



BUNDABERG STATE HIGH SCHOOL

The Department of Education and Training
trading as Education Queensland International
(EQU) CRICOS Provider Number 00608A

ENROLMENT AGREEMENT

Prior to enrolling students at a State school, certain information is provided to parents. At the Enrolment Interview, a number of forms will need to be signed by the parent/carer. These include an Enrolment Agreement to be signed by parents and the student. The Bundaberg State High School enrolment agreement sets out the rights, responsibilities and expectations that each party bring to the education relationship at this school, and includes documents on a range of school policies, including information on programs and services for students with disabilities.

Relevant Legislation and Policies

Education (General Provisions) Act 2006 – Chapter 8 Parts 1-3

Education (General Provisions) Regulation 2006

Queensland Anti-Discrimination Act 1991 – Division 3 Subdivisions 1-2

Commonwealth Disability Discrimination Act (1992) - Part 2 Division 2 Section 22

Commonwealth Disability Standards for Education 2005 – Part 4

The Schools Assistance (Learning Together–Achievement through Choice & Opportunity) Act 2004

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Bundaberg State High School.

ATTENDING BUNDABERG STATE HIGH SCHOOL

Students are reminded that at the Enrolment Interview, a number of forms were signed by you and your parent/carer. These included an Enrolment Agreement which sets out the rights, responsibilities and expectations that each party brings to the education relationship at this school, and includes documents on a range of school policies, including information on programs and services for students with disabilities.

STUDENTS ARE REMINDED OF THE FOLLOWING

State Schools have a responsibility to all students, parents/carers and the community to provide a classroom environment where effective teaching and learning can take place. An extract from Bundaberg State High School's Responsible Behaviour Plan for Students details the responsibility given to the school, the students and their parents/carers when enrolling at a state school.

Our school community has identified four behavioural expectations to teach and promote our high standards of responsible behaviour. To 'BE YOUR BEST' at Bundaberg State High School, our school community members are required to:

- Be Responsible
- Be Committed
- Be Respectful
- Be Safe

Bundaberg State High School is strongly committed to providing a quality, futures-oriented education that enables all students to achieve their full potential. The school prepares students for an active role in democratic life and society. Our school rules have been agreed upon and endorsed by all staff and our school Parents and Citizen Association. They are aligned with the values, principles and expected standards outlined in Education Queensland's Code of School Behaviour. The Code of School Behaviour defines the responsibilities that all members of the school community are expected to uphold and recognises the significance of appropriate and meaningful relationships.

It outlines a consistent standard of behaviour for all state school communities in Queensland, inclusive of students, staff and parents. The Code has been developed to deliver the best possible outcomes for students, recognising the close relationship between learning, achievement and behaviour.

The *Education (General Provisions) Act 2006* provides that - principals must give an enrolment agreement to the student's parents or adult or independent student, before enrolling a student. Parents or students will be asked to sign the agreement. This agreement sets out the rights and obligations of students, parents and staff at the school and will require all parties to abide by The Code of School Behaviour and other endorsed conditions stipulated by the school. Essential to effective learning is a safe, supportive and disciplined environment that respects the following rights.

- The rights of all students to learn
- The rights of teachers to teach
- The rights of all to be safe.

All members of school communities are to abide by The Code of School Behaviour in accordance with the following standards.

All members of school communities are expected to:

- conduct themselves in a lawful, ethical, safe and responsible manner that recognises
- respects the rights of others.

STUDENTS ARE EXPECTED TO:

- participate actively in the school's education program
- take responsibility for their own behaviour and learning
- demonstrate respect for themselves, other members of the school community and the school environment
- behave in a manner that respects the rights of others, including the right to learn
- cooperate with staff and others in authority.

PARENTS ARE EXPECTED TO:

- show an active interest in their child's schooling and progress
- cooperate with the school to achieve the best outcomes for their child
- support school staff in maintaining a safe and respectful learning environment for all students
- initiate and maintain constructive communication and relationships with school staff regarding their child's learning, wellbeing and behaviour
- contribute positively to behaviour support plans that concern their child.

SCHOOLS ARE EXPECTED TO:

- provide safe and supportive learning environments
- provide inclusive and engaging curriculum and teaching
- initiate and maintain constructive communication and relationships with students and parents
- promote the skills of responsible self-management.

PRINCIPALS ARE EXPECTED TO:

- play a strong leadership role in implementing and communicating *The Code* in the school community
- ensure consistency and fairness in implementing the school's *Responsible Behaviour Plan for Students*
- communicate high expectations for individual achievement and behaviour
- review and monitor the effectiveness of school practices and their impact on student learning
- support staff in ensuring compliance with *The Code* and facilitate professional development to improve the skills of staff to promote responsible behaviour.

Parents/Carers and students should understand the POLICIES of the school.

"We acknowledge that:

- *we have attended an enrolment interview at which the responsibilities of the student, parents/carers were discussed, and*
- *we were advised that information about the school's current rules, policies, programs and services, as discussed at the enrolment interview are available from the school's web-site, and*
- *when the student commences at school, all the current rules and policies will be distributed in the STUDENT HANDBOOK provided to each student as part of the Student Resource Scheme"*
- (This Handbook will contain detailed information about Lesson and Break Times, Who to Contact when you need to discuss your child's progress at school, Absences or late arrival, Academic Reports, Accident or Illness, Banned Items, Bus Travel, Chaplaincy, Excursions and Sports Trips, Extra-Curricular Activities, Identity Cards, Leaving the School Grounds, Newsletters, P&C Meetings, Student Resource Scheme, Tuckshop, Visitors to the School.)

At the enrolment interview

Students along with their parents/carers will be asked to sign below to indicate their understanding of certain school policies:

BUNDABERG STATE HIGH SCHOOL POLICIES	Student Signature	Parent/Carer Signature
<input type="checkbox"/> RESPONSIBLE BEHAVIOUR PLAN for STUDENTS		
<input type="checkbox"/> DRESS STANDARDS & UNIFORM POLICY		
<input type="checkbox"/> INFORMATION & COMMUNICATION TECHNOLOGY POLICY, INCLUDING ACCEPTABLE COMPUTER AND INTERNET USE		
<input type="checkbox"/> ASSESSMENT POLICY		
<input type="checkbox"/> HOMEWORK POLICY		

Office Use Only:

"I have advised the parents/carers of the student enrolling, that enrolment at Bundaberg State High School is accepted on the understanding that the student and Parent / Carer will uphold the Policies and Standards of the School at all times."

Signed on behalf of Bundaberg State High School:

..... Date: _____

Department of Education, Training and Employment

Every day counts





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PERMISSION TO ATTEND Generic CATEGORY 'B' EXCURSIONS

Student Christian Names:

Student Surname:

Date of Birth: ___ / ___ / ___

I, _____ (name of Parent / Carer) hereby give my permission for the student identified above to attend Category B excursions unless I withdraw permission for specific excursions. I will inform the school as soon as I am aware of any change in our contact details, or any change in the students' medical condition which may affect the student while on an excursion.

(Parent / Carer Signs here)

___ / ___ / ___
(Today's Date)

AUTHORITY

PARTICIPATION - I give my consent for the above mentioned student to participate in the listed excursion and agree to delegate my authority to the teachers involved. Such teachers may take whatever disciplinary action they deem necessary to ensure the safety, well-being and satisfactory conduct of the students as a group, or individually, in the above-mentioned activity.

MEDICAL ASSISTANCE – I hereby authorise the supervising teachers to obtain any medical or associated assistance which they deem to be necessary should any medical condition or accident occur, which requires professional attention.

MEDICAL ASSURANCE - I agree to pay any medical, dental and/or pharmaceutical expenses incurred on behalf of the above student which are not covered by my personal/family ambulance subscription, medical benefits fund (or travel insurance in the case of overseas travel). I further authorise qualified practitioners to perform surgery, administer anaesthetic and/or administer blood transfusions if such an eventuality should arise. I understand that, should such circumstances arise, the supervising teachers will endeavour to contact me by phone in the first instance.

CURRENT MEDICATION – The medication/s listed below has/have been prescribed for this student by a registered medical practitioner and will be required to be administered while this student is involved in this excursion. I understand that the teacher accompanying the excursion has been authorised by the Principal to administer the medication/s in accordance with the instructions written on the medical container/s by the pharmacist in accordance with the medical practitioner's instructions. Details of the medication/s are listed below.

CODE OF CONDUCT – Any student misconduct or involvement with alcohol/drugs will contravene that student's right to represent Bundaberg State High School on future excursion, and full reports will be made to the parents of the student/s, and to the School Principal. The student will be returned to school/Bundaberg immediately at the parents'/caregivers' expense. Students who are not prepared to comply with these responsibilities are expected to withdraw from the excursion prior to its commencement.



THIRD PARTY CONSENT

The use of web based educational resources has risen steadily and is increasingly being used by teachers across Queensland to improve student learning outcomes. Sometimes it is beneficial for students to utilise services provided by third party web based providers.

Bundaberg State High School wishes to utilise the third party web based service provider/s listed on the attachment to aid students learning. For your student to use these services teachers are required to register your student 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
- Class Teacher
- Student email

Your permission is required for your student to be registered and use these sites. 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.

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, please read these and ensure that you understand the implications of using this services.

PRIVACY NOTICE

The Department of Education and Training is collecting your personal information 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.

THIRD-PARTY ONLINE SERVICE PROVIDERS

Please **circle your choice** (or cross out which does not apply) to your student's information being provided to each of the third party providers for the provision of an educational service.

Name of service		Please select	
Clickview		Do consent	Do not consent
Type of service	Video streaming service		
Website	http://online.clickview.com.au		
Terms of use	http://www.clickview.com.au/clickview-online-terms		
Privacy policy	http://www.clickview.com.au/privacy-policy		
File storage	This website stores information in Australia		

Name of service		Please select	
Education Perfect		Do consent	Do not consent
Type of service	Online education tool. Can be used to set homework and assessments.		
Website	https://worldseries.educationperfect.com/		
Terms of use	There is a EULA to agree to a log in. Additional documentation can be provided if required.		
Privacy policy	http://worldseries.educationperfect.com/privacy.html		
File storage	This website stores information in Australia		

Name of service		Please select	
Maths Pathways		<i>Do consent</i>	<i>Do not consent</i>
Type of service	Provide maths games and activities. Users can compete against other registered users		
Website	http://www.mathspathway.com		
Terms of use	http://mpcontent.blob.core.windows.net/public/Standard Terms and Conditions.pdf		
Privacy policy	http://mpcontent.blob.core.windows.net/public/Privacy Policy.pdf		
File storage	This website stores student personal information in Australia		

Name of service		Please select	
Readtheory		Do consent	Do not consent
Type of service	Offer online reading activities.		
Website	http://www.readtheory.org/		
Terms of use	http://www.readtheory.org/welcome/termsAndConditions		
Privacy policy	http://www.readtheory.org/welcome/privacyPolicy		
File storage	This service stores information in the United States of America (USA)		

Name of service		Please select	
Scratch		Do consent	Do not consent
Type of service	Allows users to program and code stories, games and animations		
Website	https://scratch.mit.edu/		
Terms of use	https://scratch.mit.edu/terms_of_use/		
Privacy policy	https://scratch.mit.edu/privacy_policy/		
File storage	This service stores information in the United States of America (USA)		

Name of service		Please select	
Grok learning		Do consent	Do not consent
Type of service	Allows users to learn and code in Python		
Website	https://groklearning.com/		
Terms of use	https://groklearning.com/policies/terms/		
Privacy policy	https://groklearning.com/privacy/		
File storage	This website stores information in Australia		

Name of service		Please select	
Stile education		Do consent	Do not consent
Type of service	Provides STEM activities and lessons.		
Website	https://stileeducation.com/		
Terms of use	https://stileeducation.com/terms		
Privacy policy	https://www.stileeducation.com/privacy/		
File storage	This website stores information in Australia		

		Please select	
Name of service	Blue Dog Training	Do consent	Do not consent
Type of service	Provides trade training courses for white card application		
Website	https://bluedogtraining.com.au/		
Terms of use	https://bluedogtraining.com.au/about/privacy/		
Privacy policy	https://bluedogtraining.com.au/about/privacy/		
File storage	This website stores information in Australia		

		Please select	
Name of service	Unity 3D	Do consent	Do not consent
Type of service	Provides download access to Unity software platform		
Website	http://www.unity3d.com/		
Terms of use	http://www.visualstudio.com/support/legal/license-terms-unity-vs		
Privacy policy	http://unity3d.com/legal/privacy-policy		
File storage	This website stores information in the United States of America (USA).		

		Please select	
Name of service	Prodigy Maths	Do consent	Do not consent
Type of service	Provides maths games and activities		
Website	https://www.prodigygame.com/		
Terms of use	https://www.prodigygame.com/terms-conditions/		
Privacy policy	https://www.prodigygame.com/Privacy-Policy/		
File storage	This website stores information in Canada		

		Please select	
Name of service	Literacy Planet	Do consent	Do not consent
Type of service	Provides literacy games and activities		
Website	http://www.literacyplanet.com/		
Terms of use	http://www.literacyplanet.com/terms of use		
Privacy policy	http://www.literacyplanet.com/privacy policy		
File storage	This website stores information in Australia		

		Please select	
Name of service	MyFuture	Do consent	Do not consent
Type of service	Provides career and vocational advice		
Website	http://myfuture.edu.au		
Terms of use	http://myfuture.edu.au/footer/conditions-of-use		
Privacy policy	http://myfuture.edu.au/footer/privacy-policy		
File storage	This website stores information in Australia		

As parent/carer of (student name) _____ in year _____

I acknowledge that I have read the terms on the use and privacy policy of each of the websites listed. I understand that my student's personal information will be provided to these third party software providers for the purpose of my student's registration and use of the software programs and that this information may be stored outside of Australia.

Parent/Carer Signature: _____

Parent/Carer Name: _____

Date: ____ / ____ / ____

Telephone number: _____