



HONOR SUPRA HONORES

# ENROLMENT BOOKLET

# CONTENTS

Welcome to Biloela State High School State High, where students are surrounded by opportunity in academia, sport, and community responsibility.

Our core values are fostering success and individual pathways for every student.

It is with this strong direction we are able to prioritise a culture for learning, engage curriculum, pedagogy and partnerships within the school and wider community. These partnerships enable us to build strong foundations for life far beyond Biloela State High School.

## CONTENTS

Please ensure that you have addressed each document requiring signatures, prior to submitting your enrolment information at the enrolment interview. This will ensure your enrolment can be completed in an efficient manner.

### PLEASE READ, COMPLETE AND SIGN THE FOLLOWING FORMS WITHIN THIS BOOKLET

<b>Enrolment Forms</b> .....	Page 3 - 16
<i>Application for student enrolment</i>	
<i>Enrolment Agreement</i>	
<b>Student Resource Scheme</b> .....	Page 17 - 26
Annual Parent Information	
BSHS Textbook and Resource Scheme	
Fee Payment Arrangement	
Participation Agreement	
<b>Media</b> .....	Page 27 - 32
State School Consent	
School Photo Day	
<b>Information Communication Technology/ Bring your Own Device</b> .....	Page 33 - 40
Responsible Use Agreement	
Bring your Own Device Charter	
<b>Additional</b> .....	Page 41 - 43
Tuckshop	
Transport	

### WHAT TO BRING TO THE INTERVIEW

- ☐ This booklet with all sections completed and signed
- ☐ Birth Certificate
- ☐ Relevant legal guardianship documentation to be supplied to the school. eg: custody, foster, protection orders etc (if applicable)

If born overseas:

- passport
- visa (if applicable)

Photocopy visa and passport identification (check date of Visa)





# ENROLMENT FORMS



# Application for student enrolment form

## INSTRUCTIONS

Please refer to the *Application to enrol in a Queensland state school* information sheet at the end of this form when completing this application. Completion and submission of this application form to the school does not confirm enrolment. The school will notify you of the outcome of your application as soon as practicable.

Failure or refusal to complete those sections of the form marked with an (\*) or to provide required documentation may result in a refusal to process your application. These questions and your consent are considered necessary to ensure the school can undertake its administrative and care responsibilities.

Sections of the form not marked (\*) are optional. However, failure to complete these sections may result in the school not being eligible for important Federal and State Government funding reliant on such information. Parents of all students in Australia have been asked to provide information on their family background as part of a national initiative towards providing an education system that is fair to all students, regardless of their background. The required information includes the Indigenous status and language background of the student, and the education, occupation and language background of the parents.

If you have any questions about the enrolment form or process, or require assistance completing this form, including translation services, please contact the school in the first instance.

## PRIVACY STATEMENT

The Department of Education (DoE) is collecting the information on this form for the purposes outlined in the *Education (General Provisions) Act 2006* (Qld) (EGPA 2006), and in particular for:

- assessing whether your application for enrolment should be approved
- meeting reporting obligations required by law or under Federal – State Government funding arrangements
- administering and planning for providing appropriate education, training and support services to students
- assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- communicating with students and parents.

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DoE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (Qld).

Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the *Social Security (Administration) Act 1999* (Cth). De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, gender and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact the school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact the school in the first instance.

## PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

<b>Legal family name*</b> (as per birth certificate)			
<b>Legal given names*</b> (as per birth certificate)			
<b>Preferred family name</b>		<b>Preferred given names</b>	
<b>Gender*</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Date of birth*</b>	____ / ____ / ____
<b>Copy of birth certificate available to show school staff*</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Enrolment may not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate.</p> <p>The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted.</p> <p>For international students approved for enrolment by EQI, a passport or visa will be acceptable.</p>	
<b>For prospective mature age students, proof of identity supplied and copied*</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Prospective mature age students must provide photographic identification which proves their identity:</p> <ul style="list-style-type: none"> <li>current driver's licence; or</li> <li>adult proof of age card; or</li> <li>current passport.</li> </ul>	

**Uncontrolled copy.** Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/enrolment-in-state-primary-secondary-and-special-schools-procedure> to ensure you have the most current version of this document

29/04/2021





APPLICATION DETAILS				
Has the prospective student ever attended a Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of school and approximate date of enrolment.		
What year level is the prospective student seeking to enrol in?		Please provide the appropriate year level.		
Proposed start date	____ / ____ / ____	Please provide the proposed starting date for the prospective student at this school.		
Does the prospective student have a sibling attending this school or any other Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of sibling, year level, date of birth, and school	Name:	
			Year Level	
			Date of birth	____ / ____ / ____
			School	

INDIGENOUS STATUS	
Is the prospective student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander

FAMILY DETAILS		
Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1 <sup>st</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
2 <sup>nd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
3 <sup>rd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
Email		
Occupation		
What is the occupation group of the parent/carer?	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter '8')	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '8')
Employer name		
Country of birth		
Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer a permanent resident of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

FAMILY DETAILS (continued)					
Parents/carers	Parent/carer 1			Parent/carer 2	
Address line 1					
Address line 2					
Suburb/town					
State		Postcode			Postcode
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')					
Address line 1					
Address line 2					
Suburb/town					
State		Postcode			Postcode
Parent/carer school education	What is the <i>highest</i> year of schooling parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')			What is the <i>highest</i> year of schooling parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')	
Year 9 or equivalent or below	<input type="checkbox"/>			<input type="checkbox"/>	
Year 10 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 11 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 12 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Parent/carer non-school education	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?			What is the level of the <i>highest</i> qualification parent/carer 2 has completed?	
Certificate I to IV (including trade certificate)	<input type="checkbox"/>			<input type="checkbox"/>	
Advanced Diploma/Diploma	<input type="checkbox"/>			<input type="checkbox"/>	
Bachelor degree or above	<input type="checkbox"/>			<input type="checkbox"/>	
No non-school qualification	<input type="checkbox"/>			<input type="checkbox"/>	

COUNTRY OF BIRTH*	
In which country was the prospective student born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify country) _____ Date of arrival in Australia ____/____/____
Is the prospective student an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no, evidence of the prospective student's immigration status to be completed)

PROSPECTIVE STUDENT LANGUAGE DETAILS	
Does the prospective student speak a language other than English at home?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)*	
<input type="checkbox"/> Permanent resident	Complete passport and visa details section below
<input type="checkbox"/> Student visa holder	Date of arrival in Australia ____/____/____      Date enrolment approved to: ____/____/____ EQI receipt number: _____
<input type="checkbox"/> Temporary visa holder	Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI
<input type="checkbox"/> Other, please specify _____	



**EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS\* (continued)**

Passport and visa details (to be completed for a prospective student who is NOT an Australian citizen).

NOTE: A permanent resident will have a visa grant notification with an indefinite stay period indicated.

For prospective students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or 'Document to travel to Australia' with 'stay indefinite' recorded must be sighted by the school.

Passport number		Passport expiry date	____/____/____
Visa number		Visa expiry date (if applicable)	____/____/____
Visa sub class			

**PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY**

Where does the prospective student come from?	<input type="checkbox"/> Queensland <input type="checkbox"/> interstate <input type="checkbox"/> overseas
Previous education/activity	<input type="checkbox"/> Kindergarten <input type="checkbox"/> School <input type="checkbox"/> VET <input type="checkbox"/> Home education <input type="checkbox"/> Full-time employment <input type="checkbox"/> Part-time employment <input type="checkbox"/> Other
Please provide name and address of education provider/activity provider/employer	

**RELIGIOUS INSTRUCTION\***

From Year 1, the prospective student may participate in religious instruction if it is available.  If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction.  Parents/carers may change these arrangements at any time by notifying the principal in writing.	Do you want the prospective student to participate in religious instruction?  <input type="checkbox"/> Yes <input type="checkbox"/> No
	If 'Yes', please nominate the religion:

**PROSPECTIVE STUDENT ADDRESS DETAILS\***

Principal place of residence address				
Address line 1				
Address line 2				
Suburb/town		State		Postcode
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')				
Address line 1				
Address line 2				
Suburb/town		State		Postcode
Email				

**EMERGENCY CONTACT DETAILS** (Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted. At least one emergency contact must be provided)\*

	Emergency contact	Emergency contact
Name		
Relationship (e.g. aunt)		
1 <sup>st</sup> phone contact number*	Work/home/mobile	Work/home/mobile
2 <sup>nd</sup> phone contact number*	Work/home/mobile	Work/home/mobile
3 <sup>rd</sup> phone contact number*	Work/home/mobile	Work/home/mobile

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**PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)\*****Privacy Statement**

The Department of Education (DoE) is collecting this medical information in order to address the medical needs of students during school hours as well as during school excursions, school camps, sports and other school activities. DoE will not use this information to make a decision about a prospective student's eligibility for enrolment. The information will only be used by authorised employees of the department and DoE will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2006.

It is essential that the school is advised before the prospective student's first day of attendance if the prospective student has any medical conditions. The school administration staff must also be informed of any new medical conditions or a change to medical conditions as soon as they are known.

Should the prospective student need to take routine medication during school hours, the *Parent consent to administer medication at school* form must be completed before school staff can administer medication. All medication must be provided in the original container with a pharmacy label providing clear instructions for administration. For emergency medication the school will also require a doctor's letter containing detailed instructions and or a signed Action Plan / Emergency Health Plan. Parent consent and health plans must be reviewed annually. All original documentation will be retained at the office and copies of Action or Emergency Health Plans kept with the student.

No known medical conditions	<input type="checkbox"/>		
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Does the prospective student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)? This is for the purpose of informing planning for school activities such as sport and school excursions.	<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify		
Name of prospective student's medical practitioner (optional)		Contact number of medical practitioner	
Medicare card number (optional)		Position Number	
Cardholder name (if not in name of prospective student)			
Private health insurance company name (if covered) (optional)		Private health insurance membership number (leave blank if company name is not provided)	
I authorise school staff to contact the prospective student's medical practitioner for the purposes of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the prospective student may be on an excursion or sporting event), and to provide Medicare card details if required? (answer only if medical practitioner and Medicare card details have been provided above)			<input type="checkbox"/> Yes <input type="checkbox"/> No

**COURT ORDERS\*****Out-of-Home Care Arrangements\***

Under the *Child Protection Act 1999*, when a Child Protection Order is approved by the Children's Court, the child is placed in out-of-home care (OOHC). Out-of-home care includes short or long term placement with an approved kinship or foster carer; in a supported independent living arrangement; in a safe house; and in residential care.

Is the prospective student identified as residing in out-of-home care?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what are the dates of the court order? Please provide a copy of the court order and/or the Authority to Care.	Commencement date	____/____/____
	End date	____/____/____
Contact details of the Child Safety Officer (if known)	Name	
	Phone number	



**COURT ORDERS\* (continued)****Family Court Orders\***Are there any current orders made pursuant to the *Family Law Act 1975* concerning the welfare, safety or parenting arrangements of the prospective student?☐ Yes ☐ No

If yes, what are the dates of the court order? Please provide a copy of the court order.

Commencement date

/ /

End date

/ /

**Other Court Orders\***

Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?

☐ Yes ☐ No

If yes, what are the dates of the court order? Please provide a copy of the court order.

Commencement date

/ /

End date

/ /

**APPLICATION TO ENROL\***

I hereby apply to enrol my child or myself at \_\_\_\_\_.

I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular, to the best of my knowledge.

	Parent/carer 1	Parent/carer 2	Prospective student (if student is mature age or independent)
Signature			
Date	/ /	/ /	/ /

**Office use only**

Enrolment decision		Has the prospective student been accepted for enrolment? <input type="checkbox"/> Yes <input type="checkbox"/> No (applicant advised in writing)					
		If no, indicate reason: <input type="checkbox"/> Does not meet School EMP or Enrolment Eligibility Plan requirements <input type="checkbox"/> Prospective student is mature age and school is not a mature age state school <input type="checkbox"/> Does not meet Prep age eligibility requirement <input type="checkbox"/> Prospective student is subject to suspension from a state school at the time of enrolment application <input type="checkbox"/> Does not meet requirements for enrolment in a state special school <input type="checkbox"/> Does not have an approved flexible arrangement with the school <input type="checkbox"/> School does not offer year level prospective student is seeking to be enrolled in <input type="checkbox"/> Prospective student has no remaining semester allocation of state education					
Date enrolment processed	/ /	Year level		Roll Class		EQ ID	
Independent student	<input type="checkbox"/> Yes <input type="checkbox"/> No			Birth certificate/passport sighted, number recorded and DOB confirmed		<input type="checkbox"/> Yes <input type="checkbox"/> No Number:	
Is the prospective student over 18 years of age at the time of enrolment?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, is the prospective student exempt from the mature age student process?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
If no, has the prospective mature age student consented to a criminal history check?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
School house/team				EAL/D support		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> To be determined	
FTE		Associated unit		Visa and associated documents sighted		<input type="checkbox"/> Yes <input type="checkbox"/> No	
EQI category				SV – student visa TV – temporary visa DS – dependent – parent on student visa		EX – exchange student DE – distance education	

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29/04/2021

## Parental occupation groups for use with parent/carers details

### Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

**Senior executive/manager/department head** in industry, commerce, media or other large organisation.

**Public service manager** [section head or above], regional director, health/education/police/fire services administrator

**Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]

**Defence Forces** commissioned officer

**Professionals** generally have degrees or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others

**Health, education, law, social welfare, engineering, science, computing** professional

**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

### Group 2: Other business managers, arts/media/sportspeople and associate professionals

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

**Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]

**Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]

**Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

**Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsperson, coach, trainer, sports official]

**Associate professionals** generally have diploma/technical qualifications and support managers and professionals

**Health, education, law, social welfare, engineering, science, computing** technician/associate professional

**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

**Defence Forces** senior Non-Commissioned Officer.

### Group 3: Tradespeople, clerks and skilled office, sales and service staff

**Tradespeople** generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople are included in this group

**Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

**Skilled office, sales and service staff:**

**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]

**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

**Service** [aged/disabled/refugee/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

### Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

**Drivers, mobile plant, production/processing machinery and other machinery operators**

**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]

**Office assistants, sales assistants and other assistants:**

**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]

**Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

**Assistant/aide** [trades' assistant, school/teacher aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

**Labourers and related workers**

**Defence Forces** ranks below senior NCO not included above

**Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

**Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].

### Group 8: Have not been in paid work in the last 12 months

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29/04/2021



## State schools standardised medical condition category list

Acquired brain injury
Allergies/Sensitivities
Anaphylaxis
Airway/lung/breathing - Oxygen required (continuously/periodically)
Airway/lung/breathing - Suctioning
Airway/lung/breathing - Tracheostomy
Airway/lung/breathing - Other
Artificial feeding - Gastrostomy device (tube or button)
Artificial feeding - Nasogastric tube
Artificial feeding - Jejunostomy tube
Artificial feeding - Other
Asthma
Asthma – student self-administers medication
Attention-deficit /Hyperactivity disorder (ADHD)
Autism Spectrum Disorder (ASD)
Bladder and bowel - Urinary wetting, incontinence
Bladder and bowel - Faecal soiling, constipation, incontinence
Bladder and bowel - Catheterisation (continuous, clean intermittent)
Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair
Bladder and bowel - Other
Blood disorders - Haemophilia
Blood disorders - Thalassemia
Blood disorders - Other
Cancer/oncology
Coeliac disease
Cystic Fibrosis
Diabetes - type one
Diabetes - type two
Ear/hearing disorders - Otitis Media (middle ear infection)
Ear/hearing disorders - Hearing loss
Ear/hearing disorders - Other
Epilepsy - Seizure
Eye/vision disorders
Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid
Heart/cardiac conditions - Heart valve disorders
Heart/cardiac conditions - Heart genetic malformations
Heart/cardiac conditions - other
Mental Health - Depression
Mental Health - Anxiety
Mental Health - Oppositional defiant disorder
Mental Health - Other
Muscle/bone/musculoskeletal disorders - spasticity (Baclofen Pump)
Muscle/bone/musculoskeletal disorders - Other
Skin Disorders - eczema
Skin Disorders - psoriasis
Swallowing/dysphagia - requiring modified foods
Swallowing/dysphagia - requiring artificial feeding
Transfer & positioning difficulties
Travel/motion sickness
Other

# Application to enrol in a Queensland state school

This sheet contains information on how to complete the Application for student enrolment form (SEF-1 Version 8).

## Entitlement to enrolment

Under the *Education (General Provisions) Act 2006 (Qld)* a state school must enrol a prospective student if they are entitled to enrolment. While not exhaustive, the following matters may affect a prospective student's entitlement to enrol in a state school:

- if the school has a School Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a prospective mature age student (the applicant can only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All prospective mature age students must have a remaining allocation of state education.)
- the prospective student is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the prospective student has been excluded, or is subject to suspension from a state school at the time of the application
- the school principal reasonably believes that the prospective student presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to the Director-General)
- the school is a state special school and the prospective student does not meet the criteria for enrolment in a special school
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the *Education (General Provisions) Act 2006 (Qld)*, and the arrangement has not yet been approved
- the prospective student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the prospective student must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol)
- the school does not offer the year level that the prospective student should be enrolled in
- the prospective student has no remaining semester allocation of state education. Enrolment cannot proceed until additional semesters are applied for by the prospective student (or parent on their behalf) and granted.

## Prospective student

A prospective student is a person who has applied to enrol at a state school but who has not yet been accepted for enrolment.

## Parent's occupation and education

All parents across Australia, no matter which school their child attends, are asked to provide information about family background (answering this question is optional). The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background.

## Court Orders

Any court orders concerning the prospective student's welfare, safety or parenting arrangements should be provided to the school, and the school should also be provided with any new or updated orders.

## Name on enrolment form

A prospective student should be enrolled under their legal name as per their birth certificate. There is provision to also record a preferred family and/or given name. The preferred name will be used on internal school documents such as class rolls. The legal name will appear on semester reports unless there is a specific request to use the preferred name only. This request can come from parents/carers or the student (if the student is independent/mature age).

## Gender

Information about gender is supplied to the Federal Government to comply with State funding agreements. The gender category with which a person identifies may not match the sex they were assigned at birth. There is no requirement for a student's gender recorded on this form to align with the sex shown on their birth certificate or passport.

## Religious Instruction

Religious instruction is a program approved and provided by a religious denomination or religious society. Other instruction relates to part of a subject area that has been covered within the curriculum and may include, but is not limited to, personal research and/or assignments, revision of class work, and wider reading. Information about religious instruction available at the school, and about other instruction, is provided by the school at the time of enrolment and on the school's website.



# ENROLMENT AGREEMENT

This enrolment agreement sets out the conditions of enrolment and the responsibilities of the student, parents/carers and the school staff in the education of students enrolled at Biloela State High School.

## School Motto

Biloela State High School is guided by our motto, *Honor Supra Honores* meaning 'Honour above Honours'.

## School Vision

Fostering Success and individual pathways for all students.

## School Policies and Procedures

The school has a range of policies and procedures to guide the operation and management of the school. These policies and procedures include but are not limited to:

- Assessment Policy
- Attendance Policy
- Confiscation of Student Property
- Detention Policy
- Electronic Devices Policy
- Extra-curricular Participation Policy
- Homework and Study Guidelines
- Late to School Procedure
- Learning Preparation Procedure
- Managing Complaints Procedure
- Student Code of Conduct
- Student Dress Code
- Student Leadership Policy
- Sun Safety and Heat Policy

All current policies and procedures can be found at: <https://biloelashs.eq.edu.au/our-school/rules-and-policies>

The school reserves the right to develop and review policies and procedures to suit the context of the school and/or Department of Education guidelines, policies and/or procedures.

## Responsibilities

*Responsibility of student to:*

- attend school on time each and every day.
- have the resources required to participate in learning.
- actively participate in learning to the best of your ability.
- meet the school's behaviour expectations of:
  - I am SAFE      I am RESPECTFUL
  - I am my BEST      I am RESPONSIBLE
- follow the school's policies and procedures.

*Responsibility of parents/carers to:*

- inform the school if your child is subject to any court orders including out-of-home care arrangements under the Child Protection Act, family court orders or other court orders and provide a copy of appropriate documentation.
- inform the school if there are any issues that may affect your child's ability to learn.
- encourage and support your child to attend school on time each and every day.
- plan events and holidays outside of the school term.
- inform the school if your child is going to be absent from school and provide an explanation for the absence.
- encourage and support your child to actively participate in their learning to the best of their ability.
- encourage and support your child to meet the school's behaviour expectations of:
  - I am SAFE      I am RESPECTFUL
  - I am my BEST      I am RESPONSIBLE
- encourage and support your child to follow the school's policies and procedures.
- support the authority and behaviour management of the school to enable your child to develop self-discipline and accept responsibility for their actions.
- actively participate in the education of your child by attending P&C meetings, school celebratory and information events and academic progress interviews.
- contact the appropriate staff member at the school to discuss any concerns you may have about your child's education or welfare.

- treat the school and staff with respect and courtesy at all times.

#### *Responsibility of school and staff to:*

- inform students and parents/carers about what students are learning and how they are progressing.
- implement effective teaching practices to ensure each and every student is achieving to the best of their ability.
- set high standards for student attendance, effort, behaviour and school work.
- contact parents/carers as soon as possible if there are concerns about a student's attendance, effort, behaviour or school work.
- consult parents/carers on any major issues affecting a student.
- encourage and support students to meet the school's behaviour expectations of:
  - I am SAFE      I am RESPECTFUL
  - I am my BEST    I am RESPONSIBLE
- clearly articulate and communicate the schools' policies and procedures.
- follow and apply the school's policies and procedures in a consistent, fair and transparent manner.
- openly welcome parents/carers to actively participate in the education of their child by inviting them to attend P&C meetings, school celebratory and information events and academic progress interviews.
- ensure that the parents/carers are aware of the school's record-keeping policy including the creation of a transfer note should the student enrol at another school.
- treat students and parents/carers with respect and courtesy at all times.

#### **Student Support Services**

The school employs trained staff to support the health and wellbeing of students. These staff include:

- Guidance Officer
- Chaplain
- Youth Support Coordinator
- Community Education Counselor
- Youth Health Nurse

Students have access to confidential support provided by these school staff.

#### **Local Area Excursions**

The school program involves a range of local area excursions which start after 9.00am and finish before 3.00pm. The school will advise parents/carers of these excursions in advance. Examples include but are not limited to: walking to the Civic Centre for the Rotary Careers Market.

#### **School Sporting Activities and Events**

The school program involves a range of sporting activities and events including but not limited to the Athletics Carnival, Cross Country and the Swimming Carnival. The school will advise parents/carers of sporting events and associated risks in advance. All activities will be risk assessed by the school and supervised by appropriate staff.

#### **Disclaimer**

The Department of Education does not have personal accident insurance cover for students. If your child is injured as a result of an accident or incident while participating in an activity, all costs associated with the injury, including medical costs are the responsibility of the parents/carers. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow your child to participate in an activity.

#### **Dual Distribution**

In some cases parents/carers may not reside at the same residential address as their child. In this circumstance, the school will send a 'dual distribution' of correspondence.

Correspondence may include:

- Individual Student Information and Permission notes.
  - The dual distribution is for information only.

- Permission from the primary parent/carer will be accepted by the school.
- Examples include but are not limited to: Attendance Meetings, Request to Share Student Information and Provision of Support Services.
- Activity Information Notes.
  - The dual distribution is for information only.
  - Examples include but are not limited to: local curriculum activities, extra-curricular activities and school events.
- Excursion Permission forms.
  - The dual distribution is for information only.
  - Permission from the primary parent/carer will be accepted by the school.
  - Examples include but are not limited to: curriculum excursions, extra-curricular activities and camps/trips.
- School Disciplinary Absence letters.
- Report Cards.
- Newsletter and Newsflash

## ENROLMENT AGREEMENT

I agree to inform the school if my child is subject to any court orders including out-of-home care arrangements under the Child Protection Act, family court orders or other court orders and provide a copy of appropriate documentation.

I have read all of the information contained in this Enrolment Agreement including any attached material.

I agree to follow the school's policies and procedures.

I agree to meet my responsibilities.

I give permission for my child to see staff trained to support them with their health and wellbeing.

I give permission for my child to participate in local area excursions.

I give permission for my child to participate in sporting activities and events.

I am aware that the department does not have personal accident insurance cover for students.

I will pay to the school the costs detailed in this consent form for my child's participation in the activity.

In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor.

I accept liability for all reasonable costs incurred by the department in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the department the full amount of those costs.

I have provided the school all relevant details of my child's medical or physical needs on enrolment and where relevant I will update this information.

Student Name:

Parent/Carer Name:

Staff Name on behalf of  
Biloela State High School:

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Student Signature:

Parent/Carer Signature:

Staff Name on behalf of  
Biloela State High School:

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.....

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Date:

Date:

Date:

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# STUDENT RESOURCE SCHEME



## Student Resource Scheme

### Annual Parent Information Letter

Dear Parents/Carers

This letter contains important information about the **Student Resource Scheme (SRS)** including how the scheme operates and the annual participation fee. Please note that this scheme has different terms and conditions to the User Fee Paying subjects.

The Queensland Government supports students' education by providing funding for:

- Instruction, e.g. teachers
- Facilities, e.g. buildings, amenities, furniture
- Administration, e.g. staffing and resources to administer the operation of the school.

Funding does not extend to individual student resources such as textbooks, computer or musical equipment for personal use, and many items used/consumed by the student in the classroom. Supply of these items is the responsibility of parents.

To provide parents with a cost-effective alternative to purchasing textbooks and/or resources elsewhere, Biloela State High School will again operate a Student Resource Scheme.

The scheme ensures that students have the resources required for them to engage with the curriculum for their education, and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the school's bulk purchasing practices and hiring arrangements. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the resources and operation of the scheme.

#### SRS Participation

The objective of the scheme is to provide a convenient and cost-effective way for students to access the educational resources necessary to enhance their learning experience at school. The Department encourages parents to participate in the scheme. Participation in the SRS is optional, and no obligation is placed on a parent to participate. Participation is for the duration of your child's enrolment at the school.

*Student is new to the school.....*

Parents are required to complete and return the SRS Participation Agreement Form when joining the scheme for the first time. If no participation form has been received by **the end of Week 10 Term 4, or within 8 weeks of attending Biloela State High School**. The school will take the view that the parent has chosen to opt out of the SRS. The parent is then required to provide the educational resources listed in the SRS for their child. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

*Continuing student of the school.....*

A parent's participation or non-participation in the scheme will continue as per their previously completed Participation Agreement Form. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

If a parent has opted out of the scheme the parent is required to provide the educational resources listed in the SRS for their child by the start of the school year.

#### Resource Inclusions

A list of resources included in the SRS is available at the school office.

## Type of Resources provided

Generally, the three types of resources that could be included are:

- **Owned** – these items are retained by the student and used as required (e.g. stationery, exercise books, student diary).
- **Used** – these items are used/consumed in class by the student (e.g. industry technology/cooking/art supplies).
  - work/items produced from these resources will remain the property of the student.
- **Hired** – these items are hired to the student for their personal use for a specific period of time (e.g. textbooks, musical instruments, laptops).
  - Hired items must be returned to the school in good condition at the end of the hire period or if the student leaves the school.
  - A repair or replacement cost may be charged to the parent for any hired items that are damaged or not returned.

## Costing Methodology

The schools SRS fee is calculated based on:

1. A flat fee for all students in the school, OR
2. A flat fee for a cohort group of students (e.g. a year level), AND/OR
3. A fee determined by the subjects selected by the individual student.

## The Textbook and Resource Allowance

The Department of Education provides a Textbook and Resource Allowance (TRA) to schools to assist parents with the cost of textbooks and other education resources for eligible Years 7 to 12 students. For those students who are eligible to receive the TRA, the TRA will be applied to reduce the cost of participation in the SRS. Information on the TRA can be found on the department's website (<https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>).

Year level	TRA Rate
Years 7 to 10	<b>\$160.00</b>
Years 11 to 12	<b>\$348.00</b>

## The SRS Participation Fee

The SRS fee payable for the year is available in the attached information and published on the school's website.

The TRA component received by the school has already been deducted from the overall cost of resources for the year, which has reduced the SRS fee payable by parents. Refer to the levy amounts detailed in the Textbook and Resource Scheme Payments information sheet.

## Financial Hardship

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

## Payment Arrangement

Several payment options including a single payment for the full year's fee or term instalments are available. An instalment plan can also be negotiated with the school. (Please refer to the Payment Method section).

Any unpaid invoices, will be managed according to the department's Debt Management Procedure and may result in the student being excluded from the scheme and/or from participating in non-curricular activities until payment is made <https://ppr.qed.qld.gov.au/pp/debt-management-procedure>

## Payment Method

SRS payments can be made by QParents/BPOINT, EFTPOS (Credit/Debit Card), Cheque, Cash, Centrepay.

- Payment may be made through the QParents portal using a credit card. Payment will be directed from the QParents portal to BPOINT where relevant outstanding invoice information may be selected.
- When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. If unsure of the CRN, please contact the school.
- QKR - download the *Qkr!* App from the App store (iPhone) or Google Play (Android). Register your country of residence as Australia, find our school and Register your child's details on the app.
- Centrepay Deductions are available to pay the SRS fees. Use Centrepay to make regular deductions from your Centrelink payment. Centrepay is a voluntary and easy payment option available to Centrelink customers. Go to [humanservices.gov.au/centrepay](https://humanservices.gov.au/centrepay) for more information on how to set up your Centrepay deductions.

## Contact Us

For all queries regarding the SRS and its inclusions, please contact the school office to arrange an appointment with Michele McMahon, Business Manager.

***Please complete the SRS Fee Payment Arrangement Form along with the Participation Agreement Form, and return to the school administration office upon enrolment. Please note that no payment is required at this time as invoices will not be generated until Week 3 each year.***



## SRS Fee Payment Arrangement Form

### Section 1: Students Details

Student Name	
Year Level	

### Section 2: SRS Category

SRS Category	SRS Fee Payable	Option Selected
Year 7 to 10 Textbook & Resource Scheme Levy (Reviewed yearly)	<b>\$100.00</b> (Subject to Change)	<input type="checkbox"/>
Year 11 and 12 Textbook & Resource Scheme Levy (Reviewed yearly)	<b>\$50.00</b> (Subject to Change)	<input type="checkbox"/>
Instrumental Music (if applicable) (Reviewed yearly)	<b>\$65.00</b> (Subject to Change)	<input type="checkbox"/>
Year 10 to 12 User Pays Subject Levies (if applicable) (Reviewed yearly)	<b>Refer attachment for specific subject costings</b>	<input type="checkbox"/>

### Section 3: Payment Arrangement

Please select the preferred payment options:

Payment options	Instalments	Amounts	Option Selected
1. A single payment for the full year's fees payable by the end of Week 8, Term 1	Instalment 1:		<input type="checkbox"/>
2. Term instalments (paid equally over Term 1 and 2)	Instalment 1: Instalment 2:		<input type="checkbox"/>
3. An instalment plan as negotiated with the school	Contact school office		<input type="checkbox"/>

### Section 4: Return of the Participation Form

Parents are reminded to complete and return the SRS Participation Agreement Form when joining the scheme for the first time or opting in/out during the student's enrolment.

Have you completed and returned the SRS Participation Agreement Form?      Yes ☐      No ☐

**Please note if you choose to opt out of the SRS, you are still required to complete and return the Participation Agreement Form.**

### Section 5: Parent Signature

Parent Name	
Parent Signature	
Date	

Payment Options - Textbook and Resource Scheme Fees	
<b>OPTION 1:</b>	Payment of School fees in full by <b>due dates</b> (as per Section 2 in the SRS Fee Payment Arrangement Form).
<b>OPTION 2:</b>	If you are receiving an allowance from Centrelink you can have the school fees deducted from the allowance. Payment amounts and payment periods are negotiated between yourself and Biloela State High School. Parents/carers choosing this option are requested to visit Centrelink to complete the required authorisation form.
<b>OPTION 3:</b>	Payment Plan instalments through Terms 1 and 2 as per Section 2 in the SRS Fee Payment Arrangement Form.
Payment Options – User Pays Subject Fees (Year 10 to 12)	
<b>Payment made in full by the end of Week 8. Please note that there is no option for term instalments for User Pays subject fees. This option only applies to the Student Resource Scheme Fees.</b>	

Payment Method	
<b>Method 1:</b>	Online through <b>QParents/BPoint</b> – please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. If unsure of your CRN, please contact the school.
<b>Method 2:</b>	In person at school office via EFTPOS, cash or cheque.
<b>Method 3:</b>	Via QKR – Download the App and register your students to utilise this method.

*If you are experiencing financial difficulties, please make an appointment with the Business Manager or Principal.*

# BILOELA STATE HIGH SCHOOL

## TEXTBOOK AND RESOURCE SCHEME PAYMENTS

### Years 7-12

Textbook and Resource Scheme Fees:	Year 7 to 10	<b>\$100.00</b>
	Year 11 to 12	<b>\$50.00</b>

**In addition, User Pays** fees are charged for subjects where the instruction is extended through providing practical learning experiences in excess of materials provided by our school grants. Subjects which attract fees are clearly outlined in each of the subject area sections in the Subject Information booklet.

The User Pays fees exist in the Senior School, Years 10, 11 and 12, as per the list below. Selection of these subjects means you agree to pay the related User Pays fees. **User Pays individual subject fees must be paid in full by the end of Week 8 Term 1.**

Use this table to assist you in calculating the costs related to your student's subject selections:

Year 10 Visual Art - ART	\$80.00
Year 10 Materials & Technology Specialisations – TMT	\$40.00
Year 10 Food Specialisation – TFD	\$75.00
Year 11 Building and Construction Skills – BSK	\$30.00
Year 11 Industrial Technology Skills - ISK	\$80.00
Year 11 Cert III in Fitness – FIT	\$420.00
Year 11 Food & Nutrition – FNU	\$130.00
Year 11 Hospitality Practices – HPJ	\$120.00
Year 11 Visual Arts in Practice – VAP	\$60.00
Year 12 Building and Construction Skills - BSK	\$30.00
Year 12 Engineering Skills – ESK	\$60.00
Year 12 Food & Nutrition – FNU	\$130.00
Year 12 Hospitality Practices – HPJ	\$120.00
Year 12 Visual Arts in Practice - VAP	\$60.00
Year 12 Sport & Recreation – REC	\$30.00
Instrumental Music (if applicable)	\$65.00

**Note:** Subject Charges may be increased each year by referring to cost of living increases.

#### Payment Deadlines:

#### Textbook and Resource Scheme Fees - all year levels:

To be paid on invoice by end of Week 8 unless a payment plan has been negotiated by signing and returning both the SRS Participation Form and SRS Fee Payment Arrangement Form. If you currently have a signed Participation Form on file at the school you do not need to complete a new one unless changing the options you currently have in place. Invoices will be generated in Week 3 Term 1.

#### User Pays Subject Fees (YR 10 to 12)

To be paid in full by the end of Week 8. ***If payment is not received by then, a school administration member may discuss either subject changes for your student(s) or other payment options.***

# 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	
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.



**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 <https://ppr.qed.qld.gov.au/pp/debt-management-procedure>

**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.

**Uncontrolled copy.** Refer to Department of Education Policy and Procedure Register

<https://ppr.qed.qld.gov.au/pp/student-resource-scheme-srs-procedure> to ensure you have the most current version of this document.



**Queensland  
Government**







# MEDIA CONSENT



# STATE SCHOOL CONSENT FORM

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* 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: [biloelashs.eq.edu.au/Pages/default.aspx](http://biloelashs.eq.edu.au/Pages/default.aspx)
- Facebook: [facebook.com/BiloelaSHS](https://facebook.com/BiloelaSHS)
- YouTube: [youtube.com/@biloelastatehighschool6246](https://youtube.com/@biloelastatehighschool6246)
- Instagram: [instagram.com/biloelashs/](https://instagram.com/biloelashs/)
- Twitter: **N/A**
- Other: **N/A**
- 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 Biloela State High School, 07 49928666, [admin@biloelashs.eq.edu.au](mailto:admin@biloelashs.eq.edu.au)

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

Please retain this letter for your records and return the signed consent form.



# Biloela State High 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: Biloela State High 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 (including School photos) ▶ 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 at Biloela State High School.**

(b) Further identified activities not listed in the form and letter for the above timeframe.

5

## LIMITATION OF CONSENT

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

6

**CONSENT AND AGREEMENT**☐ **CONSENTER - I am (tick the applicable box):**☐ parent/carer of the identified person in section 1☐ the identified person in section 1 (if a mature/independent student or employee including volunteers)☐ recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3. By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student .....

Print name of consenter.....

Signature or mark of consenter.....

Date .....

Signature or mark of student (if applicable).....

Date .....

**SPECIAL CIRCUMSTANCES**

If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carer or Individual student; or when the consenter is an independent student and under 18 the section below must be completed.

**WITNESS – for consent from an independent student or where the explanatory letter and State School Consent****Form were read**

I have witnessed the signature of an independent student, or the accurate reading of the explanatory letter and the State School Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness .....

Signature of witness .....

Date .....

**Statement by the person taking consent – when it is read**

I have accurately read out the explanatory letter and State School Consent Form to the potential consenter, and to the best of my ability made sure that the person understands that the following will be done:

1. the identified materials will be used in accordance with the State School Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and State School Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily. A copy of the explanatory letter has been provided to the consenter.

Print name and role of person taking the consent .....

Signature of person taking the consent .....

Date .....

**Privacy Notice**

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

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





# INFORMATION COMMUNICATION TECHNOLOGY (ICT) BRING YOUR OWN DEVICE (BYOD)



## SCHOOL PHOTO MEDIA CONSENT

Biloela State High School uses an external provider for our yearly school photographs. It is the school's usual practice to take photographs or record images of students as an administrative tool and are available to students at an extra cost, which are paid directly to the photographer.

It is advised that students use their legal first and last name as this will be used on their school ID which can be used as a form of ID and is required to match their birth certificate.

### CONSENT

Name of school: Biloela State High School

Name to be used in association with the person's personal information and materials\* (please select):

☐ Legal First and Last name

☐ Preferred Name .....

\*Please note, if no selection is made, you are consenting to the use of your child's Legal first and last name



# INFORMATION COMMUNICATION TECHNOLOGY (ICT)

## RESPONSIBLE USE AGREEMENT

### ***Responsibilities for using the school's ICT facilities and devices***

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the school's Student Code of Conduct.
- Students are to be aware of health and safety issues when using computers and other learning devices.
- Parents/carers are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
- Parents/carers are responsible for appropriate internet use by students outside the school environment when using a school owned device.
- The school will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to behave in line with these safe practices.
- Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).
- Students cannot use another student or staff member's username or password to access the school network. This includes not browsing or accessing another person's files, home drive, email or accessing unauthorised network drives or systems. Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
- Students need to understand that copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

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

- Prior to any personally owned device being used, approval must be sought from the school to ensure it reflects the department's security requirements.
- Students are responsible for the security, integrity, insurance and maintenance of their personal devices and their private network accounts at all times.
- All files are to be scanned using appropriate virus software before being downloaded to the department's ICT network.
- Follow any advice provided on best security requirements (e.g. password protection – see [iSecurity](#) website for details).
- Students and parents/carers are to employ caution with the use of personal devices particularly as these devices can store significant numbers of files some of which may be unacceptable at school (e.g. games and '.exe' files). An '.exe' file ends with the extension '.exe' otherwise known as an executable file. These files can install undesirable, inappropriate or malicious software or programs.
- Any inappropriate material or unlicensed software must be removed from personal devices before bringing the devices to school and such material is not to be shared with other students.
- Unacceptable use will lead to the personal device being confiscated by school employees, with its collection/return to occur at the end of the school day where the personal device is not required for further investigation and/or appropriate action may be taken as per the school's Student Code of Conduct.

### ***Acceptable/appropriate use/behaviour by a student*** It is acceptable for students while at school to:

- use 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 school.
  - ☐ conducting general research for school activities and projects.
  - ☐ communicating or collaborating with other students, teachers, 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 device.
- switch off and place out of sight the device during classes, where these devices are not being used in a teacher directed activity to enhance learning.

- use a device for private use before or after school, or during recess and lunch breaks.
- ☐ seek teacher's approval where they wish to use a device under special circumstances.

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

- use a device in an unlawful manner.
- download, distribute or publish offensive messages or pictures.
- use of obscene, inflammatory, racist, discriminatory or derogatory language.
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking.
- insult, harass or attack others or use obscene or abusive language.
- deliberately waste printing and internet resources.
- damage devices, printers or network equipment.
- commit plagiarism or violate copyright laws.
- ignore teacher directions for the use of social media, online email and internet chat.
- send chain letters or spam email (junk mail).
- knowingly download viruses or any other programs capable of breaching the department's network security.
- use cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets.
- taking a recording or image of any staff member, student, contractor or visitor.
- distributing a recording or image of any staff member, student, contractor or visitor.
- use a device (including those with Bluetooth functionality) to cheat during exams or assessments.
- take into or use a device at exams or during class assessment unless expressly permitted by school employees.

**Student:**

I understand that the school's ICT 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 stored on computers around the world.

While I have access to devices and the school ICT facilities:

- I will use it only for educational purposes.
- I will not undertake or look for anything that is illegal, dangerous or offensive.
- I will not reveal my password or allow anyone else to use my school account.
- I will not take or distribute inappropriate images or recordings.

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

If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/carers.

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 school's ICT 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 school whether I am using the school's ICT facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT facilities and devices, appropriate action may be taken as per the school'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 school's Student Code of Conduct.

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

**Parents/Carers:**

I understand that the school provides my child with access to the school's ICT 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 on computers from around the world; that the school cannot control what is on those computers; 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 students/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 school's ICT facilities and devices. Furthermore, I will advise the school if any inappropriate material is received by my student/child that may have come from the school or from other students.

I understand that the school is not responsible for safeguarding information stored by my child on a departmental owned student computer or personal device.

I understand that the school may remotely access a department owned device for management purposes at all times.

I understand that the school may remotely access a personal device for management purposes only whilst connected to the school network.

I understand that the school does not accept liability for any loss or damage suffered to personal devices.

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

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

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

## ICT RESPONSIBLE USE AGREEMENT

Student Name:

Parent/Carer Name:

Staff Name on behalf of  
Biloela State High School:

.....  
Student Signature:

.....  
Parent/Carer Signature:

.....  
Staff Name on behalf of  
Biloela State High School:

.....  
Date:

.....  
Date:

.....  
Date:

.....

.....

.....

# BRING YOUR OWN DEVICE (BYOD) CHARTER

## 1. Purpose

Bring Your Own Device (BYOD) gives freedom to students and their families to tailor their choice of technology to meet their own educational needs.

Students and parents/carers must be aware of and consent to the program's boundaries described in this Charter.

## 2. Benefits BYOD:

- provides authentic real world learning experiences.
- improves student engagement.
- increases collaboration between students.
- increases communication between students and their teachers.
- personalises student learning.

## 3. Fees

All outstanding school fees (for previous years) must be paid in full for students to access BYOD.

## 4. Device

Minimum device requirements:

- Laptop or tablet (with keyboard)
- Windows 10/11 / Mac OSx 12.0 or newer.
- 128GB storage
- 8GB RAM (Memory)
- Wi-Fi 802.11ac or better (Must support 5Ghz).

## 5. Other Items

Recommended:

- protective case.
- onsite warranty (Next Business Day – NBD).
- accidental damage protection insurance (ADP).

## 6. Software Microsoft Office

Students are eligible for Office 365 Education for free, including Word, Excel, PowerPoint, OneNote, Microsoft Teams, plus additional classroom tools. Visit <https://www.microsoft.com/enau/education/students/default.aspx> and enter your school email address to download.

### Antivirus software

Windows Security is built into Windows 10/11.

### ReadCloud

Is a cloud based application that delivers digital content through eBooks, the school utilises this platform for most textbooks. For further information, see the school's ReadCloud flyer located at <https://biloelashes.eq.edu.au/curriculum/bring-your-own-device>. ReadCloud will be downloaded to the device at onboarding.

## 7. Back-up of Student Work

Backups of student work is the responsibility of the student. Microsoft OneDrive supplied by the department is the preferred location to store students work. Backing up by additional methods is also recommended. Eg. Local storage on personal device, USB drives, School network storage.

## 8. Web filtering

Student devices are to be connected to the school wireless network at all times whilst at school.

The school operates a comprehensive web filtering system. The filtering system provides a layer of protection to staff and students against:

- inappropriate web pages.
- spyware and malware.
- peer-to-peer sessions.
- scams and identity theft.

Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

## 9. Device Security

Students are urged to ensure the security of their personal devices at school, as with other valuables. Personal devices are used at the owner's risk. The school does not accept liability for the loss, theft, or damage to personal devices brought to school.

Parents/carers and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.

In circumstances where a device is damaged by abuse or malicious act of another student, the Principal may seek restitution on behalf of the student. The Principal will consider all the circumstances of the matter, determine whether the other student is responsible for the damage to the device and whether costs incurred in the repair of the device should be borne by the other student. The Principal may also recommend the incident is reported to the Queensland Police Service.

## 10. Support

BYOD provides support for:

- ReadCloud.
- printing.
- filtered Internet.
- file access and storage.
- device connection to the school network.

BYOD does not provide support for:

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

## 11. On-boarding

As a new student to Biloela State High School you will be required to support your child's connection to the school network.

Step 1 – Downloading required software

**BYOD Link** enables students and parents to install the School Wi-Fi and apps onto their devices **from home** streamlining the process so students and devices are ready for learning before coming to School. This will make student access to the School Wi-Fi faster, safer and more efficient.

Students and parents/carers will complete the process at home following the instructions on the school website:

<https://biloelashs.eq.edu.au/facilities/computers-and-technology/2-byoxlink-connectathome>

## 12. Associated Policies and Procedures This

Charter must be read in combination with:

- ReadCloud flyer.
- Compass flyer.
- ICT Acceptable Use Agreement.
- Electronic Devices Policy.

**PARENT NOTE- ONLY COMPLETE IF YOUR CHILD IS BRINGING THEIR OWN LAPTOP**

### **BRING YOUR OWN DEVICE (BYOD) CHARTER AGREEMENT**

- i. We have read and understand the BYOD Charter, ReadCloud flyer, ICT Acceptable Use Agreement, Electronic Devices Policy and Student Code of Conduct.
- ii. We understand that failure to comply with the BYOD Charter, ICT Acceptable Use Agreement, Electronic Devices Policy and Student Code of Conduct for Students will invoke the school's behaviour management procedures.
- iii. We agree to connect the device to the school network at all times whilst at school.

Name of student: .....

Signature of student: ..... Date: ..... / ..... / .....

Name of parent/carer: .....

Signature of parent/carer: ..... Date: ..... / ..... / .....









ADDITIONAL





## TRANSPORT DETAILS

Please advise your students mode of transport to and from school. This information assists us in the case of localised flooding.

### TRAVEL TYPE

- ☐ Walk
- ☐ Car
- ☐ Bike
- ☐ Bus
  
- ☐ AM
- ☐ PM

### BUS COMPANY DETAILS

- ☐ Calvale
- ☐ Valentine Plains
- ☐ Dakenba
- ☐ Mt Murchison
- ☐ Kariboe Creek
- ☐ Prospect Creek State School
- ☐ Thangool SS
- ☐ Jambin/Goovigen
- ☐ Other \_\_\_\_\_

# TUCKSHOP

## HEALTHY SCHOOLS

The Healthy Eating Program in schools encourages healthy food options. These healthier options include fruit salad, salad bowls and loads of yummy sandwiches and rolls.

While these options are great for the students, preparation time has greatly increased in the Tuckshop. Time is becoming more and more precious in our modern world, but even one day a term is a huge help. All money raised in the Tuckshop goes back into the school.

It really isn't strenuous work and is a lot of fun and a great way to socialise. We look forward to seeing you!!!

## WHO CAN WORK IN THE TUCKSHOP?

Any motivated member of the community is welcome in our tuckshop.

## HOW CAN TO VOLUNTEER AT THE TUCKSHOP

☐ Yes, I would like to become a Tuckshop Volunteer.

From (time) \_\_\_\_\_ to \_\_\_\_\_

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday

☐ Yes, I would like to donate items to the Tuckshop eg. baking paper, alfoil, cling wrap

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Any help is much appreciated

## TUCKSHOP CONVENOR

Tash Nelson

Phone: 4992 8627

Email: [tuckshop@biloelashs.eq.edu.au](mailto:tuckshop@biloelashs.eq.edu.au)