



# Enrolment Information Booklet 4 - 6

|                                  |        |
|----------------------------------|--------|
| <b>Student's name</b>            |        |
| <b>Date of Birth</b>             |        |
| <b>Enrolment year level</b>      |        |
| <b>Enrolling for year</b>        | 20____ |
| <b>Interview Date &amp; Time</b> |        |



When you have completed this form please return:

In Person:

Brightwater State School  
20 Dianella Drive  
Mountain Creek,  
QLD, 4557

Or Email: [enrolments@brightwaterss.eq.edu.au](mailto:enrolments@brightwaterss.eq.edu.au)

| <b>Checklist</b>   | <b>Completed</b> |
|--|------------------|
| <b>Student Enrolment Profile</b>   |                  |
| <b>Read and understood Enrolment Agreement / Student Declaration</b>   |                  |
| <b>Signed Parent Student Declaration and permissions</b>   |                  |
| <b>Signed Ongoing Permission: Local Activities</b>   |                  |
| <b>Registration for e-Newsletter</b>   |                  |
| <b>Signed Consent Form – to use copyright material, image, recording, name or personal information</b>   |                  |
| <b>Signed Student Resource Scheme (SRS)</b><br>More detailed information regarding what is covered by the SRS is available in the Parent handbook. You can opt in and out of this scheme at any time providing it is submitted in writing.   |                  |
| <b>Signed BYOx Form</b>  |                  |
| <b>Online Services Consent</b>   |                  |
| <b>Medical Plans – if applicable</b><br>Individual Medical Management Plans (IMP) signed by your child's GP, are required for medical conditions such as:<br><br>Anaphylaxis<br>Asthma<br>Diabetes<br>Epilepsy – Seizure<br>Any other medical condition as requested by the school<br><br>Individual Management Plans (IMP) attached | YES / NO         |

**Brightwater State School – Student Enrolment Profile**

THIS INFORMATION IS PROVIDED TO YOUR CHILD’S TEACHER

CHILD’S NAME: .....

CHILD’S CURRENT AGE: ..... CHILD’S LAST SCHOOL: .....

COPY OF CHILD’S LAST REPORT CARD SUPPLIED: YES / NO

CUSTODY ARRANGEMENTS CURRENTLY IN PLACE: YES / NO / N/A

List your child’s strengths:

- .....
- .....

List your child’s interests and extra-curricular activities e.g.: instrumental music, choir, chess:

- .....
- .....

Has your child ever repeated a year of school? Yes / No If ‘Yes’, what year level? .....

Has your child received any support in these learning areas?

- Reading Yes / No      Maths Yes / No      Writing Yes / No
- Behaviour Yes / No      Speech Yes / No      Other

If so, please provide details: .....

Has your child ever been assessed by a Guidance Officer? Yes / No If so when: .....

Where.....

Purpose.....

Has your child received support for any of the following:

- Paediatrician                       Child Psychologist                       Psychiatrist
- Ear, Nose & Throat (ENT)                       Speech Pathologist                       Occupational Therapist
- Cognitive

If so when..... Where.....

Who.....

Any diagnosis we should be aware of:.....

## Brightwater State School - Enrolment Agreement

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

Before enrolling your child/children at Brightwater State School it is important for you to receive and understand information on the services our school has to offer as well as information outlining the rights and responsibilities of students, staff, parents and carers of our school community. Once you have read and understood this information, we ask that you sign this document to acknowledge your understanding and acceptance of the policies and procedures in place at Brightwater State School.

Our **Parent Handbook** will provide you with all the information you need including our school's *Student Dress Code* and *Student Code of Conduct*. The Student Code of Conduct outlines the strategies we use to implement the Department of Education, Student Code of Conduct. Please ensure you have read this information thoroughly before signing this document. You can discuss any questions you may have with the Principal during your enrolment interview.

The following outlines the responsibilities of the members of the Brightwater State School community.

### **Responsibility of student to:**

- attend school regularly, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules, meet schoolwork requirements and wear abide by school's dress code
- respect the school environment.

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

- attend information sessions and interviews for parents
- let the school know if there are any problems that may affect my child's ability to learn
- inform school of reason for any absence
- understand that for issues to be resolved they need to be discussed in a calm and rational manner at a time and place convenient to all parties involved
- treat school staff with respect
- conduct yourself in a calm, respectful and tolerant manner at all times when on the school campus
- support the authority and discipline of the school enabling your child to achieve maturity, self-discipline and self-control
- refrain from applying discipline to children other than your own
- abide by school's policy regarding access to school grounds before, during and after school hours.

### **Responsibility of school to:**

- develop each individual student's talent as fully as possible
- inform parents and carers regularly about how their children are progressing
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at all reasonable requests for times and offer opportunities for parents and carers to become involved in the school community
- clearly articulate the school's expectations regarding the student code of conduct and the school's dress code policy
- ensure that the parent is aware of the school's record-keeping policy
- contact parents and carers as soon as possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with concerns in an open, fair and transparent manner
- consult parents on any major issues affecting students
- treat students and parents with respect and tolerance.

## Student's Declaration – ICT Agreement

When using the Internet at Brightwater State School I will:

- browse only within the area specified by my teacher.
- not give my password/logon details to anyone.
- not give out personal information such as my surname, address, telephone number, parent's work and home address/telephone number.
- never send a person my picture or anything else without checking with my teacher.
- use portable memory devices for school/curriculum use only.
- only use school computers under teacher supervision. A teacher needs to be in the room.
- not respond to any messages that are mean or in any way makes me feel uncomfortable. It is not my fault if I get a message like that.
- if I come across any information that is unsuitable or makes me feel uncomfortable I will click on home and then tell my teacher right away.
- always follow the school's code of conduct in all messages whether sent from home or school.
- ensure all files saved are appropriate and curriculum related.
- treat all computer hardware e.g. laptops, iPads with care.

When using the Brightwater State School computers, I will not:

- place food and drinks at or near the computers and associated hardware.
- use the computers and associated hardware unless a teacher is present in the room.
- alter the configuration of the computers.
- add or remove any software without permission.
- add or remove any hardware.

## Parents' and Student's Declaration and Permissions

I have read, understand and accept the rules and regulations of Brightwater State School as stated in the parent handbook and school policies that have been provided to me as part of the enrolment package:

- Behaviour Policy – Student Code of Conduct** – Summary provided in Parent Handbook. Complete document provided on request.
- Student Dress Code** – Parent Handbook
- School of High Standards** – Parent Handbook
- Safety** – Parent Handbook
- Student Resource Scheme & payment** – Parent Handbook
- Student usage of internet and intranet** – Parent Handbook and Enrolment booklet
- Absences** – Parent Handbook
- School Excursions** – Parent Handbook and enrolment booklet
- Complaints management** – Enrolment interview
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students** – Student Code of Conduct

I acknowledge that information about the school's current programs and services has been provided to me.

I have read the Brightwater State School ICT Access Guidelines and discussed the content with my child/children.

I understand that my child/children need to use Brightwater State School's computers in an appropriate manner and in accordance with the Access Guidelines. If I do not they will be banned for a period of time.

|  |  |
|--|--|
| Parent/Carer Signature:                          |  |
| Student Signature:                               |  |
| Signature on behalf of Brightwater State School: |  |

## Ongoing Permission: Local Activities

Ongoing permission is sought for fully supervised short learning activities which are conducted within the proximity of the school such as the:

- ✓ Sports fields located next to the school
- ✓ Native parklands behind the school
- ✓ Waterway behind the school.

NB: Parents will always be notified of full day excursions. The school will provide detailed information about full day excursions and this will include a separate permission form.

**I give permission for my child to participate in local activities** (please circle)

**Yes / No**

## Registration for e-Newsletter

All editions of the school newsletter are electronic, coming to you via email and also on our school website.

You may also like to include other family members, for example Grandparents, to receive our e-Newsletter.

Should you wish to register your email address please complete your details below.

Email address: .....

First Name: .....

Surname: .....

Email address: .....

First Name: .....

Surname: .....

Email address: .....

First Name: .....

Surname: .....

## Media Consent Form - to use copyright material, image, recording, name or personal information

### Introduction to the State School Consent Form for Brightwater State School

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

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

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

Your child's student materials:

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

### Purpose of the consent

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

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

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

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

It should be noted that in some instances the school may be required by the *Education (General Provisions) Act 2006* 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://www.brightwaterss.eq.edu.au/>
- Facebook: **Brightwater State School**
- YouTube: **Brightwater State School**
- Instagram: **Brightwater State School**
- Twitter: **N/A**
- Other: **promotional material**
- Local newspaper: **Sunshine Coast Daily**
- School newsletter: **Brightwater State School Newsletter**
- School parent/teacher communication platform: **Seasaw**
- 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

The school office should be contacted if you have any questions regarding consent

- Email: [office@brightwaterss.eq.edu.au](mailto:office@brightwaterss.eq.edu.au)
- Phone: 5438 3111
- In person

# Brightwater State School Consent Form



Queensland  
Government

## 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: **Brightwater State 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

Timeframe of consent: duration of enrolment.

## 5 LIMITATION OF CONSENT

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

6

**CONSENT AND AGREEMENT**

**► CONSENTER – I am (tick the applicable box):**

- parent/carer of the identified person in section 1
- the identified person in section 1 (if a mature/independent student or employee including volunteers)
- recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.

By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student .....

Print name of consenter .....

Signature or mark of consenter ..... Date .....

Signature or mark of student (if applicable) ..... Date .....

**SPECIAL CIRCUMSTANCES**

If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carer or Individual student; or when the consenter is an independent student and under 18 the section below must be completed.

**► WITNESS – for consent from an independent student or where the explanatory letter and State School Consent Form were read**

I have witnessed the signature of an independent student, or the accurate reading of the explanatory letter and the State School Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness: .....

Signature of witness: ..... Date: .....

**► Statement by the person taking consent – when it is read**

I have accurately read out the explanatory letter and State School Consent Form to the potential consenter, and to the best of my ability made sure that the person understands that the following will be done:

1. the identified materials will be used in accordance with the State School Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and State School Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the explanatory letter has been provided to the consenter.

Print name and role of person taking the consent: .....

Signature of person taking the consent: ..... Date: .....

**Privacy Notice**

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the student’s personal information. The information will be used and disclosed by authorised school employees for the purposes outlined on the form. Student personal information collected on this form may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student’s school in the first instance.

# 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 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.

**Primary schools only****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 Student Resource Scheme for students enrolled at Brightwater State School. For more information regarding the SRS please see the school office.

**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) paid during the first two weeks of term
- An instalment plan as negotiated with the school (e.g. via BPoint, centrepay or other periodical payment method) Please contact the school office 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: \_\_\_\_\_

## *Our eLearning Vision*

*To provide students with digitally rich 21<sup>st</sup> Century learning environments that allow them to enquire, analyse, communicate and create within a personalised learning program.  
To provide supportive leadership and best practice teaching that enables, enhances and transforms student learning and outcomes through ICT.*

All learning spaces throughout the school are enabled through wireless connectivity and resourced with:

- interactive whiteboards
- laptop pods
- desktop computers
- i-Pads
- web cams, digital cameras & video cams
- Lego robotics, digital microscopes, digital sensing devices.

Apple products are used throughout the school as our main source of electronic hardware.

For more information and FAQ please visit our website or click on the following link to access the Education Departments “*Information and user guides for BYOx Link*”

<https://education.qld.gov.au/parents-and-carers/school-information/student-ict-device-programs/information-and-user-guides-for-byoxlink>

## Frequently Asked Questions

**Do I have to buy my child a computer? Is this compulsory?** No, the purchase of a computer is not compulsory. The teachers at Brightwater State School are keen to use some innovative learning strategies using technology. Children without their own computer will share the school owned computers.

**Will my child be participating in eLearning if they don't have a laptop?** Yes. eLearning is not about the laptop; it's a change in learning style to a mobile, collaborative and inquiry approach. Children without their own Laptop will still have access to our fleet of school owned Laptops in the same way that they do in Prep – Year 3. These Laptops are shared across a number of classrooms which means students won't have access all the time. Class teachers plan their programs so that their students have access to school Laptops when lessons and learning activities require them. Children also can't take these devices home to continue their work there. They can still access The Learning Place and other online learning environments they utilise at school, at home from family owned devices.

**We already have a laptop at home. Can my child use this?** Yes. Please see the information regarding Acceptable Devices on our website. Some older models are unsuitable for school use. If in doubt, please contact Office to check. Note that Brightwater school provides tablets for use at the school, therefore BYO refers to laptops

# BYOx Student Participation Agreement

## General Use

1. I understand that I am **responsible for the safety of my laptop each day**.
2. I understand that **it is a privilege to use such a valuable tool for my learning and I will follow school behaviour expectations when using my laptop**.
3. I understand that it is recommended that I **bring my laptop to school each day**.
4. I will ensure the **laptop is charged** at the beginning of each school day.
5. I will **leave the laptop charger at home** unless directed to bring it to school under special circumstances.
6. I will hold the **laptop with two hands** when carrying it and **will walk** with it at all times.
7. I will **use the laptop carry bag** when transporting it around the school or to and from home.
8. I will **keep food and drinks away** from the laptop at school.
9. I will **immediately report any accidents or breakages** to my parents and teachers.

## Content

10. I will use the laptop only to **support my school learning program**.
11. I permit my teachers and parents to **perform checks** to monitor that I have not installed illegal / unsuitable software applications and content and to check the websites which I visit. I understand there will be **consequences** for inappropriate use.

## Safety and Security

12. I will **only visit websites at school** which support my learning activities.
13. I will be **cybersafe** and **cybersmart at all times** when using the internet.
14. I will demonstrate social **etiquette** when using my laptop and other equipment with regard to other people.
15. I will use my BYOx devices lawfully and in accordance with the *Appropriate Use/Behaviour of School Network* guidelines regarding **ethical use** of equipment, technology, use of legal software, use of the internet and the protection of personal data.
16. I am **not permitted administrator rights** on Operating System of the Apple MacBook to ensure the integrity of Education Queensland's network infrastructure is maintained.
17. For security reasons, I am **not to share account names and passwords** with anyone unless requested by school staff or technicians when servicing the laptop.
18. I am **responsible for the security and use** of my BYOx devices while at Brightwater State School.
19. I understand that if the above conditions are not followed, I will **not be granted the permission to use my BYOx laptop** and other ICT devices whilst at Brightwater State School.

Name of Student: \_\_\_\_\_ Student Signature \_\_\_\_\_

Name of Parent: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

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

## Privacy Notice

The Department of Education, through Brightwater State School, is collecting the personal information on this survey in order to obtain consent regarding the use of online services. This information and completed survey will be stored securely. Personal information collected during this survey may also be used by or disclosed to third parties by the Department where authorised or required by law. If you wish to access or correct any of the personal information disclosed, or discuss how it has been dealt with, please contact your student's school in the first instance.

Dear Parent / Caregiver

This online services consent form is being completed for \_\_\_\_\_

The purpose of this form is to inform you about the third party online services used in our school and how student information, including personal information and works, may be recorded, used, disclosed, and published to the services (if you provide your consent for this to occur).

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

**This consent form is to be completed by:**

- Parent/carer or
- Student over 18 years

## About the consent

### About the Consent

For each online service listed in the following table, please indicate your choice to **give consent** or **not give consent** for the student information to be disclosed to the online service, in accordance with the approved purpose and time frame as outlined below.

### Student Information

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

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

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

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

If an online service records, uses, discloses and/or publishes student works, parent information or additional student information (such as photographs of students), not listed above, it will be specified as part of the **additional consent requirements**.

Examples may include:

- Student assessment
- Student projects, assignment, portfolios
- Student image, video, and/or audio recording
- Sensitive information (e.g., medical, well-being)



- Name and/or contact details (e.g. email, mobile phone number) of student's parent

### Approved Purpose

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

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

### Time frame

The consent granted by this form is for the duration of the student's current phase of learning (i.e. Years P-3, 4-6, 7-9 and 10-12). Consent is obtained upon enrolment and renewed when students move into a new phase of learning (e.g. minimum every four years) however, there may be circumstances where our school issues a new consent form to seek additional consent e.g., in the event that new online services are identified for use.

### Terms of use and Privacy Policies

For further information on each online service, eg. Terms of use, privacy policy, data hosting etc. please click on the link (digital copy only) to visit the individual websites.

| Online Service  | Consent | Do not give consent |
|---|---------|---------------------|
| <b>Service Name:</b> <b>ABCya</b><br><b>URL:</b> <a href="http://www.abcya.com">http://www.abcya.com</a><br><b>Purpose of use:</b> ABCya offers free educational games for primary students aligned to Common Core Standards (USA).   |         |                     |
| <b>Service Name:</b> <b>Acer Online Assessment and Reporting (OARS)</b><br><b>URL:</b> <a href="https://oars.acer.edu.au">https://oars.acer.edu.au</a><br><b>Purpose of use:</b> ACER is a recognised international leader in the development and provision of high quality assessment and reporting tools and services for schools, universities, and TAFE institutes. Educators can purchase and administer online assessments including PAT Maths, Reading, Spelling, Vocabulary, Grammar and Punctuation, Science through this service. |         |                     |
| <b>Service Name:</b> <b>Code.org</b><br><b>URL:</b> <a href="https://code.org/">https://code.org/</a> and <a href="https://code.org/educate/applab">https://code.org/educate/applab</a><br><b>Purpose of use:</b> The purpose of this website is to learn drag and drop programming through tutorials and exercises.  |         |                     |
| <b>Service Name:</b> <b>Education Perfect</b><br><b>URL:</b> <a href="https://www.educationperfect.com/">https://www.educationperfect.com/</a><br><b>Purpose of use:</b><br>The purpose of this website is to provide educational teaching and learning activities across a range of subject areas. Teachers can create and upload additional lesson plans. Students can participate in learning activities, games and assessment with in-built marking.  |         |                     |
| <b>Service Name:</b> <b>Epic!</b><br><b>URL:</b> <a href="https://www.getepic.com/educators">https://www.getepic.com/educators</a><br><b>Purpose of use:</b> The purpose of this website is to provide an online library with the ability to track students' progress.<br>typing tests and typing games. There is also a blog from Typing.com that allows users to comment on new posts. Teachers are able to create classrooms and import students to the classroom for typing lessons and to view reports from typing tests               |         |                     |

|   |  |  |
|---|--|--|
| <p><b>Service Name: Kahoot!</b><br/> <b>URL:</b> <a href="https://Kahoot.it">https://Kahoot.it</a><br/> <b>Purpose of use:</b> Kahoot! is a game based learning platform. It provides the ability to create, discover, play and share fun learning quizzes, surveys and activities for any subject, in any language, on any device, for all ages.</p>   |  |  |
| <p><b>Service Name: Lexile/Literacy Pro</b><br/> <b>URL:</b> <a href="https://lexile.com">https://lexile.com</a><br/> <b>Purpose of use:</b> The purpose of this website is to provide users with a reading metric and suggest books that will challenge readers against that metric.</p>   |  |  |
| <p><b>Service Name: Mathletics (3P Learning)</b><br/> <b>URL:</b> <a href="http://www.mathletics.com.au">www.mathletics.com.au</a> and <a href="http://www.3plearning.com/au/">http://www.3plearning.com/au/</a> (parent website)<br/> <b>Purpose of use:</b> 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</p> |  |  |
| <p><b>Service Name: Mathseeds</b><br/> <b>URL:</b> <a href="https://mathseeds.com.au">https://mathseeds.com.au</a><br/> <b>Purpose of use:</b> Mathseeds is an online numeracy education program for early childhood.</p>   |  |  |
| <p><b>Service Name: Phonics Hero</b><br/> <b>URL:</b> <a href="https://www.phonicshero.com">https://www.phonicshero.com</a><br/> <b>Purpose of use:</b> The purpose of this website is to teach students phonics through games at various levels of competency.</p>   |  |  |
| <p><b>Service Name: Prodigy</b><br/> <b>URL:</b> <a href="https://prodigygame.com">https://prodigygame.com</a><br/> <b>Purpose of use:</b> Prodigy is a game based learning platform to engage students in maths.</p>   |  |  |
| <p><b>Service Name: Quizlet</b><br/> <b>URL:</b> <a href="https://mathseeds.com.au">https://mathseeds.com.au</a><br/> <b>Purpose of use:</b> Quizlet is an online learning tool that allows users to create quizzes, flash cards and games.</p>   |  |  |
| <p><b>Service Name: Quizizz</b><br/> <b>URL:</b> <a href="https://quizizz.com">https://quizizz.com</a><br/> <b>Purpose of use:</b> Quizizz is an online portal that allows teachers to set revision Quizzes across a range of curriculum areas.</p>   |  |  |
| <p><b>Service Name: Reading Eggs (3P Learning)</b><br/> <b>URL:</b> <a href="http://www.readingeggs.com.au">http://www.readingeggs.com.au</a><br/> <b>Purpose of use:</b> The purpose of this website is to promote and provide access to a product designed to develop a students ability to read English.</p>   |  |  |
| <p><b>Service Name: Seesaw</b><br/> <b>URL:</b> <a href="https://quizlet.com">https://quizlet.com</a><br/> <b>Purpose of use:</b> Quizlet is an online learning tool that allows users to create quizzes, flash cards and games.</p>  |  |  |
| <p><b>Service Name: SmartMusic</b><br/> <b>URL:</b> <a href="https://account.smartmusic.com">https://account.smartmusic.com</a><br/> <b>Purpose of use:</b> SmartMusic is a web-based suite of music education tools that allows for interactive engagement from teachers and students. Teachers can set and monitor music assignments, exercises and student practice activities. Students can practice their tasks with immediate feedback and record sessions to submit for assessment.</p>          |  |  |
| <p><b>Service Name: Studyladder</b><br/> <b>URL:</b> <a href="https://www.studyladder.com.au">https://www.studyladder.com.au</a><br/> <b>Purpose of use:</b> The purpose of this website is to provide students with an online learning platform for all subjects.</p>  |  |  |
| <p><b>Service Name: Typing.com</b><br/> <b>URL:</b> <a href="http://www.typing.com/">http://www.typing.com/</a><br/> <b>Purpose of use:</b> The purpose of this website is to learn typing skills with various typing lessons, typing tests and typing games. There is also a blog from Typing.com that allows users to comment on new posts. Teachers are able to create classrooms and import students to the classroom for typing lessons and to view reports from typing tests.</p>                 |  |  |
| <p><b>Service Name: Vocabulary Spelling City</b><br/> <b>URL:</b> <a href="http://www.spellingcity.com">http://www.spellingcity.com</a><br/> <b>Purpose of use:</b> The purpose of this website is to allow teachers to create word lists to help students improve</p>  |  |  |

|  |  |  |
|--|--|--|
| spelling, vocabulary and grammar. It has audio components that assist students to pronounce and comprehend words in a sentence. Schools that purchase premium have functionalities such as creating own students list, student activity tracking tool with scores and progress for each activity and vocabulary tests. |  |  |
| <b>Service Name:</b> XtraMath<br><b>URL:</b> <a href="https://xtramath.org">https://xtramath.org</a><br><b>Purpose of use:</b> The purpose of this website is to provide effective, efficient, adaptive, and intrinsically rewarding supplemental math activities.   |  |  |

## Consent and agreement

I \_\_\_\_\_ parent/caregiver of: \_\_\_\_\_

*By signing this form, agree that you:*

- *have read the explanatory letter and all information within this form.*
- *have had the opportunity to ask questions about it and any questions that you have asked have been answered to your satisfaction.*
- *consent for the information outlined in this form, and any additional consent requirements listed, to be disclosed to the online services in accordance with the approved purpose and time frame as per your nominated response option.*

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



*Brightwater State School*  
20 Dianella Drive  
Mountain Creek Qld 4557  
Phone: 07 5438 3111

Email: [office@brightwaterss.eq.edu.au](mailto:office@brightwaterss.eq.edu.au)  
Website: [www.brightwaterss.eq.edu.au](http://www.brightwaterss.eq.edu.au)

