



Pine Rivers State High School CONSENT FORMS 2020

PROSPECTIVE STUDENT DETAILS			
Student Name:		Date of Birth:	
Current School:		Gender: Male / Female (please circle)	
Entering Year Level: 7 8 9 10 11 12 (please circle)		Commencing in: 2020 / 2021 (please circle)	
ENROLMENT CATEGORY(IES) UNDER WHICH YOU WISH TO APPLY: (ABLE TO APPLY FOR MULTIPLE CATEGORIES)	EXCELLENCE PROGRAMS <input type="checkbox"/> IGNITE Year 7 <input type="checkbox"/> IGNITE Music <input type="checkbox"/> IGNITE HASS (YR8&9) <input type="checkbox"/> IGNITE STEM (YR8&9)	SCHOLARSHIPS PROGRAMS <input type="checkbox"/> Academic Scholarship <input type="checkbox"/> Sporting Scholarship <input type="checkbox"/> Cultural Scholarship Dance/Vocal <input type="checkbox"/> Cultural Scholarship Instrumental Music <input type="checkbox"/> Cultural Scholarship Visual Art	<input type="checkbox"/> Other <input type="checkbox"/> Local Catchment <input type="checkbox"/> Sibling

Please read and complete all forms in this package and return at time of your interview



Third Party Website Consent – Website Risk Review Register

Privacy Notice

The Department of Education 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 school website. 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.

Pine Rivers State High 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 Name
- Student ID
- Age
- Year Level
- Class Teacher
- Student Email

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

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

Before you complete this consent form it is important that you understand the reasons that these websites collect this information, what will be done with it, who else may have access to it and where the data is stored. This information can be found on the school website under the *Website Risk Review Register* page - <https://pineriversshs.eq.edu.au/Supportandresources/Formsanddocuments/Documents/Information%20Technology/PRSHS%20Website%20Risk%20Review%20Register.pdf>

Each website has hyperlinks that redirect 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 *Mark Fahey – Head of Department Digital Technologies* on (07) 3881 4700

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.

Student's name: Year: ID No:

Student's signature: Date:/...../.....

Parent's/caregiver's name:

Parent's/caregiver's signature: Date:/...../.....



Medical Authorisation

As set out in the Department of Education and Training policies, Pine Rivers State High School requires your consent to provide medication, as prescribed by your child/children’s treating medical practitioner, for your son/daughter.

Information obtained by the school’s office will be maintained in confidence and stored securely. However, client information held in confidence may be disclosed without your consent where authorised or required by law. This may include disclosure to a doctor or ambulance officer.

1. Administering medication at school

If your child requires staff to administer medication to your child at school, please contact the school office in the first instance to discuss your child’s requirements.

Please note, school staff will only administer medication that:

- has been prescribed by a qualified health practitioner (e.g. doctor, dentist);
- is in its original container; and
- has an attached pharmacy label, stating your child’s name, the name of the medication and the dosage required;
- notify the school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner
- advise the school in writing and collect the medication when it is no longer required at school

Office staff will ask you to complete and sign Section 1 of the *Administration of medication at school record sheet* (routine/short-term medication). **Please refer to attached link**

www.ppr.det.qld.gov.au/education/management/Pages/Administration-of-Medications-in-Schools.aspx

N.B. If your child requires more than **one** medication, you will need to complete a form for **each** medication

2. Requirements for students at risk of anaphylaxis

If your child is at risk of anaphylaxis, it is important for you to provide the school with your child’s emergency medication and their ASCIA Anaphylaxis Action Plan, completed by your doctor. This Anaphylaxis Action Plan provides the instructions for the school to administer your child’s medication in an emergency, which is specific to respond to their health condition.

Office staff will ask you to complete and sign Section 2 of the *Administration of medication at school record sheet* (emergency medication). **Please refer to attached link**

www.ppr.det.qld.gov.au/education/management/Pages/Administration-of-Medications-in-Schools.aspx

3. Requirements for students at risk of asthma

If your child has asthma and requires assistance to administer their medication, it is important for you to provide the school with your child’s emergency medication and their Asthma Action Plan, completed by your doctor. An Asthma Action Plan provides specific instructions for the school to administer your child’s medication.

Office staff will ask you to complete and sign Section 2 of the *Administration of medication at school record sheet* (emergency medication). **Please refer to attached link**

www.ppr.det.qld.gov.au/education/management/Pages/Administration-of-Medications-in-Schools.aspx

We recognise that some students are capable of managing their asthma without adult assistance. If you are confident that your child can confidently, competently and safely self-administer their asthma medication, let the school administration know. The school will record your decision and will not require your child’s Asthma Action Plan. Please note that if your child requires assistance in an asthma emergency, staff will provide Asthma First Aid.

Medical Authorisation cont....

4. Requirements for students at risk of **diabetes**

To provide specific support to a student with diabetes, it is essential for the school to have both a '**Diabetes Management Plan**' (**Individual Health Plan**) and a '**Diabetes School Action Plan (Emergency Health Plan)**' completed by your doctor. The Individual Health Plan provides the guideline for the management of a student's diabetes and may contain instructions concerning the routine medication regimen. The Emergency Health Plan provides step-by-step instructions of how to safely manage a medical emergency specific to diabetes.

In addition Office staff will ask you to complete and sign **Section 2** of the *Administration of medication at school record* sheet (emergency medication). **Please refer to attached link**
www.ppr.det.qld.gov.au/education/management/Pages/Administration-of-Medications-in-Schools.aspx

5. Providing medication to the school

Before you provide the school with your child's medication, check the expiry date to ensure it is in-date and there is enough for the agreed time period. It is also a good idea to take a note of the expiry date so that you can replace the medication before it expires.

Please note, school staff will **not** administer medication that you can buy over-the-counter at chemists and supermarkets (e.g. paracetamol, eye drops, cough syrup) unless it has been prescribed by your child's qualified health practitioner. For example, the school would administer paracetamol to a student only if it has been prescribed by their dentist to be taken for a short time after dental treatment.

School staff are bound by these regulations and we hope that all parents will acknowledge and cooperate with these rules.

It is safer for all students if you can provide medication to the school in person (rather than send medication with the student). If you can't provide the medication in person, contact the school to determine the easiest and safest approach for the school to receive the medication.

Thank you for your assisting the school in keeping our students safe and healthy.

Yours sincerely

A handwritten signature in blue ink, appearing to be the signature of the Principal.

Principal



Support Services

Pine Rivers State High School has a Special Education Unit and a Support Teacher – Literacy and Numeracy to cater for students with ascertained disabilities and learning difficulties. If you believe that your child may qualify for support, please complete this form. If you are uncertain, please ask to speak to the teacher.

EDUCATIONAL HISTORY

Primary/Previous School:

.....

School contact person/s and position:

.....

AVT/other Support personnel (names):

.....

Identified as Gifted and Talented (Subject/Area): _____

Speaks English as a Second Language

Guidance File attached

Support File attached including:

Details of EAP or Special Consideration

Results of any formal tests and/or Report Cards

Other

Student's name:

Parent's/caregiver's name:

Parent's/caregiver's signature: Date:/...../.....

Mobile: Work: Home:



Acceptable Use Policy for Users of Information & Communication Technology

Pine Rivers State High School (PRSHS) provides computer resources including access to Local Area Networks (LAN) and Internet resources only to support its primary objective, which is to enhance teaching and learning in a supportive school environment. The use of such facilities is subject to the following provisions:

<p>A Respect other’s rights to freedom from harassment and intimidation</p> <ol style="list-style-type: none"> 1 Abusive, threatening, or clearly unwarranted behaviour are offensive and will not be tolerated. 2 Allow others to work uninterrupted. 3 Clearly and correctly identify yourself in all communications using Information Technology. <p>B Use on-line resources for purposes that are legal and generally acceptable for public school education</p> <ol style="list-style-type: none"> 1 Advertising, selling, or purchasing any illegal items using Information Technology is strictly prohibited 2 Soliciting, responding to or discussing any illegal actions with Information Technology is strictly prohibited. 3 Creating/sending/accessing inappropriate/offensive files/emails/websites is strictly prohibited. 4 Retrieval, viewing or sharing of any sexually or violently explicit, offensive or obscene material via any means is strictly prohibited. 5 Understand that local systems administrators and staff at your outside service provider can find out what information you have accessed from the Internet and sent/received via email. 6 Subscribe only to authorised and approved discussion lists, chat or news groups. 7 Use only email facilities provided by PRSHS and not personal web based email. 8 Do not download and/or install files (programs, audio/video files, plug ins or other software) without direct authorisation. <p>C Respect and adhere to the laws concerning copyright and other intellectual property rights</p> <ol style="list-style-type: none"> 1 Get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft. 2 Understand 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. <p>D Follow security restrictions for all systems and information</p> <ol style="list-style-type: none"> 1 Always keep your passwords secret. It is a good idea to change your password frequently. 2 Understand that if you share your password and someone else uses your account, even without your permission, you will be held responsible for their actions. 3 Respect all security provisions on the system. 4 Reasonably protect computers and software from viruses, both on disk and through the internet. 	<p>E Use and share computer resources courteously and efficiently</p> <ol style="list-style-type: none"> 1 Understand and accept that there are restrictions on computing resources including storage space, printing and internet access as per the Resource Hire Scheme. 2 Use the computer facilities in such a way that you do not disrupt the use of the facilities for other users, for example, annoying other users with electronic messages, tampering with either hardware or software settings. 3 Use computer facilities without purposefully damaging, altering or disabling them and report any problems/damage to your teacher or Head of Department (Learning Technology). <p>F Respect the privacy and integrity of electronic documents</p> <ol style="list-style-type: none"> 1 Do not reveal home telephone numbers or addresses through on-line communication or send anonymous or falsely addressed email. 2 Understand that electronic communication is not guaranteed to be private. All email should be considered a public document. System Administrators do have access to all mail sent and received. Messages relating to or in support of inappropriate activities may be reported to the authorities. 3 Understand that network managers may need to view, delete or recover the contents of files and directories to diagnose or correct problems, or investigate breaches of this policy. Your class teachers also have access to read files created by you. <p>Pine Rivers SHS reserves the right to monitor any and/or all use of school computer resources, including use of school provided email from outside of school</p> <p>Pine Rivers State High School (PRSHS) provides computer resources including access to Local Area Networks (LAN) and Internet resources only to support its primary objective, which is to enhance teaching and learning in a supportive school environment. The use of such facilities is subject to the following provisions:</p> <p>The concept that files residing on a system is the property of the organisation that owns the system has been supported in recent legal cases. All electronic files are therefore presumed to be the property of</p> <p>Pine Rivers SHS and email users should presume they will be held accountable for every message issued from their accounts. Pine Rivers SHS provides all students with a limited capacity of internet access and printing as part of the Resource Hire Scheme. Students are responsible for the cost of these facilities above what is provided.</p> <p>Violations of this Acceptable Use Policy may result in immediate suspension of your ICT privileges and may result in further disciplinary actions being taken by Pine Rivers State High School, Education Queensland, State or Federal authorities. These actions may result in enrolment changes out of computer based classes. Any questions or allegations about this Acceptable Use Policy should be brought to the attention of the Head of Department (Learning Technology).</p>
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Acceptable Use Policy For Users Of Information & Communication Technology

The Acceptable Use Policy is printed on the other side of this document. Alternatively it can be viewed at the school in paper format, on the school's intranet or on the internet at www.pineriversshs.eq.edu.au. The Acceptable Use Policy relates to what constitutes appropriate use of both the internet and the schools' computer facilities. Before agreeing to the Acceptable Use Policy, read and understand the benefits and risks associated with on-line access.

Benefits of on-line access include

- Access to up to date and relevant information on a wide variety of topics
- The ability to communicate with peers and experts both domestically and internationally
- Teachers and students can use the Internet collaborative learning projects to provide an audience for creative work and as a platform for learning information access skills

Risks of on-line access include

- Unlike a good encyclopaedia, the information on the Internet is not well selected, nor well organised. The information may sometimes be illegal, dangerous or offensive materials. Issues of sexual harassment and copyright can arise from the use of material available on the Internet without appropriate warnings.
- Wasting time with fruitless searches.
- Privacy is not assured, email can be intercepted and read by complete strangers. Other users of your computer, your local system administrator and staff at our outside service provider can all find out what information you have accessed from the World Wide Web.
- Delivery of email cannot be guaranteed; a proportion is delayed, misdelivered or destroyed.
- A strong potential for viruses to be received exists.

Strategies to deal with these risks include:

- Up to date virus protection software installed on machines
- Internet filters provided by Education Queensland to restrict access to illegal, dangerous or offensive materials
- Unique usernames and passwords given to prevent students from logging on as someone else
- Education of students to understand what constitutes illegal, dangerous or offensive materials and what they should do when they appear on screen

Student	Parent/Guardian
<p>..... Student Name (please print)</p> <p>I understand that my access to the school Local Area Networks and the Internet is a revocable privilege, not a right.</p> <p>I have read and understand both the benefits and risks, as well as the Acceptable Use Policy and agree to adhere to all of the provisions. I further understand that any violations of this contract may result in the immediate suspension of my electronic communication privileges and/or Local Area Network access during ALL CLASSES and OUT OF CLASS ACCESS TIMES, and that as a result of such violations, subject changes out of computer based classes and further disciplinary measures may be taken. I understand that this contract remains in force for the period of my enrolment.</p> <p>..... Signature of Student</p> <p>...../...../..... Date</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p style="font-size: small;">If you are a newly enrolled/enrolling student please indicate your date of birth</p> <p style="text-align: center; margin: 0;">_____ / ____ / ____</p> </div>	<p>I am the parent/guardian of the above named student and understand that the benefits and risks of on-line access.</p> <p>I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive.</p> <p>I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.</p> <p>I am satisfied that my son/daughter understands this responsibility, and I hereby give my permission for him/her to use both the Internet & computer facilities in accordance with the Acceptable Use Policy. I understand that students breaking these rules will be subject to appropriate consequences, according to school policies and possibly state and federal laws. I understand that this contract remains in force for the period of enrolment.</p> <p>..... Signature of Parent/Guardian</p> <p>...../...../..... Date</p>
<p>OFFICE USE: Please enter this students' EQ ID Number below:-</p> <p>.....</p>	



Bring your Own Device (BYOD) User Agreement

Pine Rivers State High School’s goal is to ensure the safe and responsible use of facilities, services and resources available to students through the provision of clear guidelines.

Responsibilities of stakeholders involved in the BYOD program:

School

- BYOD program induction — including information on (but not responsible for) connection, care of device at school, workplace health and safety, appropriate digital citizenship and cyber safety
- network connection at school
- internet filtering (when connected via the school’s computer network)
- some technical support (please consult Technical support table below)
- some school-supplied software e.g. Adobe, Microsoft Office 365 ...
- printing facilities
- school representative signing of BYOD Charter Agreement.

Student

- participation in BYOD program induction
- acknowledgement that core purpose of device at school is for educational purposes
- care of device
- appropriate digital citizenship and online safety (for more details, see [ACMA Cyber Smart](#))
- security and password protection — 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)
- some technical support (please consult Technical support table below)
- maintaining a current back-up of data
- charging of device
- abiding by intellectual property and copyright laws (including software/media piracy)
- internet filtering (when not connected to the school’s network)
- ensuring personal login account will not be shared with another student, and device will not be shared with another student for any reason
- understanding and signing the BYOD Charter Agreement.

Parents and caregivers

- participation in BYOD program induction
- acknowledgement that core purpose of device at school is for educational purposes
- internet filtering (when not connected to the school’s network)
- encourage and support appropriate digital citizenship and cyber safety with students (for more details, see [ACMA Cyber Smart](#))
- some technical support (please consult Technical support table below)
- required software for specific subjects, including sufficient anti-virus software
- protective backpack or case for the device
- adequate warranty and insurance of the device
- understanding and signing the BYOD Charter Agreement.

Technical support

	Connection:	Hardware:	Software:
Parents and Caregivers	✓ (home-provided internet connection)	✓	✓
Students	✓	✓	✓
School	✓ school provided internet connection	(meets minimum specifications document on PRSHS website)	✓ (some school-based software arrangements)
Device vendor		✓ (see specifics of warranty on purchase)	

The following are examples of responsible use of devices by students:

- Use mobile devices for:
 - engagement in class work and assignments set by teachers
 - developing appropriate 21st Century knowledge, skills and behaviours
 - authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by school staff
 - conducting general research for school activities and projects
 - communicating or collaborating with other students, teachers, parents, caregivers or experts as part of assigned school work
 - Accessing online references such as dictionaries, encyclopaedia's, etc.
 - researching and learning through the school's eLearning environment
 - ensuring the device is fully charged before bringing it to school to enable continuity of learning.
- Be courteous, considerate and respectful of others when using a mobile device.
- Switch off and place out of sight the mobile device during classes, where these devices are not being used in a teacher directed activity to enhance learning.
- Use the personal mobile device for private use before or after school, or during recess and lunch breaks.
- Seek teacher's approval where they wish to use a mobile device under special circumstances.

The following are examples of irresponsible use of devices by students:

- using the device in an unlawful manner
- creating, participating in or circulating content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- disabling settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
- downloading (or using unauthorised software for), distributing or publishing of offensive messages or pictures
- using obscene, inflammatory, racist, discriminatory or derogatory language
- using language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insulting, harassing or attacking others or using obscene or abusive language
- deliberately wasting printing and Internet resources
- intentionally damaging any devices, accessories, peripherals, printers or network equipment
- committing plagiarism or violate copyright laws
- using unsupervised internet chat
- sending chain letters or spam email (junk mail)
- accessing private 3G/4G networks during lesson time
- knowingly downloading viruses or any other programs capable of breaching the department's network security
- using the mobile device's camera anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets



- invading 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
- using the mobile device (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use mobile devices at exams or during class assessment unless expressly permitted by school staff.

In addition to this:

Information sent from our school network contributes to the community perception of the school. All students using our ICT facilities are encouraged to conduct themselves as positive ambassadors for our school.

- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present.
- Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.
- Students must get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft.
- Students need to understand 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.
- Parents and caregivers need to be aware that damage to mobile devices owned by other students or staff may result in significant consequences in relation to breaches of expectations and guidelines in the school's Responsible Behaviour Plan.
- The school will educate students on cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to incorporate these safe practices in their daily behaviour at school.

The school's BYOD program supports personally owned mobile devices in terms of access to:

- printing
- internet
- file access and storage
- support to connect devices to the school network.

However, the school's BYOD program does not support personally owned mobile devices in regard to:

- technical support
- charging of devices at school
- security, integrity, insurance and maintenance
- private network accounts.

Responsible use agreement

The following is to be read and completed by both the STUDENT and PARENT/CAREGIVER:

- I have read and understood the Responsible use of BYOD document and the school Responsible Behaviour Plan.
- I agree to abide by the guidelines outlined by both documents.
- I am aware that non-compliance or irresponsible behaviour, as per the intent of the Responsible use of BYOD document and the Responsible Behaviour Plan, will result in consequences relative to the behaviour.

Student's name: Year: ID No:

Student's signature: Date:/...../.....

Parent's/caregiver's name:

Parent's/caregiver's signature: Date:/...../.....



Insurance Cover

Dear Parent/Caregiver

Physical activity and physical education, particularly contact sports, carry inherent risks of injury.

Parents are advised that, as well as all High Schools, Pine Rivers State High School acting within the Department of Education and Training **does not** have Personal Accident Insurance cover for students.

Activities Risks and Insurance

Please note that the Department of Education **does not** have personal accident insurance cover for children/students. If your child is injured as a 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.

Please complete and sign for our records:

By signing this form, I agree that I have read all of the information contained in this form in relation to activity risks and insurance and I am aware that the department **does not have** personal accident insurance cover for students/children

I acknowledge that the Department of Education, Training and Arts **does not have Personal Accident Insurance cover for students.**

Student's name: Year: ID No:

Student's signature: Date:/...../.....

Parent's/caregiver's name:

Parent's/caregiver's signature: Date:/...../.....