



## **Introduction to the Online Services Consent Form (ELLA F-2) for Brisbane Central State School.**

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

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

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

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

### **About the online services**

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

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

### **Student information**

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

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

### **Student works**

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

### **Parent information**

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



## Purpose of the consent

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

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

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

## Voluntary consent provision

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

## Consent may be limited or withdrawn

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

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

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

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

## Duration of consent

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

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

## Who to contact

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact **Teresa Sewell-Kasim / French Teacher - (07) 32304333 - [tsewe7@eq.edu.au](mailto:tsewe7@eq.edu.au)**.



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## Online Services Consent Form

### Privacy Notice

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

### This form is to be completed by:

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

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

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

a) Full name of student \_\_\_\_\_

### 2. INFORMATION COVERED BY THIS CONSENT FORM

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

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

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

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

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

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

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



### 3. APPROVED PURPOSE

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

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

### 4. TIMEFRAME FOR CONSENT

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

### 5. CONSENT FOR ONLINE SERVICES

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

- ☐ My child may participate in the ELLA F-2 school program
- ☐ My child's photo and first name may be used as their entry point (avatar) for the app

### 6. CONSENT AND AGREEMENT

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

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

*I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent for the information outlined in Section 2 and any additional consent requirements outlined in Section 5 to be disclosed to the online services in accordance with the purpose outlined in Section 3 and for the timeframe specified in Section 4.*



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Print name of student: \_\_\_\_\_

Print name of consentor: \_\_\_\_\_

Signature or mark of  
consentor: \_\_\_\_\_

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

Signature or mark of student\*: \_\_\_\_\_

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

*\*Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent*

#### **SPECIAL CIRCUMSTANCES**

The section below must be completed, if the form is:

- A) required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent **and/or**:
- B) when the person giving consent is an independent student under the age of 18.

➔ **WITNESS - for consent from an independent student or where the explanatory letter and the form were read**

*I have witnessed the signature or mark of an independent student, or the accurate reading of the explanatory letter and the Online Services Consent Form was completed in accordance with the instruction of the person giving consent. The person giving consent has had the opportunity to ask questions. I confirm that the person giving consent have given consent freely and I submit 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 aloud the explanatory letter and the Online Services Consent Form to the person giving consent, and to the best of my ability made sure that the person understands that the following will be done:*

- *The identified information will be used in accordance with the Online Services Consent Form*
- *The school will cease using the information from the date that the school receives a written withdrawal of consent.*

*I confirm that the person giving consent was given an opportunity to ask questions about the explanatory letter and Online Services Consent Form, and all questions asked by the person giving consent have been answered correctly*

**BRISBANE CENTRAL STATE SCHOOL**

Cnr St Pauls Terrace & Rogers Street | Spring Hill Q 4000

T: 07 3230 4333 | E: admin@brisbanecentralss.eq.edu.au | W: www.brisbanecentralss.eq.edu.au | f: facebook.com / brisbanecentralss



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*and to the best of my ability. I confirm that the person giving consent 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 person giving consent.*

Print name and role of person taking the consent: \_\_\_\_\_

Signature of person taking the consent: \_\_\_\_\_

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

## School Uniform Order Form

The Uniform Shop is open Monday 8:30-9:15am, Wednesday 8:30-9:15am, and Friday 8:30-9:15am.

Email enquiries to [uniforms@brisbanecentralss.eq.edu.au](mailto:uniforms@brisbanecentralss.eq.edu.au)

The uniform shop is located upstairs in the school hall.

The uniform shop is a business of the P&C Association, operated by volunteers.

All proceeds fund new resources for students at BCSS.

**NEW STUDENTS: PLEASE EMAIL FOR AN APPOINTMENT TIME**

Name of Student		Class	
Name of Parent / Guardian			
Email			

Item	Price per item	Sizes stocked Child sizes are 4,6,8,10,12,14	Size ordered	Quantity	Total \$
Black polo shirt	\$30	Child 4-14 Adult S-M			
Gold polo shirt	\$30	Child 8-14			
Black shorts	\$25	Child 2-14			
Black combo skirt	\$27.50	Child 2-10 Adult XS-S			
Black skirt (not combo)	\$27.50	Child 10-14			
Checked dress	\$47	Child 4-18			
Black zip-up jacket	\$45	Child 4-14 Adult S			
Backpack	\$45	M-L			
Broad-brimmed hat	\$20	55, 57, 59cm			
Reversible hat	\$20	57cm (adjustable)			
House polo shirt:					
Rogers (red)	\$30	Child 4-14			
St Pauls (purple)	\$30	Child 4-14			
Leichhardt (green)	\$30	Child 4-14			
Music shirt	\$30	Child 6-16			
Hair accessories available in-store only	\$4.50 - \$5.00				
2 <sup>nd</sup> hand uniforms available in- store only	\$5.00				
Handling fee applied to all in-store orders					\$1
Total amount payable					\$

**In Person** Shop in-store and pay by cash or card during opening hours.

**Online** Current students may purchase uniforms online at [SchoolShopOnline.net.au](http://SchoolShopOnline.net.au) and pay by eWallet or card.

Please select the delivery method for online orders



Click and collect. Your order will be ready for collection when the uniform shop is next open.



Deliver to classroom. Uniforms will be delivered to your child's classroom.



## WHAT TO BRING CHECKLIST

### **Enrolment Form**

- Enrolment form – ensure ALL email addresses, medical section is fully complete, signatures for ALL parents or caregivers is complete

### **Identification** (Original or JP Certified copy only)

#### ***Australian***

- Birth Certificate of student or
- Australian Passport of student
- Driver's License of parent as identification for proof of residency within catchment

#### ***International***

- Passport of both Parents and Child with the following:
  - Permanent / Temporary Visa attached
  - or Electronic Visa (print out or emailed to [admin@brisbanecentralss.eq.edu.au](mailto:admin@brisbanecentralss.eq.edu.au) )
- If you are on a Bridging Visa or Study Visa please contact Education Queensland International (enrolment will occur following confirmation from EQI), phone: 3513 5301 or website: [www.eqi.com.au](http://www.eqi.com.au) for further information

### **Proof of residency within catchment**

You must have **at least** one primary document

- **Current** Rates notice
- Tenancy agreement to include **(for at least six months)**
- Signed Unconditional House Contract

You must have **at least** one secondary document

- **Current** Utility bill or connection notice showing same address as above
- Bank statement
- Registration on a State or Federal Electoral Roll showing same address

### **Additional School Forms**

- ☐ Enrolment Agreement
- ☐ Internet Agreement
- ☐ Third Party Consent Form
- ☐ ELLA Parent Consent Yrs.P-1
- ☐ Education Perfect Website Consent (French) Yrs.5-6
- ☐ SeeSaw Consent Form
- ☐ Publication of Image form
- ☐ Student Information Questionnaire Yrs.P-6
- ☐ Religious Instruction Yrs.1-6
- ☐ Term Accounts Information (B-Point)
- ☐ Booklist
- ☐ Q-Parents
- ☐ Uniform shop – details





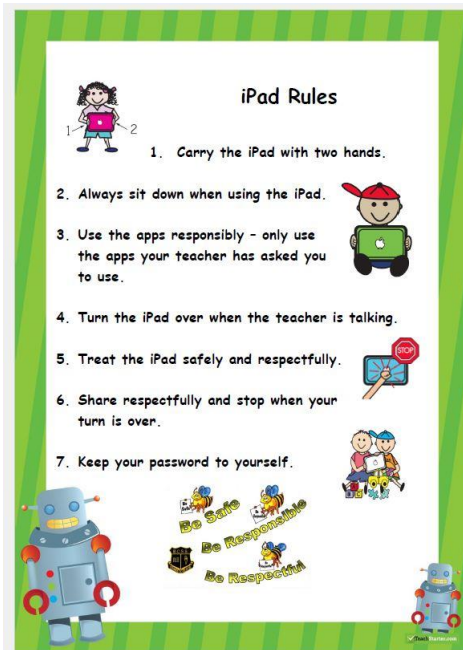
## COMPUTER AND INTERNET USE

### I understand that:

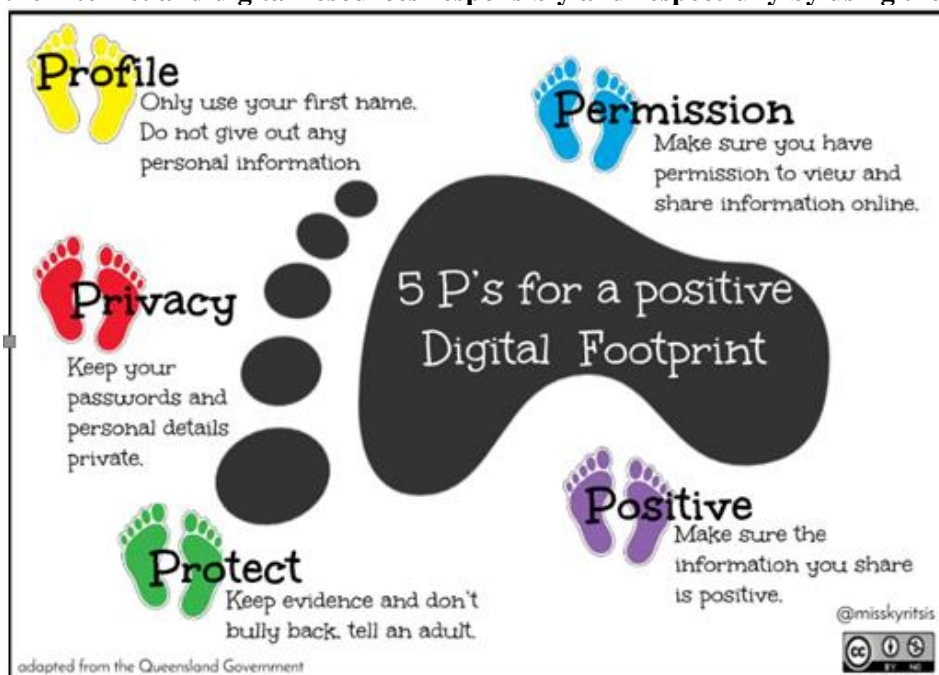
Computers, laptops, iPads and other digital resources at Brisbane Central State School are intended for use in learning. When using the Internet, it is impossible for the school to screen or filter out all material, which may be inappropriate or offensive. It is therefore the responsibility of each student not to initiate access to such material or distribute such material by copying, storing or printing, or any other means.

### I agree that I will use the computers, laptops, iPads and other digital resources safely, responsibly and respectfully by:

- Taking care of the computers, keyboards, iPads and other digital resources
- Leaving the area tidy
- Not copying software or altering any of the settings
- Not eating or drinking near any computer or iPad
- Following teachers' instructions



### I agree to use the internet and digital resources responsibly and respectfully by using the 5Ps:



STUDENT NAME: .....

I agree to keep the rules, which are set out in the Brisbane Central State School Student Internet Agreement.

I understand that if I break the rules then I will lose the privilege of using the schools computers for a time to be determined by the principal.

Signed: ..... Date: .....



## **Enrolment Agreement — Brisbane Central State School**

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

### ***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 homework requirements and wear school's uniform
- respect the school environment.

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

- attend open evenings 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
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling my child to achieve maturity, self discipline and self control
- 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 times and offer opportunities for parents and carers to become involved in the school community
- clearly articulate the school's expectations regarding the responsible behaviour plan for students and the school's dress code policy
- ensure that the parent is aware of the school's record-keeping policy including the creation of a transfer note should the student enrol in another school
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- consult parents on any major issues affecting students
- treat students and parents with respect and tolerance.

I accept the rules and regulations of the Brisbane Central State School as stated in the school policies that have been provided to me as follows:

(Available from school website [www.brisbanecentralss.eq.edu.au](http://www.brisbanecentralss.eq.edu.au) )

- ☐ Responsible Behaviour Plan for Students
- ☐ Student Dress Code
- ☐ Homework Policy
- ☐ School Charges and voluntary contributions
- ☐ Student usage of internet, intranet and extranet
- ☐ Absences
- ☐ School Excursions
- ☐ Complaints management
- ☐ Parent Notice for Religious Instruction in School Hours
- ☐ Consent of Permission for Publication
- ☐ Appropriate Use of Mobile Telephones and other Electronic Equipment by Students

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

Student Signature:

Parent/Carer Signature:

On behalf of Brisbane Central State School

.....

.....

.....

Student Name:

Date:

.....

.....



## Prep Student Information

Student's name: \_\_\_\_\_

DOB: \_\_\_\_\_

### **Family details:**

Parent's name/s: \_\_\_\_\_

Siblings (name and age):

\_\_\_\_\_

\_\_\_\_\_

### **Family Language Background:**

Are languages other than English spoken at home? (Please list.) \_\_\_\_\_

\_\_\_\_\_

Does the child's mother / father / caregiver speak English? \_\_\_\_\_

Is an interpreter needed for meetings? \_\_\_\_\_

Is the child's mother from a non-English speaking country? \_\_\_\_\_

Is the child's father from a non-English speaking country? \_\_\_\_\_

Is an interpreter needed for meetings? \_\_\_\_\_

### **Educational Background :**

Has your child attended school in another country? \_\_\_\_\_

Has your child attended any of these (please provide the name)?

☐ day care \_\_\_\_\_

☐ family day care \_\_\_\_\_

☐ home care \_\_\_\_\_

☐ C&K \_\_\_\_\_

☐ Kindergarten \_\_\_\_\_

How many days a week did they access this school/care? \_\_\_\_\_

How long has your child been attending this school/care? \_\_\_\_\_

What was the main language spoken at school/care? \_\_\_\_\_

## **Prep Student Information – Page 2**

### **Student's Language Background:**

What language/s does your child speak? \_\_\_\_\_

Are they fluent in this/these language/s? \_\_\_\_\_

What is your child's first language? (The language they have heard and spoken the most at home.)

\_\_\_\_\_

Has your child had difficulty learning their first language? \_\_\_\_\_

### **Student's Medical History:**

Does your child have any medical/ physical concerns? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has your child had any of the following checks?

☐ Sight / Vision (who, why, when) \_\_\_\_\_

☐ Hearing (who, why, when) \_\_\_\_\_

☐ Speech (who, why, when) \_\_\_\_\_

☐ Paediatrician (who, why, when) \_\_\_\_\_

☐ Other specialist assessments (who, why, when) (e.g. occupational therapy, physiotherapy, psychology)

Please supply copies of relevant reports.

Does your child have any allergies? \_\_\_\_\_

\_\_\_\_\_

Does your child require daily medication? Please give details. \_\_\_\_\_

\_\_\_\_\_

Is there custody/ access concerns regarding your child? \_\_\_\_\_

\_\_\_\_\_

## **Prep Student Information – Page 3**

### **Starting School:**

Do you have religious beliefs that may impact on your child's school activities? (For example, birthdays, Easter, Christmas) \_\_\_\_\_

\_\_\_\_\_

Do you have concerns about your child starting school? (For example, transition from home to school, length of school day, eating time, making friends) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does your child have any concerns about starting school? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does your child have friends who will attend Brisbane Central State School? (If yes, please list.) \_\_\_\_\_

\_\_\_\_\_

How will your child be picked up from school each day? \_\_\_\_\_

\_\_\_\_\_

Do you have any questions or concerns that you would like to discuss further? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Third Party Website Consent

### Privacy Notice

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

*Student personal information collected on this may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.*

Dear Parent/Guardian,

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

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

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

- Student First Name,
- Year level,
- Class name
- School name

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

*Note: It is not compulsory for you to provide this consent – If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.*

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



Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student's information, please feel free to contact *Michael Grogan* on [principal@brisbanecentralss.eq.edu.au](mailto:principal@brisbanecentralss.eq.edu.au).

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

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**Name of Provider:** Seesaw

**Type of Service:** A digital portfolio that enables students to create, reflect on, and share their learning process in conjunction with teachers and family members. Teachers can share photos, videos, links and files in private messages to family members or announcements to the whole class.

**Website:** <http://seesaw.me>

**Terms of Use:** <https://web.seesaw.me/terms-of-service>

**Privacy Policy:** <https://web.seesaw.me/privacy>

**File Storage:** Within Australia

**Additional information:**

- The paid version of this service (**which BCSS is subscribing to**) offers data storage on-shore (i.e., within Australia).
  - This service allows users anonymity or pseudonymity when dealing with the service in some circumstances (e.g., logging support requests, providing feedback etc.).
  - Student content is private to the classroom by default. Teachers can invite up to 10 family members per student to see their child's work. Family members can only view their student's work or group projects their child is tagged in.
-





**Student Name:** \_\_\_\_\_

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

Please **circle your choice** (or cross out which does not apply) to your child's information being provided to each of the third party providers for the provision of an educational service.

Seesaw

Do Consent / Do Not Consent

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

\_\_\_\_\_  
Parent/Guardian's Name

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date



## BRISBANE CENTRAL

Tuesday, 16 March 2021

### Introduction to the State School Consent Form (attached) for Brisbane Central 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* (Qld) or by law to record, use or disclose the student's personal information or materials without consent (e.g. assessment of student materials does not require further consent).

## Voluntary

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

## Consent may be limited or withdrawn

Consent may be limited or withdrawn at any time by you.

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

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

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

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

## Media sources used

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

- School website: <https://brisbanecentralss.eq.edu.au/>
- Facebook: <https://www.facebook.com/brisbanecentralss/>
- YouTube: <https://m.youtube.com/channel/UC3i1J0Xgo2uClIfFIIF8mNA>
- Twitter: [twitter.com/Bris\\_Cent\\_SS](https://twitter.com/Bris_Cent_SS)
- Local newspaper
- School newsletter – ePublisher
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

## Duration

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

## Who to contact

To return a consent, express a limited consent or withdraw consent please contact **Brisbane Central State School Administration Office** on email [admin@brisbanecentralss.eq.edu.au](mailto:admin@brisbanecentralss.eq.edu.au) or phone 07 3230 4333

**A Schools Admin Officer** should be contacted if you have any questions regarding consent.

## State School Consent Form

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

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

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

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

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

(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.

\*\* For school photos Full Name will be used unless a limitation is given in Section 5 below.

### 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 and school photographs;
  - 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 as above

### 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.





### **Third Party Website Consent**

#### ***Privacy Notice***

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

Dear Parent/Guardian,

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

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

Brisbane Central State School wishes to utilise the third party web based service provider/s listed below to aid students learning. For your student to use the service the teacher will need to register them as a user.

Registering with these providers requires student personal information to be disclosed to the provider of the service. In the case of the services outlined below they are private companies that are hosted *onshore in Australia/and/or/outside of Australia*. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws. Registration may include disclosing the following information about your student:

- Student First Name,
- First initial of student Last Name
- Year group,
- Class Teacher

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

*Note: It is not compulsory for you to provide this consent – If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.*

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

Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student's information, please feel free to contact *Micheal Grogan* on 3230 4333 or [principal@brisbanecentralss.eq.edu.au](mailto:principal@brisbanecentralss.eq.edu.au).

Kind Regards

Micheal Grogan  
Principal  
Brisbane Central State School

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

**Name of Provider:** *Mathletics*

**Type of Service:** Mathletics is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and beyond. Powerful courses aligned to Australian Curriculum maths standards across the primary and secondary years, matched with dynamic tools and reporting for teachers. Mathletics supports and caters to each teacher's unique blend of student-driven learning and teacher-led instruction.

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

**Terms of Use:** [www.3plearning.com/terms-conditions](http://www.3plearning.com/terms-conditions)

**Privacy Policy:** [www.3plearning.com/privacy-policy](http://www.3plearning.com/privacy-policy)

**File Storage:** <http://cdn.3plearning.com/wp-content/uploads/2013/07/3P-Learning-Data-and-Privacy-Statement-Feb15.pdf>

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**Name of Provider:** *Reading Eggs*

**Type of Service:** ABC Reading Eggs program has been developed by a highly experienced team of teachers, educational writers, animators and web developers. The ABC Reading Eggs program focuses on a core reading curriculum of skills and strategies essential for sustained reading success. It completely supports what children learn at school.

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

**Terms of Use:** [www.3plearning.com/terms-conditions](http://www.3plearning.com/terms-conditions)

**Privacy Policy:** [www.3plearning.com/privacy-policy](http://www.3plearning.com/privacy-policy)

**File Storage:** <http://cdn.3plearning.com/wp-content/uploads/2013/07/3P-Learning-Data-and-Privacy-Statement-Feb15.pdf>

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**Name of Provider:** *StudyLadder*

**Type of Service:** The purpose of this website is to provide students with an online learning platform for all subjects.

**Website:** <https://www.studyladder.com.au>

**Terms of Use & Privacy Policy:** <https://www.studyladder.com.au/about/privacy>

**File Storage:** This service stores information in the United States of America (USA). USA information privacy and protection laws differ substantially from Queensland and Australian law.

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**Name of Provider:** *Class Dojo*

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

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

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

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

**File Storage:** This service stores information in the United States of America (USA). USA information privacy and protection laws differ substantially from Queensland and Australian law

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**Name of Provider:** *Linguascope*

**Type of Service:** The purpose of this website is to provide students with an online learning platform for French.

**Website:** <http://www.linguascope.com>

**Terms of Use:** <https://www.linguascope.com/shop/terms.pdf>

**Privacy Policy:** <https://www.linguascope.com/info/privacypolicy.htm>

**File Storage:** This service stores information in the United Kingdom. They do not store personal information. UK's and European Union information privacy and protection laws differ substantially from Queensland and Australian law.



Mathletics	Do Consent / Do Not Consent
Reading Eggs	Do Consent / Do Not Consent
Study Ladder	Do Consent / Do Not Consent
Class Dojo	Do Consent / Do Not Consent
Linguascope	Do Consent / Do Not Consent

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

\_\_\_\_\_  
Parent/Guardian's Name

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date