

*Connecting every learner, every day in every way for success*

*The contributions made to Kedron State School by parents/carers support us to provide the optimal educational experiences expected of us by our students and community. Your contribution directly improves the resources and learning environment of our students, improving educational outcomes and encouraging happy, successful learners.*

*\$50.00 per student*



- Payment can be made by cash, cheque, credit card / EFTPOS or direct debit and a receipt will be provided. **Please note – schools cannot accept credit card details over the phone.** See below for further information regarding this scheme together with payment details for your convenience. Part payments will be accepted across the year. Please see the office staff for further information.

Kedron State School P&C Association endorses this scheme and parents/carers are encouraged to participate.

If you have any enquiries regarding this contribution, please do not hesitate to contact the school office or the Principal.

## **Voluntary Financial Contribution**

### **Operating Statement**

1. The costs of providing instruction, administration and facilities for the education of students at the school are met by the State Government for students enrolled at the school who are Australian citizens or permanent residents, or the children of Australian citizens or permanent residents.
2. The school is resourced by the State Government through school grants to provide a core educational service.
3. Section 56 of the Education (General Provisions) Act 2006 provides that the Principal may ask the parents of a student of the school to make a voluntary financial contribution to supplement government funding for instruction, administration and facilities for the education of the student at the school. If the student is an adult, the principal may ask the student to make a voluntary financial contribution.
4. Voluntary financial contributions are used by the school to provide an enhanced educational service and to enhance resources available for student learning, recreation and comfort.
5. A voluntary financial contribution is not a fee and is separate from any fee charged by the school. Debt recovery action will not be undertaken by the school for non-payment of all or part of a request for a voluntary financial contribution.
6. While the request to parents may indicate a nominated amount, the financial contribution to the school is voluntary, and there is no obligation on a parent to make all or part or more of the contribution.
7. To enable an informed decision to be made by the parent, the request for a voluntary contribution should indicate how the funds will be used by the school.
8. The school and the parents share decision-making and responsibility for the operation of the voluntary financial contribution funds. The amount of the requested contribution and the operation of the voluntary contributions are supported by the Parents and Citizens' Association annually.
9. The voluntary financial contribution funds may be managed by the school or the Parents and Citizens' Association, but not by a third party.
10. The voluntary financial contribution is not a deterrent for a student enrolling at the school or undertaking a particular subject.
11. Where a parent decides not to make a voluntary financial contribution, instruction, administration and facilities for the education of the student at the school will continue to be provided by the school, and the student will suffer no educational detriment by way of school action as a result of the decision.

### **Contribution Options**

12. Should you wish to make a voluntary financial contribution, please complete the Voluntary Financial Contribution form and return it to the school along with your payment.
13. The voluntary financial contribution may be paid to the school by Centrelink deduction arranged through the school, by direct deposit (EFT) to the bank account, EFTPOS (credit/debit card as indicated on this form) in person or over the phone, cheque, or cash,
14. For payment made by direct deposit (EFT) to the bank account indicated on the front of the form, please ensure that the payment reference includes the reference as indicated on the front of this form. The acknowledgement from your financial institution of the successful electronic transfer of funds should be printed and retained as your record of payment.
15. For payments made in person by EFTPOS, cheque or cash, a receipt will be provided to the payer. Where payment is made by other methods, a receipt will be provided on request.
16. If you do not wish to make a voluntary financial contribution, no further action is required.

**Uncontrolled copy.** Refer to *FNM-PR-023: Voluntary Financial Contributions* in Policy and Procedures Register at <http://education.qld.gov.au/strategic/eppr/> for master.

## Voluntary Financial Contribution

The school is resourced by the State Government through grant funding to provide a core educational service to students. Voluntary financial contributions are used by the school to provide an enhanced educational service and to enhance resources available for student learning, recreation and comfort.

☐ **Yes** I wish to make a voluntary financial contribution to the school in \_\_\_\_\_ (Year). I have read and understand the Operating Statement (see reverse) for the contribution and understand that this contribution is voluntary, and that the funds are to be used to enhance the instruction, administration and facilities of the school.

## Privacy Statement

The Department of Education and Training through the school is collecting your personal information in accordance with section 56 of the *Education (General Provisions) Act 2006* in order to administer the voluntary contributions in an efficient, ethical and secure manner. The information will only be accessed by school employees conducting the voluntary contributions. Your information will not be given to any other person or agency unless you have given permission or the Department of Education and Training is authorised or required by law to make the disclosure.

Student Given Name	Family Name	Yr Level	Voluntary Contribution
1.			\$ 50.00
2.			\$
3.			\$
4.			\$
5.			\$
Total			\$

## Parent/Carer Details (please print)

Given Names:			
Family Name:			
Address:			
Contact Numbers:	Home: _____	Work: _____	Fax: _____
	Mobile: _____	Email: _____	
Parent/Carer Signature:			Date: _____

## Payment Arrangement

☐ **Now:** I wish to make a single payment of the total amount above.

☐ **Instalments:** I wish to make instalment payments of the total amount above in the following manner: \_\_\_\_\_

## Payment Method

I wish to make payment by:

☐ Centrelink Deduction \*\* ☐ EFT (Electronic Funds Transfer) \* ☐ EFTPOS (Credit/Debit Card) ☐ Cheque ☐ Cash

\* Payment by EFT can be made to the school bank account BSB: 0644 147 Account Number: 00090125

To ensure correct identification of the payment, please ensure that the **payment reference** clearly includes the **STUDENT NUMBER**, along with the characters VFC, e.g. 001461VFC

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





# Information regarding Nil Accident Insurance Cover for Students

*Connecting every learner, every day in every way for success*

Some school activities and physical education, particularly contact sports, carry inherent risks of injury.

Parents / caregivers are advised that the department does not have Student Accident Insurance Cover for students.

If a student is injured at school as a result of an accident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver.

Some incidental medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered through the private health insurance policy. Any other costs would be borne by the parent / caregiver.

Student Accident Insurance is an insurance policy that pays certain benefits in certain circumstances should your student have an accident.

It is a personal decision for parents as to the types and levels of private insurance they arrange to cover their student for any accidental injury that may occur.

Parents / caregivers should contact their insurer or an approved Australian Insurance Broker for more information about student personal accident insurance cover for their student.

Source: <http://education.qld.gov.au/parents/school-life/health-wellbeing/accident-insurance-cover.html>

**I acknowledge that I have read the above statement.**

\_\_\_\_\_  
Parent/Carer's Name

\_\_\_\_\_  
Parent/Carer's Signature

\_\_\_\_\_  
Date

## Guidelines for Using Interpreters in Schools

Interpreters can be used in the school for:

- Enrolments
- Meetings between parents/caregivers, staff and students
- Information dissemination about specific school programs
- Individual student issues or to assist with an educational assessment

Translating and Interpreting Service (TIS National) provides access to the following interpreting services:

- Immediate telephone interpreting
- ATIS Voice automated voice-prompted immediate telephone interpreting
- Pre-booked telephone interpreting
- On-site interpreting

To access a service through TIS National, you will need to quote the Department of Education's client code **C14288**



# KEDRON STATE SCHOOL

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