



Consent form -Chaplaincy Program

This school community provides a chaplaincy program endorsed by the school's Parents and Citizens' Association and available on a voluntary basis to all students. Information about the school's chaplaincy program is on the school's website. The chaplain is involved in a range of activities at this school which are free of religious or spiritual content.

Parent consent, or in some cases, the student's consent is required for participation in specific activities with religious or spiritual content. If the principal decides that the student has the appropriate level of maturity and understanding to give informed consent, the student must sign this form themselves. Otherwise, the parent must sign the form on the student's behalf.

Please complete the form below:

Students Name (in full):

Parents Name/s:

I understand that a separate consent form will be provided in the event of:

- One on one contact by the Chaplain in a supportive role.
- Small groups with a social-emotional educational focus administered by the Chaplain.

I give consent for this student to participate in the school activities which **DO NOT** have spiritual or religious content but involve the Chaplain

OR, if you **DO NOT** wish to give consent for the student to participate in the activities involving the Chaplain.

The school newsletter and website will advise of any additional activities with religious or spiritual content in the school, prior to commencement.

Parent Signature: _____ Date: _____

Student Signature (if appropriate): _____ Date: _____

Privacy Notice

The Department of Education and Training is collecting student's personal information in order to determine student participation in the school's Chaplaincy Program. This information will only be accessed by the school principal and, if the student is participating in the program, the school chaplain. Student's personal information will be recorded, used and disclosed in accordance with s.426 of the Education (General Provisions) Act 2006 (Qld) and will not be given to any other person or agency unless you have given the department permission or the disclosure is otherwise required or permitted by law.



Enrolment Agreement

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Calamvale Community College.

At Calamvale Community College, we are committed to achieving the best educational outcomes for all our students. As a community, we are committed to building success for all learners through a futures oriented curriculum – “*Learning Today for Tomorrow*”.

The values that drive and influence all our decisions are:

- Responsibility
- Resilience
- Respect
- Initiative

At Calamvale Community College, we believe in:

- Maximising everyone’s potential
- Developing positive partnerships
- Creating a sense of safety and belonging and
- Celebrating our achievements

The values and beliefs are embedded in the curriculum and expressed through our learning outcomes. All are inter-related and without all eight in place, the College would not function effectively. It is expected that all members of our school community will consistently display our values and beliefs in all actions.

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Responsibility of student to:

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules as outlined in the school’s Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear school’s uniform
- respect the school property
- return all borrowed equipment/resources in good condition
- use BYO device or school owned device as Responsible Users (outline in ICT Responsible Use Policy)

Responsibility of parents to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
- attend open meetings for parents
- let the school know if there are any problems that may affect your child’s ability to learn
- ensure your child completes homework regularly in keeping with the school’s homework policy
- inform school of student absences and reasons for absences in a timely manner
- treat school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self discipline and self control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school’s instructions regarding access to school grounds before, during and after school hours
- advise Principal if your student is in the care of the State
- keep school informed of any changes to student’s details, such as student’s home address and phone number.
- Ensure your child/ren use BYO device or school owned device as Responsible Users (outline in ICT Responsible Use Policy)

Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments

- support personal development and participation in society
- foster positive and productive relationships with families and the community
- ensure learning opportunities exist for students to use own/school devices
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- clearly articulate the school's expectations regarding the Responsible Behaviour Plan for Students and the school's Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools
- treat students and parents with respect .

I accept the rules and regulations of Calamvale Community College as stated in the school policies that have been provided to me as follows:

- Responsible Behaviour Plan for Students
- Student Dress Code
- Homework Policy
- School Charges and voluntary contributions
- School network usage and access statement requirement of Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems
- Absences
- School Excursions
- Complaints management
- Parent Notice for Religious Instruction in School Hours
- Parent / Guardian Consent form for *Voluntary Student Participation in Program of Chaplaincy Services*
- Department insurance arrangements and accident cover for students
- Managing Consent to Use Student/Volunteer Copyright Materials and/or to Record, Use or Disclose Student Personal Information
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
- School instructions for school access
- BYOD Information and Procedures

I acknowledge:

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

Student Signature:

..... (Date)

Parent/Carer Signature:

.....(Date)

On behalf of Calamvale Community College

..... (Date)





This document defines the Responsible Use Policy for student use of the Calamvale Community College Computer Systems. Its main purpose is to encourage the mature and responsible use of the facilities available to the students through the provision of clear usage guidelines. Students authorised to use the school's computer system also have Internet and Electronic Mail access.

The use of ICT devices and systems has been designed to help students keep up with the demands of the 21st century. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students skills and experiences that will prepare them for their future studies and career.

The Queensland Department of Education, Training and Employment deems the following to be responsible use and behaviour by a student:

- 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 e-learning environment.

The Queensland Department of Education, Training and Employment deems the following to be irresponsible use and behaviour by a student:

- use the IT resources in an unlawful manner
- download, distribute or publish offensive messages or pictures;
- insult, harass or attack others or use obscene or abusive language;
- deliberately waste printing and Internet resources;
- damage any electronic devices, printers or the network equipment;
- commit plagiarism or violate copyright laws;
- use unsupervised internet chat;
- send chain letters or Spam e-mail (junk mail)
- access 3G/4G networks during lesson time
- knowingly download viruses or any other programs capable of breaching the Department's networks security.



In addition to this Calamvale Community College states that:

- Users are responsible for the security, maintenance and integrity of their individually owned devices and their network accounts.
- Users are required to register their personally owned device/s using the *Student Participation and Connectivity Request* form, prior to connecting to the school network and to create a password to protect their account. This password should be difficult enough so as not to be guessed by other users and under no circumstances should passwords be divulged to any other user on the system. If users have any reason to suspect that their account security may have been compromised or tampered with, it should be reported immediately to Technical Support.
- Information dispatched from the school network is a reflection on how the global community perceives the school. All students using the systems are encouraged to show that they are positive ambassadors for Calamvale Community College. No obscene, inflammatory, racist, discriminatory or derogatory language should be used in electronic mail or any other form of network communication.
- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present.
- Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.
- Students must get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft.
- Students need to understand 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.
- The school will educate students regarding cyber bullying, safe Internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to behave in line with these safe practices.
- Any inappropriate material will be removed from personally owned devices before bringing the devices to school and such material will not be shared with other students.
- It is recommended families are responsible for providing their own individual insurance on privately owned electronic devices, to assure to always have a working device. Other consequence may be deemed necessary following the school behaviour plan.



Consequences if *ICT Responsible Use Policy* is breached are listed below:

1st Offence:

- a) Student EQ account suspended for 2 school days
- b) Interview with IS HOC/Deputy and Parents
- c) Re-sign *ICT Responsible Use Policy*
- d) Offence noted on student's OneSchool record.

2nd Offence:

- a) Student EQ account suspended for 3 school days
- b) Interview with IS HOC/Deputy and Parents
- c) Re-sign *ICT Responsible Use Policy*
- d) Offence noted on student's OneSchool record.

3rd Offence:

- a) Student EQ account suspended for 3 school days
- b) Interview with IS HOC/Deputy and Parents
- c) Re-sign *ICT Responsible Use Policy*
- d) Offence noted on student's OneSchool record
- e) Cancellation of *Student Participation and Connectivity Request*.

The following is to be READ and COMPLETED by both the STUDENT and PARENT/LEGAL GUARDIAN:

We have read and understood the *ICT Responsible Use Policy* and the *Student Code of Conduct*.

We agree to abide by the above rules.

We are aware that any breaches of the Student Code of Conduct may result in my/my child's immediate removal from the system for a specified period as per the school's Behaviour Management Policy and in relation to the severity of the offence.

✂ _____

Student's Name: **Year:** **ID No.**
(PLEASE PRINT)

Student's Signature: **Date:** / /

Parent's/Guardian's Name:
(PLEASE PRINT)

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

TYPE OF DEVICE: _____



Media, Social Media and Photo Release

1 CONSENT GIVEN

On behalf of the individual identified in Section 5 of this Consent Form (the **Individual**), the person or persons signing this Consent Form (the **Signatory**)* grant consent to the Department of Education and Training (the Department) and to any other Department or Agency of the State of Queensland (the **State**) to use, record and disclose the Individual's:

- name, image and other identifying information (**personal information**); and
- copyright material, including their written, artistic or musical works or video or sound recordings (**Individual work**).

The Signatory also irrevocably and unconditionally consents to the individual being attributed or not attributed as the author of the individual work in a form and manner acceptable to the Department or the State.

Note: If the Individual is under 18 years of age, the Signatory must be a parent or guardian of the Individual. The Individual must also sign if he or she is under 18 **and able to give and understand the consent. If the Individual is 18 or older, the Signatory and the Individual will be the same person.*

2 PURPOSE

This consent only applies to the Department and the State using, recording or disclosure of the Individual's personal information or Individual work, in connection with the Department or the State, for the following purposes:

- any activities engaged in during the ordinary course of the provision of education and training (including assessment) or other purposes associated with the operation and management of the Department or the Individual's school or TAFE Institute;
- public relations, promotion, advertising, media and commercial activities;
- use by the media in relation to the Individual's participation in school or TAFE activities or community events, including, for example, dramatic or musical performances, sporting activities and award ceremonies; and
- any other activities identified in further schedules attached to this Consent Form.

3 DURATION

This consent will continue:

- for an Individual under 18 years of age, until the Individual turns 18; or
 - until the Individual revokes consent by writing to the Principal of the school or the Institute Director of the TAFE Institute, or, in the case of employees, by writing to the District Office;
- and where more than one of these events may apply, until the first event occurs.

Despite the above, if, at the time such an event occurs, the Department or the State is using the Individual's personal information or Individual work, or the State has entered into contractual obligations in relation to that material, the consent will continue in relation to that material until the use by Department or the State is complete or until the contractual obligations come to an end.

4 UNDERSTANDINGS

- **'Project'** means the project described in the Project Details Form which is a separate document only used to detail the project and will be supplied for each individual project.
- **'Use'** includes:
 - to create, make copies of, reproduce or retain in any form, including by camera, video, digital recorder, webcam, closed circuit television, school signage including electronic boards, mobile phone or any other device; and
 - to distribute, publish or communicate in any form, including in newsletters and other print media, television and via the internet and Social Media website or other website.in whole or in part, and to permit other persons to do so.
- The Department or the State will not pay the Signatory or the Individual for giving this consent or for the use of the Individual's personal information or Individual work.
- This Consent Form revokes and replaces all previous consent forms in relation to the Individual.
- Nothing in this Consent Form limits the rights that the Department or the State reserve in relation to the use of the Individual's personal information, Individual work or other intellectual property under any other law.
- The **'Department'** and the **'State'** include the officers and employees of the Department and the State engaged in performing services for the Department and the State.
- This Consent Form is a legally binding and enforceable agreement between the Signatory and the Department or the State.

- This consent extends to the Department and the State:
 - disclosing the Individual's personal information and Individual work to the Department's and the State's agents, contractors and volunteers for the purpose of performing services for the Department and the State; and
 - permitting those persons to use, record and disclose such material to the same extent as the Department and the State are entitled to deal with the Individual's personal information and Individual work.
- **'Social Media Website'** includes any website operated by a third party which facilitates the uploading and sharing use of user generated content, including social and professional networking websites, web forums, blogs and wikis. The definition includes (without limitation) the following websites currently managed by the Department:
 - Facebook: <https://www.facebook.com/pages/Queensland-Department-of-Education-Training-and-Employment/136384799716300>
 - You Tube: <http://www.youtube.com/user/DETQueensland>
 - Twitter: <http://twitter.com/QLDDETE>
 - 'iTunes U' is an online digital content download service operated by Apple Pty Ltd or its affiliates for the purpose of enabling educational institutions to make educational materials and other content available through Apple's iTunes software.. The definition includes (without limitation) the following iTunes U site currently operated by the Department: DETE 2 Go: <http://itunes.apple.com/institution/department-education-training/id413610423>
 - **Official Websites**
 - <http://dete.qld.gov.au>
 - <http://education.qld.gov.au>
 - <http://training.qld.gov.au>
 - <http://tafe.qld.gov.au>
- **The Department's official websites are publicly accessible by all internet users. The Department may share materials and other content for download. It is publicly accessible by all internet users who have established materials and other content for download. It is publicly accessible by all internet users who have established.**

And those managed by Calamvale Community College:

- Facebook: <https://www.facebook.com/CalamvaleCC/>
- Twitter: <https://twitter.com/CalamvaleCC>

- This consent only extends to the Social Media Websites and other websites specified in the Project Details Form.

5 DETAILS

Name of Individual	Address of Individual
Name of organisation (at which the Individual is enrolled, employed or volunteers)	
Signature of the Individual (if over 18 years of age, or if under 18 years of age and capable of understanding and giving this consent)	Date / /
Signature of the parent or guardian (required if the Individual is under 18 years)	Date / /
Name of signing parent or guardian	Address of signing parent or guardian

6 NOTE

The Department will use its best endeavours to ensure the person signing this Consent Form is authorised to do so, but takes no responsibility for circumstances in which it is misled as to the identity or authority or ability of a person to provide consent.

If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact the Principal of the school or the Institute Director at which the Individual is enrolled or works or send a request in writing to the District Office.

7 Note

The Department will use its best endeavours to ensure the person signing this Consent Form is authorised to do so, but takes no responsibility for circumstances in which it is misled as to the identity or authority or ability of a person to provide consent.

If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact: the College

Calamvale Community College

admin@calamvalecomcoll.eq.edu.au

11 Hamish Street,

Calamvale QLD 4115

Telephone:- 3712 6333

Fax:- 3712 6300

8 INFORMATION**What is this consent for?**

This Consent Form authorises the Department and the State to use the Individual's personal information and copyright material, together with information about the Individual's participation in Departmental and State initiatives, for the purposes specified in the Project Details section of the Consent Form. This consent covers the entire or partial use of the Individual's personal information and copyright material in conjunction with other words and images.

For example, the Individual's personal information and copyright material may appear in school or TAFE newsletters, magazines, websites (including iTunes U and Social Media Websites) and other school, TAFE, departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to the Individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

Websites

Individuals and Signatories should be aware that publication of an Individual's personal information and Individual work on websites, including iTunes U and Social Media Websites is similar to publication in newsletters, magazines, brochures, etc; however publication on websites is publication of that material to the world at large.

Individuals and Signatories should be aware that the publication of an Individual's personal information and Individual work, by the Department or the State, on a website typically constitutes a permanent and publicly available record of that material. This means that anyone may be able to copy and use an Individual's personal information and Individual work that has been published on a website for any purpose and without the consent or knowledge of the Department, the State or the Individual.

Individuals or Signatories should not grant their consent to the Department or the State to use an Individual's personal information or Individual work in connection with a website if the Individual or the Signatory does not agree to the material being permanently available to the public.

If an Individual's personal information or Individual work is published on a website, that material will be governed by the privacy policy and terms of use of the relevant website. The Department or State cannot reasonably control how an Individual's personal information or Individual work is used by third parties once the material has been published on a website which is not under the direct control of the Department, for example, iTunes U and Social Media Websites.

What is copyright material?

An Individual's copyright material may include written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, recordings, computer programs, websites, sculptures, fashion, metal- or wood-works made by them or to which they contributed. In the case of students, it includes, but is not limited to, work that

they create in the course of their studies during the time they are enrolled at a State school. These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

The Department understands that students and volunteers generally own the intellectual property rights in the material they create and that this Consent Form is not meant to transfer the Individual's ownership of the intellectual property in their copyright material.

This Consent Form does not provide for copyright consent in relation to copyright works an Individual creates in the course of employment (whether or not the material is created in normal work hours or using departmental facilities or equipment). Where copyright material is created by a State employee while performing their duties under the terms of their employment, the copyright is owned by the State as the employer (section 35 Copyright Act 1968). There are limited exceptions to this including, for example, where the copyright material is created by an employee pursuant to a prior agreement with the employer.

Generally, the deciding factor is whether the employee is performing their official duties. In addition, section 176 of the Copyright Act 1968 applies where the work was created by or under the direction or control of the State. However, moral rights may still apply to copyright material created by an employee. The Queensland Public Sector Intellectual Property Principles provide further information on intellectual property. If as an employee you have any further queries about the ownership of the intellectual property in respect of the works you create you should contact the Legal and Administrative Law Branch.

What is personal information?

Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the Individual's name, image or video or sound recording. It also includes the Individual's educational information such as the Individual's assessment and results, and health information and court orders provided to the Department, where such information may enable the Individual to be identified.

What happens to the Consent Form once it is completed and signed?

The Consent Form is retained by the Department and it will be placed on the Project file. The Individual or Signatory may request a copy of the signed form by contacting the person nominated in Section 7 of this Consent Form.

What if I give my consent and later change my mind?

The consent will be in effect from the date the Consent Form is signed. The Department and the State will then start using the Individual's personal information and Individual work to create material incorporating the Individual's personal information and Individual work and entering into contractual obligations in relation to that material.

If you wish to later modify or revoke this consent, the Individual or the Signatory should send a notice in writing to the person nominated in Section 7 of this Consent Form. After that notice is received, the Department and the State will not make any new additional use of the Individual work, but any existing uses will continue.

Where the Department or another person uploads material to iTunes U, a Social Media Website or other website, it may need to accept contractual obligations that are perpetual and irrevocable. It may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State cannot take responsibility for doing so.

Privacy

The consent to the recording, use and disclosure of the Individual's personal information and Individual work is required in accordance with the Copyright Act 1968 (Cth), the Education (General Provisions) Act 2006 and the Information Privacy Act 2009. Personal information will be stored securely. The Department will only disclose the Individual's personal information in accordance with the consent, except where authorised or required by law. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, or if you have a concern or complaint about the way the Individual's personal information has been collected, used, stored or disclosed, please contact the relevant organisation, school or TAFE Institute.



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researching and learning through the Department's e-learning environment.

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- insult, harass or attack others or use obscene or abusive language;
- deliberately waste printing and Internet resources;
- damage any electronic devices, printers or the network equipment;
- commit plagiarism or violate copyright laws;
- use unsupervised internet chat;
- send chain letters or Spam e-mail (junk mail)
- access 3G/4G networks during lesson time
- knowingly download viruses or any other programs capable of breaching the Department's networks security.