



# Warwick State High School

## ~ Application for Enrolment ~

A child should be enrolled under their legal name as per their birth certificate. There is provision to also record a child's preferred family and given name. Parents/carers nominating a preferred name for their child should note that the legal name will appear on semester reports but the preferred name will only be used on internal school documents such as class rolls.

**Student Name:** .....

**Date of Birth:** ..... **Year Level:** ..... **Proposed Start Date:** .....

Student's personal mobile phone number: ..... (if you are happy for the school to record this for use in case of an emergency).

**Does the student have a sibling at this school?**  Yes  No **If yes, Name:** .....

**Sporting House:** Does student have a sibling/parent/grandparent who is/has attended Warwick SHS. If so,

Relatives name: ..... Relationship: .....

House: .....

**Student Report Card:** Are there any additional persons who should receive copies of this student's reports? If yes, please give name and address or email address

Name: ..... Email address: .....

Postal address: .....

Office use only					
Date enrolled		Year Level		EQID	
Birth certificate/passport supplied: <input type="checkbox"/> Yes <input type="checkbox"/> No				Number:	
School House:					

### ENROLMENT CHECKLIST:

Please ensure all pages within the application are completed

- Birth Certificate (to be sighted only)
- Court Orders (if applicable)

Signatures are required by both parent/carer and student on the following page numbers:

Application to enrol	Page 6
High and Extreme Risk Activities	
• Industrial Technology & Design	Page 10
• Science/Maths	Page 11
• Home Economics	Page 11
• Physical Education	Page 12
Chaplaincy Program	Page 12
State School Media Consent	Page 15
ICT Responsible Use Procedure	Page 17
Enrolment Agreement	Page 18

# Application for student enrolment form

## INSTRUCTIONS

Please refer to the *Application to enrol in a Queensland state school* information sheet at the end of this form when completing this application. Completion and submission of this application form to the school does not confirm enrolment. The school will notify you of the outcome of your application as soon as practicable.

Failure or refusal to complete those sections of the form marked with an (\*) or to provide required documentation may result in a refusal to process your application. These questions and your consent are considered necessary to ensure the school can undertake its administrative and care responsibilities.

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

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

### PRIVACY STATEMENT

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

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

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DoE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (Qld).

Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the *Social Security (Administration) Act 1999* (Cth). De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, gender and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

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

### PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

<b>Legal family name*</b> (as per birth certificate)			
<b>Legal given names*</b> (as per birth certificate)			
<b>Preferred family name</b>		<b>Preferred given names</b>	
<b>Gender*</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<b>Date of birth*</b>
<b>Copy of birth certificate available to show school staff*</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Enrolment may not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate. The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted. For international students approved for enrolment by EQI, a passport or visa will be acceptable.
<b>For prospective mature age students, proof of identity supplied and copied*</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Prospective mature age students must provide photographic identification which proves their identity: <ul style="list-style-type: none"> <li>• current driver's licence; or</li> <li>• adult proof of age card; or</li> <li>• current passport.</li> </ul>

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

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

FAMILY DETAILS		
Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1 <sup>st</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
2 <sup>nd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
3 <sup>rd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
Email		
Occupation		
What is the occupation group of the parent/carer?	(Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter '8')	(Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '8')
Employer name		
Country of birth		
Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer a permanent resident of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

FAMILY DETAILS (continued)					
Parents/carers	Parent/carer 1			Parent/carer 2	
Address line 1					
Address line 2					
Suburb/town					
State		Postcode		Postcode	
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')					
Address line 1					
Address line 2					
Suburb/town					
State		Postcode		Postcode	
Parent/carer school education	What is the <i>highest</i> year of schooling parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')			What is the <i>highest</i> year of schooling parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')	
Year 9 or equivalent or below	<input type="checkbox"/>			<input type="checkbox"/>	
Year 10 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 11 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 12 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Parent/carer non-school education	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?			What is the level of the <i>highest</i> qualification parent/carer 2 has completed?	
Certificate I to IV (including trade certificate)	<input type="checkbox"/>			<input type="checkbox"/>	
Advanced Diploma/Diploma	<input type="checkbox"/>			<input type="checkbox"/>	
Bachelor degree or above	<input type="checkbox"/>			<input type="checkbox"/>	
No non-school qualification	<input type="checkbox"/>			<input type="checkbox"/>	

COUNTRY OF BIRTH*	
In which country was the prospective student born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify country) _____ Date of arrival in Australia _____
Is the prospective student an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no, evidence of the prospective student's immigration status to be completed)

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

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)*	
<input type="checkbox"/> Permanent resident	Complete passport and visa details section below
<input type="checkbox"/> Student visa holder	Date of arrival in Australia _____ Date enrolment approved to: _____
	EQI receipt number: _____
<input type="checkbox"/> Temporary visa holder	Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI
<input type="checkbox"/> Other, please specify _____	

**EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS\* (continued)**

Passport and visa details (to be completed for a prospective student who is NOT an Australian citizen).

**NOTE: A permanent resident will have a visa grant notification with an indefinite stay period indicated.**

For prospective students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or 'Document to travel to Australia' with 'stay indefinite' recorded must be sighted by the school.

Passport number		Passport expiry date	
Visa number		Visa expiry date (if applicable)	
Visa sub class			

**PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY**

Where does the prospective student come from?	<input type="checkbox"/> Queensland <input type="checkbox"/> interstate <input type="checkbox"/> overseas
Previous education/activity	<input type="checkbox"/> Kindergarten <input type="checkbox"/> School <input type="checkbox"/> VET <input type="checkbox"/> Home education <input type="checkbox"/> Full-time employment <input type="checkbox"/> Part-time employment <input type="checkbox"/> Other
Please provide name and address of education provider/activity provider/employer	

**RELIGIOUS INSTRUCTION\***

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

**PROSPECTIVE STUDENT ADDRESS DETAILS\***

Principal place of residence address			
Address line 1			
Address line 2			
Suburb/town	State	Postcode	
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')			
Address line 1			
Address line 2			
Suburb/town	State	Postcode	
Email			

**EMERGENCY CONTACT DETAILS (Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted. At least one emergency contact must be provided)\***

	Emergency contact	Emergency contact
Name		
Relationship (e.g. aunt)		
1 <sup>st</sup> phone contact number*	Work/home/mobile	Work/home/mobile
2 <sup>nd</sup> phone contact number*	Work/home/mobile	Work/home/mobile
3 <sup>rd</sup> phone contact number*	Work/home/mobile	Work/home/mobile

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

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

It is essential that the school is advised before the prospective student's first day of attendance if the prospective student has any medical conditions. The school administration staff must also be informed of any new medical conditions or a change to medical conditions as soon as they are known.

Should the prospective student need to take routine medication during school hours, the *Parent consent to administer medication at school* form must be completed before school staff can administer medication. All medication must be provided in the original container with a pharmacy label providing clear instructions for administration. For emergency medication the school will also require a doctor's letter containing detailed instructions and or a signed Action Plan / Emergency Health Plan. Parent consent and health plans must be reviewed annually. All original documentation will be retained at the office and copies of Action or Emergency Health Plans kept with the student.

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

**COURT ORDERS\*****Out-of-Home Care Arrangements\***

Under the *Child Protection Act 1999*, when a Child Protection Order is approved by the Children's Court, the child is placed in out-of-home care (OOHC). Out-of-home care includes short or long term placement with an approved kinship or foster carer; in a supported independent living arrangement; in a safe house; and in residential care.

Is the prospective student identified as residing in out-of-home care?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, what are the dates of the court order? Please provide a copy of the court order and/or the Authority to Care.	Commencement date		
	End date		
Contact details of the Child Safety Officer (if known)	Name		
	Phone number		

COURT ORDERS* (continued)		
<b>Family Court Orders*</b>		
Are there any current orders made pursuant to the <i>Family Law Act 1975</i> concerning the welfare, safety or parenting arrangements of the prospective student?	Yes	No
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	
	End date	
<b>Other Court Orders*</b>		
Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?	Yes	No
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	
	End date	

APPLICATION TO ENROL*			
I hereby apply to enrol my child or myself at _____.			
I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular, to the best of my knowledge.			
	Parent/carer 1	Parent/carer 2	Prospective student (if student is mature age or independent)
Signature			
Date			

Office Use Only					
Enrolment decision		Has the prospective student been accepted for enrolment? <input type="checkbox"/> Yes <input type="checkbox"/> No (applicant advised in writing)			
		If no, indicate reason:			
		<input type="checkbox"/> Does not meet School EMP or Enrolment Eligibility Plan requirements Prospective <input type="checkbox"/> Student is mature age and school is not a mature age state school <input type="checkbox"/> Does not meet Prep age eligibility requirement <input type="checkbox"/> Prospective student is subject to suspension from a state school at the time of enrolment application <input type="checkbox"/> Does not meet requirements for enrolment in a state special school <input type="checkbox"/> Does not have an approved flexible arrangement with the school <input type="checkbox"/> School does not offer year level prospective student is seeking to be enrolled in <input type="checkbox"/> Prospective student has no remaining semester allocation of state education			
Date enrolment processed		Year Level		Roll Class	EQ ID
Independent student	<input type="checkbox"/> Yes <input type="checkbox"/> No	Birth certificate/passport sighted, number recorded and DOB confirmed		<input type="checkbox"/> Yes <input type="checkbox"/> No Number:	
Is the prospective student over 18 years of age at the time of enrolment?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, is the prospective student exempt from the mature age student process?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, has the prospective mature age student consented to a criminal history check?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
School house/team		EAL/D support		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> To be confirmed	
FTF		Associated unit		Visa and associated documents sighted	<input type="checkbox"/> Yes <input type="checkbox"/> No
EQI category		SV – student visa TV – temporary visa DS – dependent – parent on student visa		EX – exchange student DE – distance education	

## Parental occupation groups for use with parent/carer details

### Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

**Senior executive/manager/department head** in industry, commerce, media or other large organisation.

**Public service manager** [section head or above], regional director, health/education/police/fire services administrator

**Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]

**Defence Forces** commissioned officer

**Professionals** generally have degrees or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others

**Health, education, law, social welfare, engineering, science, computing** professional

**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

### Group 2: Other business managers, arts/media/sportspeople and associate professionals

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

**Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]

**Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]

**Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

**Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsperson, coach, trainer, sports official]

**Associate professionals** generally have diploma/technical qualifications and support managers and professionals

**Health, education, law, social welfare, engineering, science, computing** technician/associate professional

**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

**Defence Forces** senior Non-Commissioned Officer.

### Group 3: Tradespeople, clerks and skilled office, sales and service staff

**Tradespeople** generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople are included in this group

**Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

**Skilled office, sales and service staff:**

**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]

**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

**Service** [aged/disabled/refuge/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

### Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

**Drivers, mobile plant, production/processing machinery and other machinery operators**

**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]

**Office assistants, sales assistants and other assistants:**

**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]

**Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

**Assistant/aide** [trades' assistant, school/teacher aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

**Labourers and related workers**

**Defence Forces** ranks below senior NCO not included above

**Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

**Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].

### Group 8: Have not been in paid work in the last 12 months



## State schools standardised medical condition category list

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

## Application to enrol in a Queensland state school

This sheet contains information on how to complete the Application for student enrolment form (SEF-1 Version 8).

### Entitlement to enrolment

Under the *Education (General Provisions) Act 2006 (Qld)* a state school must enrol a prospective student if they are entitled to enrolment. While not exhaustive, the following matters may affect a prospective student's entitlement to enrol in a state school:

- if the school has a School Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a prospective mature age student (the applicant can only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All prospective mature age students must have a remaining allocation of state education.)
- the prospective student is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the prospective student has been excluded, or is subject to suspension from a state school at the time of the application
- the school principal reasonably believes that the prospective student presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to the Director-General)
- the school is a state special school and the prospective student does not meet the criteria for enrolment in a special school
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the *Education (General Provisions) Act 2006 (Qld)*, and the arrangement has not yet been approved
- the prospective student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the prospective student must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol)
- the school does not offer the year level that the prospective student should be enrolled in
- the prospective student has no remaining semester allocation of state education. Enrolment cannot proceed until additional semesters are applied for by the prospective student (or parent on their behalf) and granted.

### Prospective student

A prospective student is a person who has applied to enrol at a state school but who has not yet been accepted for enrolment.

### Parent's occupation and education

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

### Court Orders

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

### Name on enrolment form

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

### Gender

Information about gender is supplied to the Federal Government to comply with State funding agreements. The gender category with which a person identifies may not match the sex they were assigned at birth. There is no requirement for a student's gender recorded on this form to align with the sex shown on their birth certificate or passport.

### Religious Instruction

Religious instruction is a program approved and provided by a religious denomination or religious society. Other instruction relates to part of a subject area that has been covered within the curriculum and may include, but is not limited to, personal research and/or assignments, revision of class work, and wider reading. Information about religious instruction available at the school, and about other instruction, is provided by the school at the time of enrolment and on the school's website.

# HIGH and EXTREME RISK CURRICULUM ACTIVITIES

High and extreme risk activities for the duration of your student's enrolment are listed below.

A number of curriculum activities listed below have been designated as a high or extreme residual risk. While the school has effective control measures in place, students selecting these subjects are required to follow workplace health and safety practices which include wearing the appropriate footwear for the subject and the school uniform as stated in the school's dress code.

It is parent/carers responsibility to update any changes or alterations to the high/extreme risk permissions. For any changes please email [principal@warwickshs.eq.edu.au](mailto:principal@warwickshs.eq.edu.au)

**Parents/carers are required to give their approval for students to participate in these courses which involve high and extreme risk activities. When guardian consent is NOT given students will have to reconsider their subject choice and join another subject where they can participate in the full range of learning and assessment activities throughout the year.**

## Activity Risks & Insurance

Please note that the Department of Education and Training does not have personal accident insurance cover for students. If your child is injured as a result of an accident or incident while participating in these activities, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may be also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow your child to participate in this activity.

We may restrict students from participating in activities or in the use of equipment when they:

- do not demonstrate appropriate behaviour and maturity
- do not adhere to PPE policies (eg. Apron, hairnet, safety glasses, appropriate footwear, hearing protection)
- do not participate effectively in class (e.g. not engaged with teacher instruction/demonstration)
- do not follow safe operating procedures or safe work methods

In this situation restrictions and consequences will be enacted on a case-by-case basis.

INDUSTRIAL TECHNOLOGY AND DESIGN	
<p><b>Years 8,9 &amp; 10 Subjects (HIGH RISK)</b> Materials and Technologies, Engineering Principles &amp; Systems</p> <p><b>Year 11 &amp; 12 Subjects (HIGH and EXTREME RISK)</b> Engineering Skills, Industrial Technology Skills, Furnishing Skills &amp; Formula Student</p>	<p><b>Successful completion of these subjects requires students to undertake HIGH and/or EXTREME risk activities and, students need to be instructed in the use of HIGH or EXTREME risk pieces of equipment, machinery or substances.</b></p> <p>To ensure the quality of safety education in the Industrial Technology &amp; Design Department (ITD) at Warwick State High School, we have implemented Workplace Health and Safety procedures that are linked closely to those used in industrial settings. <b>One requirement of our risk management strategy is obtaining parental consent before students participate in activities with a HIGH and/or EXTREME risk of serious or permanent injury.</b></p> <p>Students only perform these HIGH or EXTREME risk activities or use this equipment under the supervision of specialist teachers. Before undertaking these activities or using this equipment, students are taught the safe operating procedures and safe work methods. They are given a practical demonstration of correct use, and the first time they attempt a process or use a piece of equipment they are directly supervised by the teacher. Students are never permitted to work unsupervised.</p> <p><b>HIGH</b> risk activities/equipment include machinery, tools, equipment that pose <u>some</u> chance of <u>serious</u> injury/incident requiring medical treatment. Examples include:</p> <ul style="list-style-type: none"> <li>• Angle grinder</li> <li>• Circular saw</li> <li>• Dual drum sander</li> <li>• Jig saw</li> <li>• Metal lathe</li> <li>• MIG welder</li> <li>• Oxy acetylene welder</li> <li>• Plasma cutter</li> <li>• Router (plunge or fixed based)</li> <li>• Staple/brad gun</li> <li>• TIG/MMA welder</li> <li>• Wood bandsaw</li> <li>• Biscuit joiner</li> <li>• Drill press</li> <li>• Grinder pedestal or bench</li> <li>• Metal cut-off saw</li> <li>• Metal Nibbler</li> <li>• Welders (MMAW, MIG, TIG)</li> <li>• Palm router (laminare trimmer)</li> <li>• Reciprocating saw (cordless)</li> <li>• Spot welder (pedestal)</li> <li>• Thicknesser</li> <li>• Vertical panel saw (wall saw)</li> </ul> <p><b>EXTREME</b> risk activities/equipment include machinery, tools, equipment that pose a <u>high</u> chance of <u>serious debilitating</u> injury/incident. Examples include:</p> <ul style="list-style-type: none"> <li>• Compound mitre saw</li> <li>• Panel (Table) saw</li> <li>• Router table</li> <li>• Nail gun (pneumatic)</li> <li>• Radial arm saw</li> </ul>

I understand my student is undertaking at least one **INDUSTRIAL TECHNOLOGY AND DESIGN** subject where they are required to perform work that Education Queensland has determined to have a **HIGH** or **EXTREME** risk of injury.

**I understand that this is for the duration of my student's enrolment.**

Any considerations or exceptions:			
Parent/Carer Signature		Student Signature	Date:

**SCIENCE / MATHS**

Year 7,8,9,10  
Science

Years 7,8,9,10,11,12  
Agricultural Science class  
lessons and Ag Club

Years 10,11,12  
Agricultural Practices and  
Certificate II in Rural  
Operations

Years 10,11,12  
Chemistry  
Physics  
Biology

Science - involves some high-risk activities, namely those relating to: biological activities, chemical hazards, maintenance and operation of a safe laboratory, maintenance and operation of a safe work area outside the laboratory, managing and storing of hazardous materials in Science, safe operation of laboratory equipment, Science experiment activities and conducting safe work practices.

Agricultural Science and Rural Operations - involves some high-risk activities, namely those relating to: agricultural machinery, equipment, portable power generating, fencing construction, gardening and hand tools, managing hazardous materials in Agricultural Studies, stockyards, towing, tractor driving and handling live animals in a school setting. *Rural Operations ESSENTIAL EQUIPMENT: Workplace clothing, hat, leather work boots for practical activities.*

To ensure the quality of safety education in the Science Department at Warwick State High School, we have implemented Workplace Health and Safety procedures that are linked closely to those used in industrial settings. **One requirement of our risk management strategy is obtaining parental consent before students participate in activities with a HIGH risk of serious or permanent injury.**

Students only perform these HIGH risk activities or use this equipment under the supervision of specialist teachers. Before undertaking these activities or using this equipment, students are taught the safe operating procedures and safe work methods. They are given a practical demonstration of correct use, and the first time they attempt a process or use a piece of equipment they are directly supervised by the teacher. Students are never permitted to work unsupervised.

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Surgical scalpels</li> <li>• Concentrated chemicals</li> <li>• Animal organs</li> <li>• Bacteria</li> <li>• Flammable liquids</li> <li>• Exposure to organic chemicals</li> <li>• Alcohol (Senior Chemistry only)</li> <li>• Small projectiles (eg miniature rockets)</li> </ul> | <ul style="list-style-type: none"> <li>• Heavy equipment</li> <li>• Range of electrical appliances</li> <li>• Animals (including cattle, sheep, chickens etc)</li> <li>• Fencing equipment</li> <li>• Small machines (eg whipper snipper)</li> <li>• Hand Tools (Gardening, drill etc)</li> <li>• Driving Tractor</li> <li>• Simple Vet medical equipment</li> </ul> |
|---|--|

I understand my student is undertaking at least one **SCIENCE** subject where they are required to perform work that Education Queensland has determined to have a **HIGH** risk of injury.

**MATHS TUTORIALS**

I hereby give permission for my student to attend after school math tutorials when necessary.

Yes  No

*I understand that this is for the duration of my student's enrolment.*

Any considerations or exceptions:

Parent/Carer  
Signature

Student  
Signature

Date:

**HOME ECONOMICS**

Years 7-10  
Food Technology  
Textile Technology

Years 10,11,12  
Hospitality  
Early Childhood Studies  
Fashion

**Successful completion of these subjects requires students to undertake HIGH risk activities and, students need to be instructed in the use of HIGH risk pieces of equipment and procedures.**

Students only perform these HIGH risk activities or use this equipment under the supervision of specialist teachers. Before undertaking these activities or using this equipment, students are taught the safe operating procedures and safe work methods. They are given a practical demonstration of correct use, and the first time they attempt a process or use a piece of equipment they are directly supervised by the teacher. Before undertaking these activities, students are explicitly taught safety procedures according to CARA guidelines. Students are never permitted to work unsupervised.

**HIGH** risk activities/equipment that pose **some chance of serious injury/incident** requiring medical treatment. Examples include:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Baking or Roasting in an oven</li> <li>• Moist Heat methods of cooking (eg poaching or boiling)</li> <li>• Heating fat or oil(electric or stove top)</li> </ul> | <ul style="list-style-type: none"> <li>• Using commercial grade equipment (eg dishwashers, espresso machines)</li> <li>• Ironing</li> </ul> |
|--|---|

I understand my student is undertaking at least one **HOME ECONOMICS** subject where they are required to perform work that Education Queensland has determined to have a **HIGH** or **EXTREME** risk of injury.

*I understand that this is for the duration of my student's enrolment.*

Any considerations or exceptions:

Parent/Carer  
Signature

Student  
Signature

Date:

**PHYSICAL EDUCATION**

**Years 7-12  
Sport  
Physical Education  
Training and Trials  
Athletics Carnival  
Swimming Carnival  
Cross Country**

For successful involvement in HPE curriculum & extracurricular activities including sporting carnivals & after school training, at times students are required to undertake HIGH risk activities. Students only perform these HIGH risk activities under the supervision of specialist teachers. Before undertaking these activities, students are explicitly taught safety procedures according to CARA guidelines. Students are given a practical demonstration of correct technique using specific equipment related to the sport being taught and are never permitted to use HIGH risk activity equipment unsupervised.

Involvement in the school sport program including swimming trials or carnivals. These activities are run in accordance with ACARA guidelines and supervised by qualified staff.

**Years 10,11,12  
Sport & Recreation  
Certificate II in Fitness  
Sports Training**

I understand that to HPE Curriculum and sporting activities may be conducted out of school sport venues such as WIRAC and Queen's Park.

A number of athletic events including discus and javelin are considered as high-risk activities. These events are conducted by qualified staff. High jump (Fosbury flop and scissor techniques) are only taught in small groups by qualified teachers before and after school hours.

These activities are run in accordance with ACARA guidelines and supervised by qualified staff

**HIGH** risk activities that pose **some chance of serious injury/incident** requiring medical treatment include:

- Javelin
- High jump
- Discus
- Rugby League Training – on-campus
- Weight Training
- Archery
- Swimming

I understand my student is undertaking at least one **PHYSICAL EDUCATION / SPORT** where they are required to perform work that Education Queensland has determined to have a **HIGH** risk of injury.

*I understand that this is for the duration of my student's enrolment.*

**Any considerations or exceptions:**

<b>Parent/Carer Signature</b>		<b>Student Signature</b>	<b>Date:</b>
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**CHAPLAINCY PROGRAM**

This school community provides a chaplaincy program endorsed by the school's Parents and Citizens' Association and available on a voluntary basis to all students. The chaplain is involved in a range of activities which happen at this school which are free of religious, spiritual and/or ethical content. These activities are available to all students on a voluntary basis. Chaplains may also be involved in activities with religious, spiritual and/or ethical content and additional consent.

Parent/Carers consent is required for participation in specific activities with religious or spiritual content.

Voluntary Student Activities **with** Religious, Spiritual and/or Ethical Content. These activities are available to students on a voluntary basis if a parent or carer has given consent in writing.

- ◆ **One on One/Small Group meeting:** for religious and spiritual support
- ◆ **Christian Organisation Visits:** throughout the school year some events may be scheduled that involve Christian content, eg. music, special speakers, social justice, sports demos
- ◆ **Religious Education/Programs:** RE presentations from a Christian biblical perspective run programs throughout the school year that support Christian students in their faith.

*I understand that this is for the duration of my student's enrolment.*

**Any considerations or exceptions:**

<b>Parent/Carer Signature</b>		<b>Student Signature</b>	<b>Date:</b>
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Voluntary Student Activities **without** Religious, Spiritual and/or Ethical Content. These activities are available to students on a voluntary basis if a parent or carer has given consent in writing.

- ◆ **One on One/Small Group meeting:** to support students emotionally and socially
- ◆ **Breakfast/Lunch Club:** providing nutritional food
- ◆ **Excursions/Camp support:** emotional support for teachers and students during extended school events/activities
- ◆ **Friends for Life Groups:** teaches emotional resilience and coping skills for managing stress and anxiety
- ◆ **Classroom Help:** extra support in class for struggling students
- ◆ **Lunchtime Contact:** having fun during play breaks playing games, or talking about how things are going.
- ◆ **HRE Programs:**
  - a. Love Bites – violence
  - b. SHINE – personal empowerment for girls
  - c. Boy Talk – personal empowerment for boys
  - d. Seasons of Grief – for adults and students

*I understand that this is for the duration of my student's enrolment.*

**Any considerations or exceptions:**

<b>Parent/Carer Signature</b>		<b>Student Signature</b>	<b>Date:</b>
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# State School Media Consent Information

## Introduction to the State School Media Consent for Warwick State High School

This 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: [www.warwickshs.eq.edu.au](http://www.warwickshs.eq.edu.au)
- Facebook: **Warwick State High School Facebook Page**
- YouTube: **Not applicable**
- Instagram: **Not applicable**
- Twitter: **Not applicable**
- Other: **QSchools app, WSHS Electronic newsletter, promotional material**
- Local newspaper
- 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.

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 via email to [principal@warwickshs.eq.edu.au](mailto:principal@warwickshs.eq.edu.au) or phone 4666 9222

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



**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: **WARWICK STATE HIGH SCHOOL**

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

- Full Name
- First Name
- No Name
- Other Name .....

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

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

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

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

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

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

**3 APPROVED PURPOSE**

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
  - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
  - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
  - Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
  - the school's newsletter and/or website;
  - social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
  - year books/annuals;
  - promotional/advertising materials; and
  - presentations and displays.

**4 TIMEFRAME FOR CONSENT**

**School representative to complete.**

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

**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.

<b>Print name of student</b>		
<b>Print name of consenter</b>		
<b>Signature or mark of consenter</b>		<b>Date:</b>
<b>Date</b>		
<b>Signature or mark of student (if applicable)</b>		<b>Date:</b>
<b>Date</b>		

**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 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.



# ICT Responsible Use Procedure

## Purpose statement

- Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs.
- Schools are constantly exploring new and innovative ways to incorporate safe and secure ICT use into the educational program, however not mobile phones.
- School students, only with the approval of the principal, may be permitted limited connection of personally-owned ICT devices to the department's network, where this benefits the student's educational program.

## Authorisation and controls

The principal reserves the right to restrict student access to the school's ICT facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program. For example, a student with restricted school network access may be allocated a stand-alone computer to continue their educational program activities.

The Department of Education monitors access to and use of its network. For example, email and internet monitoring will occur to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The department may conduct security audits and scans, and restrict or deny access to the department's network by any personal BYOD device if there is any suspicion that the integrity of the network might be at risk.

## Responsibilities for using the school's ICT facilities and devices

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the [Code of School Behaviour](#).
- Students are to be aware of [occupational health and safety](#) issues when using computers and other learning devices.
- Parents/guardians are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
- Parents/guardians are responsible for appropriate internet use by students outside the school environment when using a school owned or provided ICT device.
- The school will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to behave in line with these safe practices.
- Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).
- Students cannot use another student or staff member's username or password to access the school network. This includes not browsing or accessing another person's files, home drive, email or accessing unauthorised network drives or systems. Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
- Students need to understand that copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

## Responsibilities for using a personal ICT device on the department's network

- Prior to any personally-owned ICT device being used, approval must be sought from the school to ensure it reflects the department's security requirements.
- Students are responsible for the security, integrity, insurance and maintenance of their personal ICT devices and their private network accounts.
- All files are to be scanned using appropriate virus software before being downloaded to the department's ICT network.
- Follow any advice provided on best security requirements e.g. password protection (see [iSecurity](#) website for details).
- Students and parents are to employ caution with the use of personal ICT devices particularly as these devices can store significant numbers of files some of which may be unacceptable at school e.g. games and 'exe' files. An 'exe' file ends with the extension '.exe' otherwise known as an executable file. These files can install undesirable, inappropriate or malicious software or programs.
- Any inappropriate material or unlicensed software must be removed from personal ICT devices before bringing the devices to school and such material is not to be shared with other students.
- Unacceptable use will lead to the ICT device being confiscated by school employees, with its collection/return to occur at the end of the school day where the ICT device is not required for further investigation.

## Acceptable/appropriate use/behaviour by a student

It is acceptable for students while at school to:

- use approved ICT devices for
  - assigned class work and assignments set by teachers
  - developing appropriate literacy, communication and information skills
  - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
  - conducting general research for school activities and projects
  - communicating or collaborating with other students, teachers, parents or experts in relation to school work
  - accessing online references such as dictionaries, encyclopaedias, etc.
  - researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using an approved ICT device
- switch off and place out of sight the approved ICT device during classes, where these devices are not being used in a teacher directed activity to enhance learning
- seek teacher's approval where they wish to use a ICT device under special circumstances.

## Unacceptable/inappropriate use/behaviour by a student

It is unacceptable for students while at school to:

- use the ICT device in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use of obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking insult, harass or attack others or use obscene or abusive language

- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions for the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department's network security
- use cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- take into or use personal devices at exams or during class assessment unless expressly permitted by school employees.

**Student:**

- I understand that the school's information and communication technology (ICT) facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information stored on computers around the world.
- While I have access to the school's ICT facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.
- Specifically in relation to internet usage, should any offensive pictures or information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.
- If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/guardians.
- When using email or the internet I will not:
  - reveal names, home addresses or phone numbers – mine or that of any other person
  - use the school's ICT facilities and devices (including the internet) to annoy or offend anyone else.
- I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT facilities and devices inside or outside of school hours.
- I understand that if the school decides I have broken the rules for using its ICT facilities and devices, appropriate action may be taken as per the school's *Student Code of Conduct*, which may include loss of access to the network (including the internet) for a period of time.
- I have read and understood this policy and the *Student Code of Conduct*.
- I agree to abide by the above policy.

<b>Student Name:</b>			
<b>Signature:</b>		<b>Date:</b>	

**Parent or guardian:**

- I understand that the school provides my child with access to the school's information and communication technology (ICT) facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on computers from around the world; that the school cannot control what is on those computers; and that a small part of that information can be illegal, dangerous or offensive.
- I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by students/my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT facilities and devices. Furthermore I will advise the school if any inappropriate material is received by my student/child that may have come from the school or from other students.
- I understand that the school is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or other device.
- I understand that the school may remotely access the departmentally-owned student computer or other device for management purposes.
- I understand that the school does not accept liability for any loss or damage suffered to personal devices as a result of using the department's facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.
- I believe \_\_\_\_\_ (**name of student**) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the *Behaviour Management Policy*. This may include loss of access and usage of the school's ICT facilities and devices for some time.
- I have read and understood this policy and the [Code of School Behaviour](#).
- I agree to abide by the above policy.

<b>Parent Name:</b>			
<b>Signature:</b>		<b>Date:</b>	

The Department of Education through its [Information privacy and right to information procedure](#) is collecting your personal information in accordance with the [Education \(General Provisions\) Act 2006 \(Qld\)](#) in order to ensure:

- appropriate usage of the school network
- appropriate usage of approved personal ICT devices within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its [Information privacy and right to information procedure](#). Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.

## Enrolment Agreement- For the duration of your student's enrolment

**Activity risks and Insurance** - Please note that the Department of Education does not have personal accident insurance cover for students. If your child is injured as result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow your child to participate in this activity.

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

### Responsibility of student to:

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn 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 all school staff
- abide by school rules as outlined in the school's Code of Conduct for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear school's uniform
- complete assessment and comply with assessment policies for relevant year level
- comply with Phone Free Policy at all times
- respect the school property
- Requesting leave - arrangements before school begins (messages only in an emergency)

### Responsibility of parents to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
- treat school staff with respect
- attend open meetings for parents/carers
- let the school know if there are 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 as soon as possible
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise Principal if your student is in out-of-home care
- **keep school informed of any changes to student's details, such as student's home address and phone number**
- **ensure the school is aware of any changes to your child's medical details.**

### Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- clearly articulate the school's expectations regarding the Code of Conduct for Students and the school's Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- notify parents/carers of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents/carers to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure policy
- treat students and parents with respect.

### We have discussed the following:-

- |  |   |
|--|---|
| <input type="checkbox"/> Code of Conduct for Students ( <a href="http://www.warwickshs.eq.edu.au">www.warwickshs.eq.edu.au</a> ) | <input type="checkbox"/> <a href="#">Obtaining and managing student and individual consent</a>  |
| <input type="checkbox"/> Homework  | <input type="checkbox"/> Dress Code   |
| <input type="checkbox"/> Student communication throughout the day  | <input type="checkbox"/> <a href="#">Advice for state schools on acceptable use of ICT facilities and devices</a>                       |
| <input type="checkbox"/> School charges voluntary contributions Student Resource Scheme  | <input type="checkbox"/> Absences   |
| <input type="checkbox"/> Complaints management   | <input type="checkbox"/> School excursions  |
| <input type="checkbox"/> Student sickness and accidents  | <input checked="" type="checkbox"/> Wellbeing Staff - <a href="#">Chaplaincy and student welfare worker services – policy statement</a> |
| <input type="checkbox"/> School does not have personal accident insurance  | <input type="checkbox"/> Phone Free Zone  |
| <input type="checkbox"/> School instructions for school access and leaving school  | <input type="checkbox"/> Messages to students only in emergency situations  |
| <input type="checkbox"/> Communication Charter   |   |

### I acknowledge:

- that I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above;
- that it is my responsibility to update any change of details with the school (eg. Addresses, emergency contacts etc.);
- that it is my responsibility to update any changes or alterations to the high/extreme risk permissions;
- that information about the school's current enrolment agreement, rules, policies, programs and services, as outlined above has been explained to me;
- that Warwick State High School is a uniform school and that my student will wear the uniform as stipulated in the Student Diary
- that the student will behave in a manner consistent with the school's Code of Conduct for Student
- that my student is required to attend school every lesson, every day. In the case of an absence from school, a note, phone call or SMS is required in order to explain absences. I will endeavour to make all appointments, where possible, during non-class times. I hereby understand that all students must sign in and out of school via the Student Resource Office. If late to school or leaving school early (parent/carer must be present for student to leave the school grounds).

<b>Student Signature</b>	<b>Parent/Caregiver Signature</b>	<b>On behalf of WSHS</b>	<b>Date</b>

**Office Use Only - Notes**

<b>Sport</b>	
<b>Learning Support</b>	
<b>Music</b>	
<b>Show Team</b>	
<b>Debating</b>	
<b>Student Council</b>	
<b>Other</b>	

<b><i>In class with</i></b>	<b><i>Avoid</i></b>