



The Gap State School

Permission Package Prep to Year 6



Proud of our past, realising our potential, ready for the future

Please complete the Student Enrolment Form along with this booklet and bring it to your enrolment interview.

For office use only:

Student Name: _____

RC: _____ House: _____

Enrolment form received: _____

Gazette: _____ CPR: _____



State School Consent Form

Introduction to the State School Consent Form (attached) for The Gap 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.



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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.thegapss.eq.edu.au
- Facebook: www.facebook.com/Thegapss
- YouTube: <https://www.youtube.com/user/TheGapSS>
- Instagram: <https://www.instagram.com/explore/tags/thegapss/>
- Twitter: www.twitter.com/Thegapss
- Other: <https://thegapss.eq.edu.au/Pages/default.aspx>
- 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 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

Enrolments Officer admin@thegapss.eq.edu.au 07 3511 3333.

Enrolments Officer should be contacted if you have any questions regarding consent.

THE GAP STATE SCHOOL

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.*

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

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

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

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

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

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

4 TIMEFRAME FOR CONSENT

School representative to complete.

- (a) Timeframe of consent: duration of enrolment.
- (b) Further identified activities not listed in the form and letter for the above timeframe: Year 6 year book, electronic newsletter and promotional materials.

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 consenterDate

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 witnessDate

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 consentDate



COMPUTER USE AGREEMENT

Parent / Guardian to read and complete:

I understand that the Internet can provide students with valuable learning experiences. I also understand that it gives access to information from computers around the world and that some of that information can be undesirable. Although the filtering system in use at this school does have certain safeguards in place, the school cannot always control what is being accessed.

1. I accept that while teachers will exercise their duty of care, protection against exposure to harmful information must depend finally upon responsible use by students.

The system has changed with regard to the way schools access the Internet and as a result all students have been allocated a user account that gives them access to an email account.

2. I believe:

Student Name:		Roll Class and (or) Year level	
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understands this responsibility and I hereby give permission for him/her to access, produce and communicate information on the Internet and E-mail under the school rules. I will advise the school if this permission is to be revoked.

3. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access and/ or E-mail access for a period of time (up to 6 months, maybe permanently) or depending on the offence, that more serious disciplinary action may be taken.
4. I understand that the system administrator has the ability to check my child's computer files, Internet and email usage.

Parent/Guardian's Name:

Parent/Guardian's Signature: **Date:**



COMPUTER USE AGREEMENT

Year 4 – 6 (only) Student to complete

STUDENT'S SURNAME: FIRST NAME:

Year Level: Roll Class:

I understand that the use of Information Technology resources at The Gap State School is a privilege, which involves the acceptance of certain responsibilities. I understand and agree to the following:

1. Information Technology (IT) includes computers, printers, scanners, digital cameras, Internet and email facilities, and other associated electronic mechanical hardware and software.
2. I will not use IT resources to access, copy or distribute any material that is inappropriate or offensive. I will immediately report accidental access of such material to my teacher. I understand that the system administrator can track and view my computer files, emails and Internet use.
3. I will not download or install any software.
4. I will not access the control panel, or make any changes to settings, passwords or configurations of any computer, without prior approval.
5. I will use the resources provided for tasks my teacher sets or for educational research.
6. I will be considerate of other users. I will respect their privacy, and not seek access to files or messages intended for, or belonging to, others.
7. I will check outside devices for viruses before use, and I will not attempt to send, transfer or create computer viruses.
8. I will not be involved with electronic or physical vandalism and will immediately report any damage, errors or faults to my teacher.
9. I will not reveal my personal address or phone number, or those of other students or staff, in any electronic communications.
10. I will not access another student's logon or logon a student with my code/s.
11. I will treat the resources provided for me with care and respect.

I accept that breaching this agreement will result in me losing access to IT resources temporarily or permanently, depending on the seriousness of the offence. For more serious matters, further disciplinary action may be taken.

Student's Signature: Date:



PAYMENT OF FAMILY STUDENT ACCOUNTS

The OneSchool program will allow you to choose which parent/carer is responsible for fees. One parent/carer only should be responsible for the payment of student accounts, however in some circumstances the school can allow for a division of accounts. If you have shared financial responsibility (e.g. co-parenting), each parent/carer can be invoiced for the percentage they are required to contribute, as indicated below. All invoices are automatically emailed to the email address/es provided in the student enrolment form.

Please indicate on the table below who is responsible for receiving invoices e.g. (100% Mother or 100% Father). If there is a shared financial responsibility agreement between parents / care givers, indicate the percentage share (e.g. 40% Mother, 60% Father) on the table below.

If student accounts are divided in this manner, the full payment for an activity must be received by the school for a child to participate in the respective activity.

If there is a shared financial responsibility, both parties must sign and date below before the request to share costs can be processed.

Parent/Caregiver Name	Relationship to Student	% share of costs	Signature	Date

Parent SMS and Email communication consent

The Gap State School communicates with parents via SMS messaging and email.

Do you consent for the school to use your mobile phone number and email address as listed on your child's enrolment form?

Parent/Caregiver Name	SMS		Email	
	Yes	No	Yes	No



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 The Gap 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 home work 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 at 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 Gap State School as stated in the school policies that have been provided to me as follows:

- Responsible Behaviour Plan for Students (available to view at <http://www.thegapss.eq.edu.au/>)
- Student Dress Code
- Student usage of internet, intranet and extranet
- Student's Consent to use Copyright material, Image, Recording or Name

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

Student signature

Parent/Guardian Signature

On behalf of The Gap State School

Date