Murrumba State Secondary College
Enrolment Agreement

This enrolment agreement sets out the responsibilities of the student, parents/caregivers and the College staff about the education of students enrolled at Murrumba State Secondary College

Responsibility of student to:
- attend the College on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in College 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 the College rules as outlined in the College's Student Code of Conduct, including not bringing items to the College which could be considered as dangerous items
- meet homework requirements and wear the correct College uniform
- proudly respect the College environment

Responsibility of parents to:
- ensure your child attends the College on every school day for the educational program in which they are enrolled
- attend open meetings for parents
- let the College 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 College's homework policy
- inform the College of student absences and reasons for absences in a timely manner
- treat all College staff with respect and tolerance
- support the authority of the College 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 the College
- abide by the College'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 the College informed of any changes to student's details, such as student's home address and phone number
- ensure the College is aware of any changes to your child's medical details

Responsibility of College staff to:
- design and implement engaging and flexible learning experiences for individuals and groups
- inform parents and caregivers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society
- foster positive and productive relationships with families and the community

PLEASE NOTE: Once all information on these attached forms has been filled out please EMAIL or PRINT AND POST back to the College. You can save the file at any time. Thank you

| SAVE | PRINT | EMAIL |

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- inform students, parents and caregivers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- clearly articulate the College's expectations regarding the Student Code of and the College's Dress Code policy
- 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)
- ensure that parents and caregivers are aware that the College does not have personal accident insurance cover for students
- advise parents and caregivers of extra-curricular activities operating at the College 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 College's homework policy
- contact parents and caregivers as soon as is possible if the College is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure Complaints Management – State Schools, treat students and parents with respect
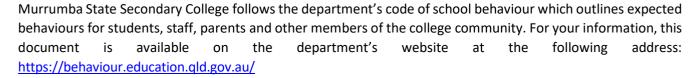
College Instructions for School Access

Murrumba State Secondary College values parent communication in relation to their child's education and wellbeing. Ongoing communication between the College and home plays a vital role in your child's learning experience. We encourage you to be involved and to communicate with teachers about your child's progress. It is important to notify us if you have a concern or if you believe your child is experiencing a problem. Some ways of Communicating are:

1. Parents/Caregivers – Teacher meetings
   You are welcome to discuss your child's progress with the teachers concerned. Please organise a mutually agreeable meeting time. Teachers are unable to meet with you while they are responsible for supervising other students. Please telephone or email to coordinate a mutually agreeable time.
2. Student – Parents/Caregivers – Teacher interviews
   Parents/Caregivers - teacher interviews are arranged two times per year. These interviews provide an opportunity for teachers to discuss student progress, classroom procedures, issues and teacher student expectations.
3. Messages
   Contact with the College can always be made by telephone, email or letter. Letters that contain sensitive information should be sealed and addressed to the intended reader. Phone messages will be relayed to teachers. All class teacher email addresses will be listed on our College website or can be accessed through Compass.

If you have a general issue e.g. having difficulty paying school fees or have concerns about a College staff member you can make contact with the Administration staff to calmly discuss the issue. They will pass any concerns on to the relevant staff member and endeavour to find a workable solution. It is important when communicating with the Administration or College staff that you:

- Remain calm and be respectful when discussing an issue.
- Try to keep an open mind and accept that multiple views reflect different perspectives.
- Deliver your complaint in a non-threatening and non-abusive manner
- Remember schools are busy and complex places, and sometimes it may take time to resolve certain issues

Enrolment Agreement

Murrumba State Secondary College follows the department's code of school behaviour which outlines expected behaviours for students, staff, parents and other members of the college community. For your information, this document is available on the department's website at the following address: https://behaviour.education.qld.gov.au/

All visitors to the College are required to sign in when they come on site. One of the reasons for this is to ensure we have an accurate list of people who are on site for evacuation purposes. Please see our friendly office staff when you arrive at the College to sign in and where required complete an induction.

The school day starts at 8.35am and finishes at 2.35pm except on Thursdays. On Thursdays, the College finishes timetabled lessons at 12:50pm. Students exit the College at this time unless communication has been received from parents/caregivers that their child/ren will remain for supervision until 2:35pm. This allows the College to provide additional support and intervention for targeted students.

We open our front gates at 7.45am however, there is no supervision available for your child until their first class commences. Our back gates are not open for parents to enter the car park and a boom gate will be operational during term time to ensure only those who are authorised to park in the staff carpark can gain access. This is to ensure your child's safety whilst entering the College via the back entry.

Key Policies
- o Student Code of Conduct
- o Student Dress Code
- o Homework Policy
- o College Fee & Charges e.g. Student Resource Scheme by Year Level Flat Fee, Student Resource Scheme Resource Intensive Subject Fee
- o College Instructions for School Access
- o Complaints management

ICT Document
- o BYOD Agreement / BYOD Charter
- o Acceptable Use of the Department's Information, Communication and Technology
- o State School Consent Form
- o Mobile Electronic Device Policy

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

| _____ | _____ | _____ |
| Student Signature | Parent/Caregiver Signature | On behalf of Murrumba State Secondary College |

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Murrumba State Secondary College
Information & Communication Technology
Acceptable Use Policy and Agreement

Murrumba State Secondary College has a school wide computer network that supports effective student learning across the school's curriculum. This network also provides student access to the Internet and email.

It is important that you and your child are familiar with the guidelines as stated in the accompanying *Information Security Policy* and *Use of ICT Systems Procedure.* Education Queensland requires that all schools have an ICT Acceptable Use Policy.

In summary these refer to -
1. *Purpose of the School network and Internet access.* This gives students the benefit of coordinated networked computers and information technology facilities for educational purposes - their daily classwork as well as for research purposes. The provision of Internet access provides connections to resources world-wide, as well as facilitating local, regional and world-wide communication through email.
2. *Types of information available and intellectual ownership.* Students may access a range of appropriate information via the Internet as well as use computer software installed on the network. The use of these resources is subject to copyright law.
3. *User responsibilities*. Students are responsible for all activity carried out on their personal network account.
4. *Personal security*. Students are not to disclose personal information - their own or other people's, on the Internet.
5. *Sanctions.* Inappropriate use of the network facilities, including the Internet or *email* will incur the loss of access to these facilities.

The use of your child's account must be in support of, and consistent with, the educational objectives of the College, the *Student Code of Conduct Policy,* the *Information Security Policy* and *Use of ICT Systems Procedure*. Failure to follow these will result in the loss of privilege to use these facilities.

Although the College has established Acceptable Use policies, please be aware that there may be unacceptable material or communications on the Internet that your child can access. Education Queensland provides a filtered internet feed to all schools and teachers will always exercise their duty of care, however protection against exposure to harmful information on the Internet must depend finally upon responsible use by students.

Please read and discuss the attached policy with your child. Complete and return the signed *Agreement* to the College office.

Please contact your child's house deputy principal should you have any concerns or wish to discuss the matter further.

The department's Digital Strategy 2019-2023 supports the investment in new foundations for contemporary learning, with near-seamless access to information and digital technologies at any time. Essential tools for providing these innovative educational programs include the intranet, internet, email and network services (such as printers, display units and interactive whiteboards) that are available through the department's ICT network. These technologies are vital for the contemporary educational program provided in QLD schools.

This policy sets out guidelines for the acceptable use of Information and communication technology (ICT) at Murrumba State Secondary College. Including access to and use of the internet and email, which are essential tools for schools in the provision of innovative educational programs. It is essential that students and Parents/Caregivers understand and acknowledge these policies and responsibilities.

RESPONSIBILITIES OF STUDENTS

A Word to Students on Personal Responsibility

When you are using the College network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about the same as they are in the real world. The fact that you can do something or think you can do something without being caught does not make it right to do so. Student devices should be backed up regularly; failure to do so is not grounds for extensions for assessment tasks. Non-educational programs are not to be installed on student devices used at the College.

The Department has supplied every student with up to 5 Terra-Bytes of storage on their OneDrive student account. Students are to use their OneDrive for storing document whilst enrolled at the College. Personal storage (e.g. USBs or external hard drives) are not permitted as these may contain viruses, malware and that personal files may be deleted by the DET security systems.

The College network is for storage and access of College course related materials only.

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

- Students must complete and comply with the College BYOD policy document before bringing or connecting their device to the College network.

- Students are responsible for the security, integrity, insurance and maintenance of their personal mobile devices and their private network accounts.

- Where possible, appropriate anti-virus software has been installed and is being managed.

- Students must follow any advice provided on best security requirements e.g. password protection.

- Any inappropriate material or unlicensed software must be removed from personal mobile devices before bringing the devices to the College and such material is not to be shared with other students.

- Unacceptable use will lead to the mobile device being confiscated by department employees, with its collection/return to occur at the end of the school day where the mobile device is not required for further investigation.

Acceptable/appropriate use/behaviour by a student

It is acceptable for students while at the College to:

- use mobile devices for:
  - assigned class work and assignments set by teachers
  - developing appropriate literacy, communication and information skills
  - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the College
  - conducting general research for school activities and projects
  - communicating or collaborating with other students, teachers, their parents or experts in relation to school work
  - accessing online references such as dictionaries, encyclopaedias, etc.
  - researching and learning through the department's eLearning environment

- be courteous, considerate and respectful of others when using a mobile device

- switch off and place out of sight the mobile device during classes, when these devices are not being used in a teacher-directed activity to enhance learning

- use their personal mobile device for private use **only** before or after school in accordance with Student Code of Conduct

- seek teacher's approval where they wish to use a mobile device under special circumstances.

Unacceptable/inappropriate use/behaviour by a student
It is unacceptable for students while at the College to:

- use a mobile device in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions regarding the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- share their own or others' personal information and/or images which could result in risk to themselves or another person's safety
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-phone cameras inappropriately, such as in change rooms or toilets
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use the mobile phone (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 department employees.

Social Media
Students must not use social media inappropriately such as:

- Using College images and logos to create unofficial social media pages
- Uploading images of department employees or other students without consent
- Spreading fictional information that can damage the College

Our College is committed to promoting a safe and supportive learning environment and students involved in the posting of inappropriate material on websites may be disciplined in line with the Student Code of Conduct

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

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

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

Murrumba State Secondary College
Information & Communication Technology
Acceptable Use Policy and Agreement

Student Agreement

I understand that the College's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to the College's ICT services, facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my College account.

Specifically, in relation to internet usage, should any offensive information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.

If I receive any inappropriate emails at the College I will tell my teacher. If I receive any at home I will tell my parents/guardians.

When using email or the internet I will not:
- reveal names, home addresses or phone numbers – mine or that of any other person
- use the College's ICT service, facilities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviours are capable of impacting on the good order and management of the College whether I am using the College's ICT services, facilities and devices inside or outside of school hours.

I understand that if the College decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the College's Student Code of Conduct, which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this procedure/policy/statement/guideline and the Student Code of Conduct.

I agree to abide by the above rules/the procedure/policy/statement/guideline.

_____(Student's name)

_____(Student's signature) _____/_____/2025

Murrumba State Secondary College
Information & Communication Technology
Acceptable Use Policy and Agreement

Parent or Guardian

I understand that the College provides my child with access to the school's information and communication technology (ICT) services, facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information from around the world; that the College cannot control what is available online; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the College's ICT services, facilities and devices. Furthermore, I will advise the College if any inappropriate material is received by my child that may have come from the College or from other students.

I understand that the College is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or mobile device.

I understand that the College may remotely access the departmentally-owned student computer or mobile device for management purposes.

I understand that the College does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the College in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the College's/department's negligence.

I believe _____ (name of student) understands this responsibility, and I hereby give my permission for my child to access and use the Colleges' ICT services, facilities and devices (including the internet) under the College rules. I understand where inappropriate online behaviours negatively affect the good order and management of the College, the College may commence disciplinary actions in line with this user agreement or the Student Code of Conduct. This may include loss of access and usage of the Colleges' ICT services, facilities and devices for some time.

I have read and understood this procedure/policy/statement/guideline and the Student Code of Conduct.

I agree to abide by the above rules / the procedure/policy/statement/guideline.

_____ (Parent/Guardian's name)

_____ (Parent/Guardian's signature) _____ / _____ /2025

ICT Acceptable Use Policy & Agreement - 2025

Instrumental Music/Vocal Program Enrolment Form

Student Name: _____ Year Level: _____

Previous School: _____ Instrumental / Vocals

Please note: Beginner students for the music program cannot be offered a place in the program if they arrive at the school during the year. They will be placed on a waiting list and assessed for the start of the following year. Students who have been in a music program at their previous school and have their own instrument will be accepted and placed into a group of a similar level.

Do you have instrumental or vocalist experience?   YES / NO   (please circle)

If yes, how long have you been playing the instrument/singing?   _____

Do you own your own instrument?   _____

Please list any previous musical experience – band/choir/lessons/orchestra/workshops

_____

_____

_____

Parent/Caregiver Name: _____

Parent/Caregiver Signature: _____

Contact Phone Number: _____

-

Parental Involvement Form

Murrumba State Secondary College strongly encourages parents to be involved in the College. It is highly beneficial to students and the College (and often benefits the parents directly also). Please give serious thought to becoming actively involved in any of the following ways.

Parent Caregivers Name: _____

Student Name: _____

Phone: _____ Email: _____

Some areas of the College you might like to be involved in (tick the boxes):

Working Bees   Parent Forums
Services (Library)   Working with students in class

I/We have the following skills/hobbies/knowledge which the College may find useful:

_____
_____

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Chaplaincy Agreement

Parent/Caregivers Name: _____

Student Name (in full): _____

Student Year Level: _____

Year: _____

This College community provides a chaplaincy service which is endorsed by the College's Parents and Citizens' Association / College Council and is made available on a voluntary basis to all students. Information about the service is available on the College's website and through newsletters.

If your child accesses the chaplain and indicates interest in meeting individually with them on a regular or ongoing basis, additional written informed consent will be obtained from you.

The focus of these meetings will be determined by the student's need, however chaplains are not allowed to provide counseling, evangelise or proselytise, advocate for or denigrate a particular worldview or faith. In order to ensure coordinated case management of student support, each referral that a chaplain makes to an external agency requires the explicit approval of the College's Principal, Head of School, Deputy Principal or Guidance Officer.

Consent provided on this form will be considered valid for the duration of the chaplain's involvement in supporting the student. Information on this form will be stored securely.

If you would like to discuss this matter, please contact administration staff at the College on 3490 3222.

Please indicate whether you consent to these ongoing individual meetings:

☐   I consent to my child meeting with the chaplain

☐   I do not consent to my child meeting with the chaplain

Parent/Caregiver Signature: _____   Date: _____

Office Use:
Retain original in the student's file and provide a copy of notice to the chaplain/student welfare worker.

Does the student/parent require an interpreter?	Yes	No
Has interpreter been used to explain this information?	Yes	No

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Student Resource Scheme - Participation Agreement Form

The Student Resource Scheme

The Student Resource Scheme (SRS) is a user-charging scheme operated by schools to provide parents with a mechanism to access individual student resources that are not funded by the government.

Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of the parent.

The objective of the scheme is to provide parents a convenient and cost-effective alternative to individual supply of resources for their students. Participation in the SRS is optional, and no obligation is placed on a parent to participate.

Terms and conditions for participating in the scheme are provided on the reverse side of the form. Information is also provided on the Textbook and Resource Allowance (TRA) where applicable.

This Participation Agreement Form applies for the duration of a student's enrolment at the school, however parents who are participating in the scheme can choose to opt out from the SRS in future years by completing a new Participation Agreement Form. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged.

Parents pay the annual participation fee in accordance with the selected payment arrangement. If a student joins the school mid-year, a pro-rata participation fee may apply.

Parents not participating in the scheme must provide their student with all items that would otherwise be provided by the scheme as detailed in the information provided by the school. Parents can choose to join the SRS in future years by completing a new Participation Agreement Form.

To assist schools in managing and administering the scheme, parents are requested to complete the Participation section of this form and return it to the school.

If parents have not completed and returned the form before the due date indicated by the school in the SRS Annual Parent Information documents, the school will take the view that the parent does not wish to participate.

Payment

On agreeing to participate in the SRS, a parent agrees to pay the participation fee as advised and invoiced by the school. For families experiencing financial hardship, please contact the school as soon as possible to discuss options available.

Participation

☐ **YES** **I wish to participate in the Student Resource Scheme.** I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.

☐ **NO** **I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme.** I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

School Name	Murrumba State Secondary College
Form Return Date	
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

Privacy Statement

The Department of Education collects the information you complete on the Participation Agreement Form in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with departmental employees for the purpose of debt recovery. Your information will not be given to any other person or agency unless you have given permission or the Department of Education is authorised or required by law to make the disclosure.

Queensland Government

Terms and Conditions

Definition

1. Reference to a "parent" is in accordance with the definition in the *Education (General Provisions) Act 2006* and refers equally to an independent student.

Purpose of the SRS

2. In accordance with the *Act*, the cost of providing instruction, administration and facilities for the education of students enrolled at state schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.

3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.

4. The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation fee.

Participation in the SRS

5. Participation in the SRS is optional and parents are under no obligation to participate.

6. The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.

7. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.

8. Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.

9. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.

10. Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.

11. Where a parent signs up to participate in the SRS they are agreeing to pay the annual participation fee for the items provided by the SRS.

12. Payment of the participation fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.

13. Where a student starts at the school during the school year, the parent may be entitled to pay a pro-rata participation fee to participate based on a 40-week school year.

14. Where a participation fee has been paid and a student leaves the school during the year, the school must determine if the parent is eligible for a pro-rata refund. This will also take into account any pro-rata of the Textbook and Resource Allowance (TRA) (see Additional Information regarding TRA eligibility) and any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, the parent is liable to pay this balance of funds.

Non-Participation in the SRS

15. Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.

16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.

17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.

18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school's SRS and will not be expended on other items or used to raise funds for other purposes.

20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.

21. The resources, as determined and advised by the school may be:
    - retained by the student and used at their discretion; or
    - used/consumed by the student in the classroom; or
    - hired to the student for their personal use for a specified period of time.

22. All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.

23. Parents are responsible for ensuring that any hired SRS resources provided for their child's temporary use are kept in good condition.

24. The school administration office must be notified immediately of the loss or damage to any hired item.

25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.

26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.

27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

Payment Arrangements

28. Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.

29. Payment of the participation fee must be made as per the payment methods nominated by the school.

30. Any concessions relating to the participation fee will be at the discretion of the Principal.

Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.

32. Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department's Debt Management Procedure http://ppr.qed.qld.gov.au/corp/finance/accounts/Pages/Debt-Management.aspx.

Parents' Experiencing Financial Hardship

33. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.

34. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.

35. The onus of proof of financial hardship is on the parent.

36. The school may require annual proof of continuing financial hardship.

37. All discussions will be held in the strictest confidence.

Additional Information

Textbook and Resource Allowance (TRA)

- The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department's website for current TRA rates https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/ textbook-resource-allowance.

- The TRA is used to offset the fees associated with participation in the SRS.

- Parents not participating in the SRS will receive the TRA directly from the school.

- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.

Queensland Government

Introduction to the State School Consent Form (attached) for Murrumba State Secondary College

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.murrumbassc.eq.edu.au
- Facebook: https://www.facebook.com/MurrumbaStateSecondaryCollege
- YouTube: https://www.youtube.com/channel/UCsh86s5FMwb_2KWbk-jM7hg
- Instagram: https://www.instagram.com/murrumbastatesecondarycollege8/
- Twitter: N/A
- LinkedIn: https://au.linkedin.com/company/murrumba-state-secondary-college
- Other: https://epublisher.net.au/
- 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 Enrolment officer at the College on 07 3490 3222 or enrol@murrumbassc.eq.edu.au.

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

Queensland Government

Queensland Government

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: : Live-streaming College activities & events. Promoting College alumni previously enrolled at Murrumba State Secondary College.

⑤ LIMITATION OF CONSENT

The Individual and/or parent wishes to limit consent in the following way:

[   ]

Queensland Government

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 ....

MURRUMBA STATE SECONDARY COLLEGE

Senior Online Web Services Consent (Years 10-12)

Dear Parent/Caregiver,

At Murrumba State Secondary College, we use state of the art technology to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party web based app & services to improve learning outcomes.

This consent form allows the College to offer our students these activities.

1. Murrumba State Secondary College wishes to utilise the third-party web-based service provider/s listed from page 2 to aid students learning. For your child 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 there are private companies that are hosted onshore in Australia and 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.

   a) Murrumba State Secondary College attempts to desensitise student information where needed but registration may include disclosing the following information about your student:

   INFORMATION COVERED BY THIS CONSENT FORM

a)	Student Name	b)	Class Teacher
c)	Year group	d)	Age
e)	Parent details - student management solution only	f)	Student email
g)	Student ID		

   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

2. This form records your consent for the recording, use, disclosure and publication of the information listed in item 1 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:
     o administer and plan for the provision of appropriate education, training and support services to students,
     o assist the school and departmental staff to manage school operations and communicate with parents and students.

3. The consent granted by this form is for the duration of the student's current phase of learning (i.e. Years 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).

4. For each online service listed below, please indicate your choice to give consent or not give consent for the information outlined in Section 1 to be disclosed to the online service in accordance with the purpose outlined in Section 2, and for the timeframe specified in Section 3.

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 Brent Minchenton Leader of Learning – eLearning on (07) 3490 3222 or BYOD@murrumbassc.eq.edu.au.

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.)

Service name:	ACER School Assessments (Australian Council for Educational Research Limited)	Data hosting:	Onshore		
Url:	https://oars.acer.edu.au			☐ I give consent	☐ I do not give consent
Purpose of use:	ACER Online Assessment and Reporting Platform (OARS) provides a suite of educational assessment and reporting tools for schools.				
Terms of use:	https://oars.acer.edu.au/terms-conditions				
Privacy policy:	https://www.acer.org/privacy				

Service name:	Adobe	Data hosting:	Offshore		
Url:	https://www.adobe.com/au/			☐ I give consent	☐ I do not give consent
Purpose of use:	Access to several adobe services such as document cloud, Adobe Connect and Adobe ID.				
Terms of use:	https://www.adobe.com/au/legal/terms.html				
Privacy policy:	https://www.adobe.com/au/privacy.html				

Service name:	AMEB (Australian Music Examinations Board)	Data hosting:	Offshore		
Url:	https://www.ameb.edu.au/			☐ I give consent	☐ I do not give consent
Purpose of use:	The purpose of this website is to administer a nationally recognised music exam.				
Terms of use:	https://score.ameb.edu.au/page/terms-and-conditions				
Privacy policy:	https://score.ameb.edu.au/page/privacy				

Service name:	ASX – Australian Stock Exchange	Data hosting:	Onshore		
Url:	https://www.asx.com.au/			☐ I give consent	☐ I do not give consent
Purpose of use:	The purpose of this website is to provide online up-to-date information about the share market.				
Terms of use:	https://www.asx.com.au/legals/terms-of-use				
Privacy policy:	https://www.asx.com.au/legals/privacy-statement				

Service name:	Autodesk inventor	Data hosting:	Offshore		
Url:	http://www.autodesk.com.au			☐ I give consent	☐ I do not give consent
Purpose of use:	software which offers professional-grade tools for 3D mechanical design, documentation and product simulation. Autodesk provides educational licenses for free software to qualified educational institutions worldwide (including DET).				
Terms of use:	https://www.autodesk.com/company/terms-of-use/en/general-terms				
Privacy policy:	https://www.autodesk.com/company/legal-notices-trademarks/privacy-_statement				

Service name:	Battle.net	Data hosting:	Offshore		
Url:	https://us.shop.battle.net/en-us			☐ I give consent	☐ I do not give consent
Purpose of use:	For students participating in Murrumba SSC Esports - Overwatch				
Terms of use:	https://www.blizzard.com/en-sg/legal/511dbf9e-2b2d-4047-8243-4c5c65e0ebf1/terms-of-use-for-blizzards-websites				
Privacy policy:	https://www.blizzard.com/en-us/legal/a4380ee5-5c8d-4e3b-83b7-ea26d01a9918/blizzard-entertainment-online-privacy-policy				

Service name:	Binnacle Training	Data hosting:	Onshore		
Url:	https://www.binnacletraining.com.au/			☐ I give consent	☐ I do not give consent
Purpose of use:	Binnacle Training is a Registered Training Organisation (RTO) that provides online educational resources for Vocational Education and Training (VETS) programs to schools and colleges across Australia.				
Terms of use:	Unavailable				
Privacy policy:	https://www.binnacletraining.com.au/privacy/				
Additional consent is being sought for the following reasons:	☐ Student works are stored. ☐ Student image, video, and/or recording are stored. ☐ The following parent personal information is disclosed: name, student relationship, contact numbers, address, email				

Service name:	Blue Dog Training	Data hosting:	Onshore		
Url:	https://bluedogtraining.com.au/			☐ I give consent	☐ I do not give consent
Purpose of use:	This website is used for students enrolled in certificate courses in the Technologies faculty.				
Terms of use:	https://bluedogtraining.com.au/storage/app/media/pdf_documents/policies/Website_Terms_of_Use_Policy.pdf				
Privacy policy:	https://bluedogtraining.com.au/storage/app/media/pdf_documents/policies/Privacy_Policy.pdf				
Additional consent is being sought for the following reasons:	☐ Student works are stored. ☐ The following parent personal information is disclosed: name, student relationship, contact numbers, address, email				

Service name:	Blueprint Career Development	Data hosting:	Offshore		
Url:	https://www.blueprintcd.com.au/			☐ I give consent	☐ I do not give consent
Purpose of use:	Blueprint Career Development is a framework for designing, implementing and evaluating career development programs for young people and adults. RTO used for Hospitality				
Terms of use:	https://www.blueprintcd.com.au/terms-and-conditions				
Privacy policy:	https://www.blueprintcd.com.au/privacy-policy				
Additional consent is being sought for the following reasons:	☐ Student works are stored. ☐ The following parent personal information is disclosed: name, student relationship, contact numbers, address, email				

Service name:	Cambridge Go	Data hosting:	Onshore		
Url:	https://www.cambridge.edu.au/go/			☐ I give consent	☐ I do not give consent
Purpose of use:	The purpose of this website is to provide online viewing of textbooks.				
Terms of use:	https://www.cambridge.edu.au/go/terms/				
Privacy policy:	https://www.cambridge.edu.au/go/privacy/				

Service name:	Canva	Data hosting:	Offshore		
Url:	https://www.canva.com			☐ I give consent	☐ I do not give consent
Purpose of use:	Canva.com is a Creative design tool; Graphic design / Drawing / Illustrating; Image libraries; Presentation tool with Concept mapping / Mind mapping / Brainstorming functionality				
Terms of use:	https://www.canva.com/policies/terms-of-use/				
Privacy policy:	https://about.canva.com/privacy-policy/				

Service name:	Career Tools	Data hosting:	Australia		
Url:	https://www.careertools.com.au/			☐ I give consent	☐ I do not give consent
Purpose of use:	This service provides customised career information websites for schools. An optional student career planning and communication portal Provides students with activities to develop career plans and create resumes, letters and ePortfolios to share online.				
Terms of use:	https://www.careertools.com.au/terms-policy				
Privacy policy:	https://www.careertools.com.au/terms-policy				

Service name:	Celtx	Data hosting:	Offshore		
Url:	www.celtx.com			☐ I give consent	☐ I do not give consent
Purpose of use:	The purpose of this website is to be used as a media pre-production software, designed for creating and organising media projects such as screenplays, films, videos, documentaries, comics, games and podcasts.				
Terms of use:	https://www.celtx.com/company/legal/				
Privacy policy:	https://www.celtx.com/company/legal/#privacy				

Service name:	Code Academy	Data hosting:	Offshore		
Url:	http://www.codecademy.com/learn			☐ I give consent	☐ I do not give consent
Purpose of use:	The purpose of this website is to provide online educational platform to learn coding and scripting.				
Terms of use:	http://www.codeacademy.com/terms				
Privacy policy:	http://www.codeacademy.com/policy				

Service name:	Code.org	Data hosting:	Offshore		
Url:	https://code.org/			☐ I give consent	☐ I do not give consent
Purpose of use:	The purpose of this website is to learn drag and drop programming through tutorials and exercises.				
Terms of use:	https://code.org/tos				
Privacy policy:	https://code.org/privacy				

Service name:	Compass Education	Data hosting:	Onshore	☐ I give consent	☐ I do not give consent
Url:	http://Compass.education				
Purpose of use:	Compass Education is used for administration purposes, access to class information and learning resources. Please contact the				
Terms of use:	https://policies.compass.education/				
Privacy policy:	https://policies.compass.education/privacy				
Additional consent is being sought for the following reasons: (as per Section 2b)	☐ Student image, video, and/or recording are stored. ☐ Student works are stored. ☐ The following additional student personal information is disclosed: Medical, DOB, Address ☐ The following parent personal information is disclosed: name, student relationship, contact numbers, address, email				

Service name:	Education Perfect	Data hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://educationperfect.com/				
Purpose of use:	Education Perfect allows teachers to create 'learning journeys' for classes and individual students. Teachers can choose from a range of curriculum aligned resources and review analytics to understand student progress.				
Terms of use:	https://www.educationperfect.com/platform-terms-of-use/				
Privacy policy:	https://www.educationperfect.com/legal/				
Additional consent is being sought for the following reasons:	☐ Student works are stored.				

Service name:	Epic Games	Data hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.epicgames.com/store/en-US/				
Purpose of use:	For students participating in Murrumba SSC Esports – Rocket League				
Terms of use:	https://www.epicgames.com/site/en-US/tos				
Privacy policy:	https://www.epicgames.com/site/en-US/privacypolicy				

Service name:	Get Set Education	Data hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.getset.edu.au/				
Purpose of use:	Get Set Education is a Registered Training Organisation (RTO) providing schools with Vocational Educational and Training (VET) courses around business and entrepreneurship.				
Terms of use:	https://www.getset.edu.au/terms/				
Privacy policy:	https://www.getset.edu.au/privacy/				
Additional consent is being sought for the following reasons:	☐ Student works are stored. ☐ The following parent personal information is disclosed: name, student relationship, contact numbers, address, email				

Service name:	JacPlus	Data hosting:	Onshore	☐ I give consent	☐ I do not give consent
Url:	https://jacplus.com.au				
Purpose of use:	The purpose of this website is to provide a digital bookshelf for educational books.				
Terms of use:	https://www.jacplus.com.au/jsp/general-nav/terms/terms				
Privacy policy:	https://www.jacplus.com.au/jsp/general-nav/copyright/privacy_policy				

Service name:	Kahoot!	Data hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	http://kahoot.it				
Purpose of use:	The purpose of this website is to allow teachers to create, share and play quizzes, discussions and create surveys. Multiple users can play and compete via the Kahoot! application on Apple or via Android. Student accounts are not permitted.				
Terms of use:	https://getkahoot.com/info/terms-and-conditions				
Privacy policy:	https://getkahoot.com/info/privacy-policy				

Service name:	Lucidchart	Data hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.lucidchart.com/				
Purpose of use:	Lucidchart is a web based diagram tool that allows users to collaborate in real time to create flowcharts and other diagrams				
Terms of use:	https://lucid.co/tos				
Privacy policy:	https://lucid.co/privacy				

Service name:	Makers Empire	Data hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	http://www.makersempire.com				
Purpose of use:	3D design and printing software for schools featuring Makers Empire 3D design software app. Makers Empire online Teacher Dashboard and professional development for collaboration in the classroom. Used in conjunction with the Engineering Excellence Program.				
Terms of use:	http://www.makersempire.com/legal-privacy/				
Privacy policy:	http://www.makersempire.com/legal-privacy/				

Service name:	Microsoft Forms	**Data hosting:**	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://forms.office.com/				
Purpose of use:	The purpose of this website is to provide teachers the ability to create customised quizzes, surveys, questionnaires and polls for educational use in their classrooms.				
Terms of use:	https://www.microsoft.com/en-us/legal/terms-of-use				
Privacy policy:	https://privacy.microsoft.com/en-ca/privacystatement				

Service name:	MyFuture – Online Career Management	**Data hosting:**	Onshore	☐ I give consent	☐ I do not give consent
Url:	https://myfuture.edu.au/				
Purpose of use:	The purpose of this website is to provide online career solutions for Year 10.				
Terms of use:	https://myfuture.edu.au/footer/terms-of-use				
Privacy policy:	https://myfuture.edu.au/footer/privacy-policy				

Service name:	Onguard safety	**Data hosting:**	Onshore	☐ I give consent	☐ I do not give consent
Url:	https://www.onguardsafety.com.au/				
Purpose of use:	The purpose of this website is to provide online safety training resources for the education sector in Australia.				
Terms of use:	https://onguardsafety.com.au/terms-of-service/				
Privacy policy:	https://onguardsafety.com.au/privacy/				

Service name:	Oxford Digital	**Data hosting:**	Offshore	☐ I give consent	☐ I do not give consent
Url:	http://oxforddigital.com.au				
Purpose of use:	Accessing online textbook. Teachers can create classes and assign homework readings and tasks for students to complete.				
Terms of use:	https://www.oxforddigital.com.au/terms.html				
Privacy policy:	https://www.oxforddigital.com.au/privacy.html				

Service name:	Padlet	**Data hosting:**	Offshore	☐ I give consent	☐ I do not give consent
Url:	Http://padlet.com				
Purpose of use:	The purpose of this website is to provide a space that allows people to collaborate online. Students are not permitted to create accounts.				
Terms of use:	https://legal.padlet.com/terms				
Privacy policy:	https://legal.padlet.com/privacy				

Service name:	QR Reader	**Data hosting:**	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.tapmedia.co.uk/				
Purpose of use:	The purpose of this website is to advertise and provide access to install the QR Reader product from Tapmedia.				
Terms of use:	https://www.tapmedia.co.uk/terms.htm				
Privacy policy:	https://www.tapmedia.co.uk/privacy.htm				

Service name:	Readcloud	**Data hosting:**	Onshore	☐ I give consent	☐ I do not give consent
Url:	https://www.readcloud.com/				
Purpose of use:	ReadCloud is a social eReader platform which lets students and teachers share annotations, videos and weblinks directly inside their eBooks.				
Terms of use:	https://www.readcloud.com/terms-of-use/				
Privacy policy:	https://www.readcloud.com/privacy-policy/				

Service name:	Riot Games	**Data hosting:**	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.riotgames.com/				
Purpose of use:	For students participating in Murrumba SSC Esports - League of Legends				
Terms of use:	https://www.riotgames.com/en/terms-of-service				
Privacy policy:	https://www.riotgames.com/en/privacy-notice				

Service name:	Scratch	**Data hosting:**	Offshore	☐ I give consent	☐ I do not give consent
Url:	http://scratch.mit.edu				
Purpose of use:	The purpose of this website is to allow users to create stories, videos, animations or games via the 'Scratch' programming language.				
Terms of use:	https://scratch.mit.edu/terms_of_use/				
Privacy policy:	https://scratch.mit.edu/privacy_policy/				

Service name:	SmartLab	**Data hosting:**	Onshore	☐ I give consent	☐ I do not give consent
Url:	https://www.mysmartlab.com.au/				
Purpose of use:	The purpose of this website is to provide online resources for literacy & numeracy				
Terms of use:	https://www.mysmartlab.com.au/Home/TermsAndConditions				
Privacy policy:	https://www.mysmartlab.com.au/privacy-policy/				

Service name:	Softlink Education		**Data hosting:**	Onshore		
Url:	https://www.softlinkint.com/				☐ I give consent	☐ I do not give consent
Purpose of use:	This provider hosts Oliver which is used for digital library services here at Murrumba SSC.					
Terms of use:	https://www.softlinkint.com/data-protection-privacy-policy/					
Privacy policy:	https://www.softlinkint.com/data-protection-privacy-policy/					
Additional consent is being sought for the following reasons:	☐ Student image, video, and/or recording are stored. ☐ The following parent personal information is disclosed: Email					

Service name:	State Library of Queensland		**Data hosting:**	Onshore		
Url:	http://www.slq.qld.gov.au/				☐ I give consent	☐ I do not give consent
Purpose of use:	The purpose of this website is a library service which offers online access to eBooks, resources, journals, newspapers, manuscripts, movies and images.					
Terms of use:	https://www.slq.qld.gov.au/research-collections/information-collections/eresources/terms-and-conditions					
Privacy policy:	https://www.slq.qld.gov.au/privacy					

Service name:	TAFE QLD		**Data hosting:**	Onshore		
Url:	https://tafeqld.edu.au/				☐ I give consent	☐ I do not give consent
Purpose of use:	TAFE QLD is a Registered Training Organisation (RTO) that provides online educational resources for Vocational Education and Training (VETS) programs to schools and colleges across Australia.					
Terms of use:	https://tafeqld.edu.au/legal/copyright-and-disclaimer					
Privacy policy:	https://tafeqld.edu.au/legal/privacy-policy					
Additional consent is being sought for the following reasons:	☐ Student works are stored. ☐ The following parent personal information is disclosed: name, student relationship, contact numbers, address, email					

Service name:	Turnitin		**Data hosting:**	Offshore		
Url:	www.turnitin.com				☐ I give consent	☐ I do not give consent
Purpose of use:	The purpose of this website is to provide a platform which allows for the upload of student written works which is marked and also assessed for plagiarism					
Terms of use:	https://www.turnitin.com/terms-of-use-website#					
Privacy policy:	https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm					
Additional consent is being sought for the following reasons:	☐ Student image, video, and/or recording are stored. ☐ Student works are stored.					

Service name:	TV4 Education		**Data hosting:**	Onshore		
Url:	https://www.functionalsolutions.com.au/TV4Education				☐ I give consent	☐ I do not give consent
Purpose of use:	The purpose of this website is to provide online media content specifically for education.					
Terms of use:	https://www.functionalsolutions.com.au/tsandcs					
Privacy policy:	https://www.functionalsolutions.com.au/privacy					

Service name:	Unique Student Identifier (USI)		**Data hosting:**	Onshore		
Url:	https://www.usi.gov.au				☐ I give consent	☐ I do not give consent
Purpose of use:	The purpose of this website is to provide students with the ability to apply for their USI Number.					
Terms of use:	https://www.usi.gov.au/students/student-terms-and-conditions					
Privacy policy:	https://www.usi.gov.au/documents/privacy-policy					

Service name:	UNITY College		**Data hosting:**	Onshore		
Url:	https://www.uc.qld.edu.au/				☐ I give consent	☐ I do not give consent
Purpose of use:	Unity College (QLD) is a Registered Training Organisation (RTO) that provides online educational resources for Vocational Education and Training (VETS) programs to schools and colleges across Australia.					
Terms of use:	https://www.bne.catholic.edu.au/aboutus/legals/Pages/Acceptable-Use-Policy.aspx					
Privacy policy:	https://www.bne.catholic.edu.au/aboutus/legals/Pages/Privacy.aspx					
Additional consent is being sought for the following reasons:	☐ Student works are stored. ☐ The following parent personal information is disclosed: name, student relationship, contact numbers, address, email					

Service name:	WordPress		**Data hosting:**	Offshore		
Url:	https://www.wordpress.com				☐ I give consent	☐ I do not give consent
Purpose of use:	The purpose of this website is to build websites and blogs. Student accounts are not permitted if under the age of 13.					
Terms of use:	https://en.wordpress.com/tos					
Privacy policy:	https://automattic.com/privacy					

5. **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.

Print name of student: _____

Print name of consenter: _____

Signature or mark of

consenter: _____

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

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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 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: _____/_____/_____

Dear Parent/Caregiver,

The following information has been developed as a guide for parents/caregivers and students regarding the "Bring Your Own Device" (iPad) program for Years 7, 8 and 9 at Murrumba State Secondary College in 2024.

The iPad BYOD program aims to introduce students to a diverse range of teaching and learning opportunities to prepare them for a digital-rich future. The College has been well positioned to provide effective ICT infrastructure to support this program by offering full wireless coverage to our students. To ensure every student is equipped with the 21st Century skills required for the future, MSSC recommends parents/caregivers to support the iPad BYOD program for their child. To connect to the College network the BYOD Acceptable Use form needs to be completed and returned to iServices.

BYOD Program	
Year 7 – 9	iPad Device
Year 10 - 12	iPad, Windows or Mac Device (based on subject selection)

Important: The Department of Education does not support Android devices including **Chromebooks**

Minimum iPad Specifications

- iPad 7th Gen (2019) or newer (iPad Mini is not supported)
- iPad Pro 10.5" (2017) or Newer
- 32gb or greater storage
- Supports iOS 17 or newer

Parents/caregivers are also asked to purchase the following accessories:
- Ruggedised/protective case and screen protector
- Headphones – we recommend volume restricted headphones
- A number of suggested apps that are outlined in the MSSC Suggested Apps List

Purchasing Portal

The College have worked with suppliers Acer, JB HiFi & HP to provide our students with competitive education pricing whilst also providing support, warranty & finance solutions.

The portal provides a range of devices that meet our minimum specifications, suitable for the BYOD program for Year 7 to 12.

These portal links can be found on our college [BYOD page](#).

NOTE: Parents/caregivers are not required to purchase through these suppliers and can purchase from any retailer or use an existing device that meets the minimum specifications.

iPad Resources

There is a range of resources for parents/caregivers and students regarding iPads in the **Support and Resources** section on the College website (https://murrumbassc.eq.edu.au). The iPad resources section contains information on iPad set up, usage, filtering, protecting data and devices, cybersafety and a selection of other resources.

Frequently Asked Questions

Whose responsibility is the device?

The student is responsible for the device. MSSC is not liable for any damage or loss and it is recommended that the parents/caregivers add the device to their home and contents insurance.

Will Murrumba State Secondary College take any responsibility for non-school data 'lost'?
No. Students assume ultimate responsibility for their own data files and should back up their data at least once week in order to effectively protect their information.

Will an internet filter be installed on the BYOD device?
No. The BYOD device does not have a filter installed; however, students are automatically filtered when they connect at the College by the Managed Internet Service (MIS).

Can I purchase mobile internet for my child to use at school?
No. Students have full network access almost anywhere on College grounds. The use of a portable hotspots of any kind are prohibited on College grounds.

Will there be a place where my child can leave the device unattended during a school day?
Yes. Students will have access to a laptop locker to safely store their device for a small deposit of $10.

Can my child use an android-based tablet?

Unfortunately, android-based tablets have no capability within the College network. As we cannot connect these devices, we recommend students use an iPad, PC or Mac.

Can my child install their own computer games and other personal software?
Yes. It is recommended they own the software before installing it on their device, all software and content must be appropriate and aligned to the BYOD Acceptable Use policy.

Will students have access to technical support?
Yes however our IT technicians can only provide limited technical support regarding internet connectivity and software issues. Due to liability issues our IT staff will not to be able to provide further support on BYOD devices.

Can students still access Microsoft Office 365?
Students can download Microsoft Office 2016 for free on up to five tablets/smartphones and five PCs/Macs. For tablets, download the app and sign in with the school email. For PCs/Macs, visit portal.office.com, log in with the school email, and follow the onscreen instructions.

Who can I contact at MSSC regarding the BYOD program?
For further information contact Brent Minchenton (Leader of Learning - eLearning) on 07 3490 3222 or email byod@murrumbassc.eq.edu.au regarding the BYOD program

The benefits of the BYOD program are many and it is no surprise that there is currently a move towards providing students with digital learning first hand. Enhanced learning in the classroom and beyond, learning that is self-initiated, independent, engaging and provides students with the opportunity to apply rich learning in purposeful and meaningful ways. As well as engendering and teaching of a sense of responsibility and care for their own ICT Devices.

Yours Sincerely,

Sharon Cordiner

Principal

Murrumba State Secondary College
Mobile electronic devices acceptable use policy

BYOD Device refers to any of the following: iPad/tablet

Statement of intent

Murrumba State Secondary College encourages the use of BYOD devices as integral to learning programs at the College. During breaks, students are encouraged to engage in socialisation rather than immerse in screen time.

Mobile phones **must be switched off, stored away and out of sight prior to entering** the campus each day.
The use of mobile phones or any device utilising a SIM card is not permitted on the College grounds until students are released at the end of the school day.

The following acceptable use policy refers to all electronic devices used by students within the College grounds and at the College events/activities during the school day e.g. excursions. **Students may bring BYOD devices to the College at their own risk, but must only operate them in accordance with the following:**

1. Mobile phones must be turned off, stored away and out of sight on entry to the campus in the morning, and not be turned on (and therefore not used for any purpose) by students until the end of the school day. Mobile phones are not permitted to be accessed or visible on campus throughout the school day.
2. Students are not permitted to hot spot to mobile phones while on the College campus.
3. SIM cards are not permitted in BYOD devices
4. Should mobile phones be required to complete transactions under supervision at the College Canteen, phones may be accessed only when inside the Canteen facility and must be stored away prior to exiting.
5. If students require urgent access to a phone, they should report to the College Administration building to utilise the College land line.
6. Students must display courtesy, consideration and respect for others whenever they are using any BYOD device.
7. Students are required to use BYOD devices for educational purposes only while on the College grounds.
8. Students are responsible for ensuring their device is adequately charged in preparation for all lesson activities.
9. Students may charge BYOD devices before school and at break times using the facilities provided in iServices.
10. The use of devices with built-in cameras is not permitted anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets.
11. Students must not use personal devices to take photographs, videos or voice recordings of teachers, ancillary staff, other students or visitors to the College.
12. Students must not make/send harassing or threatening calls/messages/videos
13. All BYOD devices including mobile phones are brought to the College at their owner's risk.
    No liability will be accepted by the College in the event of loss, theft or damage to any device.
14. Students must not use social media applications whilst on the College grounds.
15. Students must not possess applications (apps) that are deemed a security risk by the Department, specifically TikTok.

Consequences of failure to comply with college policy:

- Any student use of a mobile phone while on campus prior to the end of the school day will be considered wilful non-compliance and dealt with according to the Student Code of Conduct.

- Victims of abusive, threatening, bullying messaging, or inappropriate video/photo imaging will be advised to make a complaint to the Queensland Police.

- Misuse of the College ICT network may result in loss of access privileges and further consequences in alignment with the College Student Code of Conduct.

- Any student who uploads images, words or any content to social media or other internet applications which has a negative impact on the good standing of the College, its staff or students will be dealt with according to the Student Code of Conduct and where relevant, the Queensland Police Service.

MURRUMBA STATE SECONDARY COLLEGE

Bring Your Own Device

BYOD Acceptable Use Agreement

Student Name: _____   Year Level: _____

Your Responsibilities:
- Maintaining the hardware of your device
- Ensuring the device is charged
- Ensuring you bring your device to the College every day
- Ensuring your device is joined to the College network
- Keeping your device safe on the College grounds

Legitimate use of the College network and the BYOD program includes the following:
- Researching activities that relate to learning activities as part of the Murrumba State Secondary College curriculum
- The use of email for exchanging appropriate information and engaging in collaborative projects
- The design and development of digital products related to learning activities

Unacceptable use of the BYOD program, the computer network and resources include:
- Using software to harass, insult or bully. (Including blogs, discussion boards and social networking sites)
- Using obscene language via email or any other electronic messaging medium
- Employing the Murrumba State Secondary College laptop or network to deliberately humiliate others by displaying compromising images, videos or text without permission
- Sending, receiving, displaying or searching for any offensive and anti-social material
- Damaging laptops, computer network resources (printers, photocopiers) or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software configurations, etc.)
- Possessing software such as Virtual Private Networks (VPN) that is capable of by-passing or accessing protected sections of any network, damaging the network, or to obtain other users passwords, etc.
- Violating copyright laws. The legal rights of software producers and network providers, and copyright and license agreements must be honoured (for example, downloading copyrighted games and music on to the laptop)
- Using other users' passwords or allowing others to use your account login
- Trespassing in others' folders, work or files
- Using the network to disrupt its use by other individuals or by connecting networks
- Disrespect of others' privacy and intellectual property
- Using any means to avoid scrutiny by teachers of work in progress
- Accessing an external Portable Wi-Fi hot-spot on the College grounds e.g. hot-spotting to your phone, having a SIM card in your device
- Accessing College network locations without appropriate permissions
- Using social media applications whilst on the College grounds
- Possessing applications (apps) that are deemed a security risk by the Department, specifically TikTok

Network Administrators may review files and communications to maintain integrity and ensure that users are using the network responsibly.

I have read the above policy and agree to my child being part of the Murrumba State Secondary College BYOD initiative.

Signed: _____   Date: _____
(Parent/Caregiver)

I have read the above policy and understand my responsibilities. I agree to use the Murrumba State Secondary College BYOD initiative and computer network in an acceptable way as outlined in this policy.

Signed: _____   Date: _____
(Student)

Breaching any of the following guidelines could result in students having their account immediately suspended, device denied access to the MVE, and may result in disciplinary action taken by the College administration.

Murrumba State Secondary College
STUDENT MEDICAL INFORMATION

Name: **Date of Birth:**   **Roll Class:**   **Year Level:**

In case of emergency - Home Phone Number: _____

Parent/Carer contact number: _____   Parent/Carer contact number: _____

If parent unavailable, emergency contact name: _____

Home Phone Number: _____   Work Phone Number: _____

PROBLEMS		YES	NO	DETAILS
HEART PROBLEMS		☐	☐	
RESPIRATORY e.g. ASTHMA		☐	☐	
ALLERGIES	Food Drug Ointments Other	☐	☐	
DIABETES		☐	☐	
BLOOD PRESSURE		☐	☐	
RECENT OPERATIONS		☐	☐	
EPILEPSY		☐	☐	
RECENT ILLNESS		☐	☐	
PHOBIAS		☐	☐	
BACK, BONE, JOINT PROBLEMS		☐	☐	
OTHER (including allergies)		☐	☐	

Date of last Tetanus booster: _____

Medication currently being taken: Please give details of any medication being taken by the student including dosage, frequency and any doctor's instructions.

_____

_____

_____

Please give details of any **problems - medical or physical** - which would limit your student's full participation in any activity, including any food restrictions.

_____

_____

Medical insurance details of Medicare Cardholders

Name: _____   Medicare Number: _____ _____ __

Additional Health Insurance: YES / NO

Parent/Carer Signature: _____

Independent Student Signature: _____   Date: _____

Privacy Statement: The Department is collecting personal information regarding your child's participation in this activity in order to ensure that the school can properly address any particular needs of your child while they are in our care. The information will only be accessed by persons authorised by the Department. It will not be used or disclosed to any other person or agency unless you have given permission, it is required by law or it is in the best interests of your child's health and welfare.

Monday, February 01, 2021 11:33:10 AM

EAL/D Student Extra Details Form for Enrolment Interview

Student's Name: _____ Class: _____

Date of birth: _____/_____/_____ Date last attended school: _____/_____/_____

Date of arrival in Australia: _____/_____/_____ Date of enrolment: _____/_____/_____

Languages spoken at home: _____ _____ _____

Percentage of time spoken: | .... % of the time | ....% of the time | . ... % of the time |

Education Experience:

Country: _____ Age at Commencement: _____

Years of schooling: Years _____ Months _____ English as language of instruction Yes / No

Hours of English lessons per week: ____for ____years Scripts: English/Other _____

Subjects studied at school: _____

_____ Previous school reports attached: Yes / No

Level of literacy in first/additional languages other than English: _____

_____

Any interruptions to education: Yes / No   Details of interruptions: _____

_____

Australian Born – Lived Overseas:

Date of return: _____ Country of residence: _____

Language of instruction: _____ Length of stay: Years _____ Months _____

Journey to Australia: _____

_____

Trauma: ☐ Yes   ☐ No

Details entered in Sensitive Case Record on One School   ☐ Yes   ☐ No

Home/School Communication:

Require newsletter translated ☐ Yes   ☐ No

Require permission notes translated ☐ Yes   ☐ No

Require day-to-day communication book ☐ Yes   ☐ No

For enrolment officer use:

ESL Flag ☐

NESB Flag ☐

Previous Educational Details ☐