

# Townsville Central State School



## Agreements & Permissions Information Booklet

This booklet contains information regarding the agreements and permissions that form part of your child's enrolment at Townsville Central State School.

Please read this information booklet and all agreements and permissions carefully before signing. Please return all forms to the office in order to finalise your child's enrolment.

Please contact us if you have any questions or concerns regarding any matter.

Mr Damien Tillack  
Principal

4 – 6 Warburton Street,  
North Ward, QLD 4810

Email: [principal@townsvillecentralss.eq.edu.au](mailto:principal@townsvillecentralss.eq.edu.au)

Phone: 07 4722 6333

# Supporting Documents for Enrolment

Applicants should provide the following to the school upon enrolment:

- Copy of the **child's birth certificate** (or alternative document such as passport or visa if birth certificate is not available) if enrolling for the first time in a Queensland state primary school. The birth certificate requirement does not apply to enrolment in state high schools except where the applicant was not enrolled in a state school in their last year of primary school, or in exceptional circumstances where a birth certificate is not marked in the state school database system as having been previously sighted. If not an Australian citizen, provide passport or visa details or other documents as requested by the school. For mature age students, photographic identification which proves identity must be provided (e.g. current drivers licence, adult proof of age card, or passport). Mature age students who provide appropriate photographic proof of identity do not need to present a birth certificate.
- Details of any relevant [Family Court or other court orders](#), if applicable;
- If the child is in **the care of the State**, provide details to school of arrangements and/or order regarding the child's care;
- Copy of a **Transfer Note** if received from previous school;
- Where relevant, details of **any medical conditions**, symptoms, management, medications or disabilities the child may have. Medical conditions may include (but are not limited to) seizures/epilepsy, fainting, diabetes, asthma, heart problems, anaphylaxis and allergies (such as food or insect stings).

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## **ENROLMENT AGREEMENT**

The enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Townsville Central State School.

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## **COMPUTER, INTERNET AND PHOTOGRAPH PERMISSION**

Townsville Central State School provides all students at the school with computer facilities for educational use. Students may use these facilities for class work, research, project work and the development of skills in using a computer. The resources provided include computers, printers, digital cameras, scanners and access to CD Rom materials and the Internet. Care must be taken to ensure the resources are protected from harm and that students are not exposed to materials considered offensive or illegal. Therefore, we are seeking approval from parents for their children to use the computers and access the Internet, only as directed by the school, under the guidelines of Education Queensland (as below).

Both parents/guardians and students should carefully read the conditions in the Acceptable Computer and Internet Use, and sign the Agreement form. We cannot allow students who do not return the form to use the Internet for research or class work.

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## **USER'S AGREEMENT: COMPUTERS AND THE INTERNET AWARENESS**

When using the school's computers students and parents should abide by the following conditions:

- Understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school's ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet.
- Be aware:
  - That the ICT facilities should be utilised with good behaviour as stipulated under the Code of School Behaviour;
  - Students breaking these rules will be subject to appropriate action by the school. This may include restricted network access for a period as deemed appropriate by the school;
  - Access to ICT facilities provides valuable learning experiences, therefore giving the student educational benefits in line with the school's educational program;
  - The internet gives access to information on and from a variety of organisations, subjects, people, places with origins from around the world; the school cannot control information accessed through the internet; and information may be accessed or accidentally displayed which could be illegal, dangerous or offensive, with or without the student's immediate knowledge; and
  - Teachers will always exercise their duty of care, but protection from harmful information requires responsible use by the student.

### **Acceptable computer and internet use**

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give the student(s) access to the internet, based upon the policy contained within [ICT-PR-004 Using the Department's Corporate ICT Network](#).

Communication through the internet and online communication services must comply with the Responsible Behaviour Plan available on the school website.

There are a few conditions that students should adhere to. Students should not:

- Create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- Disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
- Use unauthorised programs and intentionally download unauthorised software, graphics or music
- Intentionally damage or disable computers, computer systems or Queensland DET networks
- Use the device for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

Note: Students' use of internet and online communication services may be audited at the request of appropriate authorities for investigative purposes surrounding inappropriate use.

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### **PG MOVIE PERMISSION**

Department of Education regulations mean that primary school students are only able to watch G rated movies at school without parent permission.

From time to time, our classes will be watching and studying various films for our English, Science and HASS units. Some of these films will be PG rated. There may also be situations where students will watch PG movies on special occasions such as, PBL Rewards Day, end of term/year break-up celebrations.

In order for your child to be able to watch a PG rated film, a permission form must be signed by a parent/guardian and held on file for the school year.

## **STUDENT MEDIA CONSENT FORM**

**This form will remain current until a Parent / Guardian contacts the office to make changes, in which case a new form will have to be complete.**

The attached Media Consent Form 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.

We are also endeavouring to promote the achievements of students in association with the operations of the school and the range of educational experiences on offer. To this end, it may be desirable at times to publish photographs, names or the work of students in local and district newspapers. This will only be done under strict conditions and with parental consent. The conditions under which the school will publish any materials are outlined in the attached Student Media Consent Form.

➤ **Copy of Student Media Consent Letter is below for your records**



## **Student Media Consent Form**

### **Introduction to the State School Consent Form (attached) for Townsville Central State School**

This letter is to inform you about how we will use your child's personal information and student materials. It outlines:

- what information we record
- how we will use student materials created during your child's enrolment.

Examples of personal information which may be used and disclosed (subject to consent) include part of a person's name, image/photograph, voice/video recording or year level.

Your child's student materials:

- are created by your child whether as an individual or part of a team
- may identify each person who contributed to the creation
- may represent Indigenous knowledge or culture.

#### **Purpose of the consent**

It is the school's usual practice to take photographs or record images of students and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the school and more broadly celebrating Queensland education.

To achieve this, the school may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

It should be noted that in some instances the school may be required by the *Education (General Provisions) Act 2006* (QLD) or by law to record, use or disclose the student's personal information or materials without consent (e.g. assessment of student materials does not require further consent).

#### **Voluntary**

There will not be any negative repercussions for not completing the State School Consent Form or for giving limited consent. All students will continue to receive their education regardless of whether consent is given or not.

### **Consent may be limited or withdrawn**

Consent may be limited or withdrawn at any time by you.

If you wish to limit or withdraw consent please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the school's satisfaction.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of student materials) once published by consent, to be deleted or restricted from use.

The school may take down content that is under its direct control, however, published information and materials cannot be deleted and the school is under no obligation to communicate changes to consent with other entities/ third parties.

### **Media sources used**

Following is a list of online and social media websites and traditional media sources where the school may publish your child's personal information or student materials subject to your consent.

- School website: [www.townsvillecentralss.eq.edu.au](http://www.townsvillecentralss.eq.edu.au)
- Facebook: [www.facebook.com/townsvillecentralss/](http://www.facebook.com/townsvillecentralss/)
- YouTube:
- Instagram:
- Twitter:
- Other: promotional material
- 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**

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.

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## **INSURANCE COVER FOR STUDENTS UNDERTAKING PHYSICAL ACTIVITIES**

Physical activity and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the Department of Education does not have Personal Accident Insurance cover for students. Education Queensland has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent or caregiver. It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.

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## **OFF CAMPUS LEARNING OPPORTUNITIES**

We are seeking individual parent permission to allow students to leave the school grounds for sporting, academic, cultural purposes, under teacher supervision. Parents will be notified of any such activities through class notes, newsletters or school notes.

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## **MEDICAL FORM**

Townsville Central State School requires students who are attending sporting events, general excursions or camps to complete a medical form. This medical form is used by the teachers supervising to ensure that in the case of illness or an emergency that student details are present and accurate for treatment to occur. Every time a student is required to leave the school grounds for an extended period these medical forms will be taken with the supervising teacher.

IF YOUR CHILD HAS ANY NEW OR CURRENT MEDICAL CONDITIONS OTHER THAN SPECIFIED ON THE ORIGINAL FORM YOU WILL BE REQUIRED TO COLLECT AND COMPLETE A NEW FORM FROM ADMINISTRATION.

**A separate form is required if staff are required to administer any medication.**

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## **CHAPLAINCY**

At Townsville Central State School our student Well-Being team, which comprises of our Guidance Officer, Chaplain and the Leadership Team regularly support students and parents regarding their social and emotional well-being. As part of this team the Chaplain can be assigned to have regular and ongoing meeting and interactions to assist in the student's well-being. For this to occur, written parental consent is required. Please indicate whether you consent to these individual meetings.

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## **THIRD PARTY WEBSITE CONSENT**

### **Privacy Notice**

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

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

The use of web based educational resources has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes.

Our school and teachers make decisions about the best technology to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party web based providers.

Townsville Central State School wishes to utilise the third party web based service provider/s listed below to aid students learning. For your student to use the service the teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. In the case of the services outlined below they are private companies that are hosted onshore in Australia and/or outside of Australia. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws. Registration may include disclosing the following information about your student:

- Student Name,
- Student ID,
- Age,
- Year group,
- Class Teacher and
- Student email

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

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

**Before you complete the consent form** it is important that you understand the reasons that these websites collect this information, what will be done with it, who else may have access to it and where the data is stored. This information can be found in the hyperlinks below referring to each website's terms and conditions and/or privacy policy.

Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student's information, please feel free to contact the Principal on 07 4722 633 or [principal@townsvillecentralss.eq.edu.au](mailto:principal@townsvillecentralss.eq.edu.au)

**Below are the third party web based service provider/s used by Townsville Central State School:**

Name of Provider: **Reading Eggs**

Type of Service: The purpose of this website is to promote and provide access to a product designed to develop a student's ability to read English. **Uses full first name and initial of last name.**

Website: <https://readingeggspress.com.au/>

Terms of Use: <https://readingeggs.com.au/terms/>

Privacy Policy: <https://readingeggs.com.au/privacy/>

File Storage: cloud based servers in Australia

Name of Provider: **Mathletics**

Type of Service: The purpose of this website is to promote and provide access to a product designed to develop a student's math skills and problem solving strategies.

Website: <https://www.mathletics.com/au/>

Terms of Use: <https://www.3plearning.com/terms/>

Privacy Policy: <https://www.3plearning.com/privacy/>

File Storage: cloud based servers in Australia

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## **SCHOOL COMMUNICATION DETAILS AND P&C ASSOCIATION**

During the course of the year, there will be a need for us to contact you about events and important information regarding what's happening at school.

At Townsville Central State School, we provide parents with 'school news' via a weekly electronic newsletter. We also use our **Webpage** and our **Facebook** page to provide you with information and we encourage you to 'download' the app and 'like' us on Facebook to ensure you are as informed and up-to-date as possible.

- Webpage:
- Facebook:

We have a **Class Representative program**, which aims to keep you updated with your child's class specific information and news. The class news and updates sent by your class representative will be provided by, and sent to you, on behalf your child's class teacher.

Both the School newsletters and class news require us to send the information to your email address.

We will use the email address you provided to us on your child's enrolment/student card form, unless you would prefer for us to use an alternative or additional address.

We also have a **P&C Association** and would encourage you to consider becoming a member. (A Membership Form is available at the office)

Our P&C members work throughout the year to raise funds for the benefit of our students and school. It is a great way of meeting other parents and becoming involved with projects that add value and benefit all students of our school.

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### **COMMUNICATION FOR STUDENTS WITH TWO (2) FAMILIES**

We understand that all our families have diverse and varying circumstances. If your child has 2 families and we are required to forward a duplicate Report Card and NAPLAN results (if applicable), please provide us with the preferred method of forwarding this communication to appropriate persons.

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### **TUCKSHOP**

The Tuckshop is operated by the school and has lunch and snacks available for purchase. Our operating times and menu are updated regularly. This information is available on our website, newsletter and the office.

Orders are to be clearly written on paper bags with your child's name and class and contain (preferably) the correct money. Orders are to be given to the tuckshop convenor prior to school, or places in the classroom's Tuckshop Box.

If you are able to volunteer assistance by way of a donation of either money or time, please let office staff know, as we would greatly appreciate your help.



