



# COOLUM STATE SCHOOL

*Community Strength Success*

## CONSENT FORMS

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



# COOLUM STATE SCHOOL

*Community \* Strength \* Success*

## STATE SCHOOL CONSENT FORM

### **Introduction to the State School Consent Form (attached) for Coolum 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### **Consent may be limited or withdrawn**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: [www.coolumss.eq.edu.au](http://www.coolumss.eq.edu.au)
- Facebook: [www.facebook.com/coolumstateschool](http://www.facebook.com/coolumstateschool)
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

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

**Duration**

The consent applies for the period of enrolment or 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 the school office. The staff at Coolum State School 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

By signing this Consent Form I agree to the personal information and materials being used for the duration of enrolment at Coolum State School.

## 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.



## ENROLMENT AGREEMENT

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Coolum State 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 the teacher and principal
- abide by school rules/expectations as outlined in the school's Responsible Behaviour Plan 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
- respect the school property.

### Responsibility of parents to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
- advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick)
- attend open meetings for parents
- 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
- treat all school staff with respect
- 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 child is in out-of-home care
- keep school informed of any changes to your contact details or your child's details, such as home address, email 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 of students
- 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 for students
- 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 high standards in work and behaviour
- clearly articulate the school's expectations regarding the Responsible Behaviour Plan for Students and the Student 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 possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- notify parents of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with departmental policy, [Customer complaints management](#)
- treat students and parents with respect.

These policies should be read and are included in the enrolment package:

- ❖ Responsible Behaviour Plan for Students
- ❖ Student Dress Code

The following policies are available on the school website or within our prospectus:

- ❖ Homework
- ❖ School charges and voluntary contributions
- ❖ Absences
- ❖ School excursions
- ❖ Complaints management
- ❖ Computer guidelines for students
- ❖ Mobile phones
- ❖ School Prospectus
- ❖ SunSmart

I acknowledge:

- That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and
- That information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me.

Student Name:.....

Class:.....

Student Signature:

Parent/Carer Signature:

On behalf of Coolum State School:

.....

.....

.....



## ICT NETWORK AND THIRD PARTY WEBSITE CONSENT

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.

Coolum State School wishes to utilise the third party online service provider/s listed below to aid students learning. For your student to use the service, the teacher may 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/use of these websites may include disclosing the following information about your student:

- Name
- Age / Date of Birth
- Year Group
- Class Teacher
- School Username
- School Email Address
- Student Work/Image/Recording

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 the school on 54719300.

### Third party online service providers used at Coolum State School

**Name of Provider:** ClassDojo

**Type of Service:** ClassDojo provides a space that allows teachers to build an online community with parents to share student classwork and progress online.

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

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

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

**File Storage:** Amazon Web Services (Cloud Based). The data centers are based in the USA.

**Student Data Required:** First Name & Last Initial; Class; School Username/Email Address; Student Work/Image/Recording

**Name of Provider:** Code Studio / Code.org®

Code.org provides a range of P-12 computer science courses and also organises the annual *Hour of Code* campaign which engages students from around the world in coding challenges.

**Website:** <https://code.org>

**Privacy Policy:** <https://code.org/privacy>

**Terms of Use:** <https://code.org/tos>

**File Storage:** USA

**Student Data Required:** First Name; School Username; Class; Age; Gender

**Name of Provider:** GoKeys Online!

GoKeys! is a fun-based, typing tutor which helps students learn the keys on the keyboard to learn how to 'touch-type'. GoKeys! has short lessons that aim to help students get to know the keyboard quickly and encourages them through feedback and achievement certificates.

**Website:** <https://www.mcgoo.com.au/gokeys>

**Privacy Policy:** <https://www.mcgoo.com.au/gokeys/help/privacy.html>

**File Storage:** Australia

**Student Data Required:** First Name; Class; School Username

**Name of Provider:** Padlet

Padlet provides a space that allows teachers to share class activities and student work online.

**Website Address:** <https://padlet.com>

**Privacy Policy:** <https://padlet.com/about/privacy>

**Terms of Use:** <https://padlet.com/about/terms>

**File Storage:** USA

**Student Data Required:** First Name; Initial of Last Name; Class; School Username/Email Address; Student Work/Image/Recording

**Name of Provider:** Prodigy

Prodigy is a curriculum aligned maths game for students in Year 1 to 8. It includes a diagnostic test to ensure students are working at their correct level, embedded assessment and differentiation.

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

**Privacy Policy:** <https://www.prodigygame.com/Privacy-Policy>

**Terms of Use:** <https://www.prodigygame.com/terms-conditions>

**File Storage:** Microsoft Azure and Amazon Web Services.

**Student Data Required:** First Name; Initial of Last Name; Class; Year Group

**Name of Provider:** Scratch

Scratch allows students to program their own interactive stories, games and animations, and share their creations with others in the online community.

**Website:** <https://scratch.mit.edu>

**Privacy Policy:** [https://scratch.mit.edu/privacy\\_policy](https://scratch.mit.edu/privacy_policy)

**Terms of Use:** [https://scratch.mit.edu/terms\\_of\\_use](https://scratch.mit.edu/terms_of_use)

**File Storage:** USA

**Student Data Required:** School Username; Class; Month & Year of Birth; Gender; Country

**Name of Provider:** Seesaw

Seesaw allows teachers to create a digital portfolio for students that enables them to create, reflect on, and share their learning progress with parents. Teachers can share photos, videos, links and files in private messages to family members or announcements to the whole class.

**Website:** <https://web.seesaw.me>

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

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

**File Storage:** USA

**Student Data Required:** First Name; Initial of Last Name; Class; School; School Email Address; Student Work/Image/Recording

**Name of Provider:** SMART Learning Suite (SLS Online)

The SMART Learning Suite allows teachers to create engaging interactive lessons that students can access on their computers.

**Website:** <https://suite.smarttech-prod.com/>

**Privacy Policy:** <https://www.smarttech.com/about/legal/privacy-policies>

**Terms of Use:** <https://www.smarttech.com/legal/legal-notice>

**File Storage:** USA

**Student Data Required:** First Name; Last Name; School Username; School; Class

**Name of Provider:** StudyLadder

Studyladder offers a sequential learning program with videos, interactive activities, worksheets and assessments. Students receive instant feedback on what they need to learn, rewards and certificates for achievement.

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

**Privacy Policy:** <https://www.studyladder.com.au/about/privacy>

**Terms of Use:** <https://www.studyladder.com.au/about/terms>

**File Storage:** Hosted and stored on servers leased from Amazon Web Services in the USA.

**Student Data Required:** First Name; Initial of Last Name; Class

**Name of Provider:** Sumdog

Sumdog adapts to each individual student's needs, using engaging game-based learning to motivate and build confidence in numeracy for children aged 5-14, and literacy for children aged 5-11.

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

**Privacy Policy:** [http://www.sumdog.com/en/Privacy\\_Policy](http://www.sumdog.com/en/Privacy_Policy) | **Terms of Use:** [http://www.sumdog.com/en/Terms\\_of\\_Use](http://www.sumdog.com/en/Terms_of_Use)

**File Storage:** USA or UK

**Student Data Required:** First Name; School Username; Class; Year Group



# COOLUM STATE SCHOOL

Community \* Strength \* Success

## ICT & ONLINE SERVICE CONSENT

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_

At Coolum State School, ICT devices and Internet access are provided for students as an educational resource.

It is acceptable for students to use school computers, iPads, robotics equipment and network infrastructure for:

- assigned class work and assignments set by teachers;
- developing literacy, communication and information skills;
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet,
- conducting research for school activities and projects;
- communicating with other students, teachers, parents or experts in relation to school work;
- access to online resources such as the Learning Place and references such as dictionaries, encyclopaedias, etc.

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 online 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.

Please indicate your consent by circling YES/NO

ClassDojo	YES/NO
Code Studio	YES/NO
GoKeys Online!	YES/NO
Padlet	YES/NO
Prodigy	YES/NO
Scratch	YES/NO
SeeSaw	YES/NO
SMART Learning Suite	YES/NO
StudyLadder	YES/NO
Sumdog	YES/NO

### Parent Agreement

I, \_\_\_\_\_ (Parent/Guardian) give permission for my child:

- ✓ to access the school's ICT devices and network for learning and
- ✓ to be enrolled to use the online services consented to above.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### 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.