



Morayfield State School

ENROLMENT APPLICATION

AIM HIGH

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Thank you for your interest in enrolling your child at Morayfield State School.

Parents/Carers are required to read, complete, sign and submit the following documentation to the Administration Office. These documents are contained within this booklet.

Department of Education Forms

- Application for Enrolment
- State School Consent Form (Media consent)

Morayfield State School Forms

- Enrolment Agreement
- Student Profile
- Medical Details
- Cybersafety Agreement

A copy of the following documentation is also required to accompany the enrolment application

Supporting Documentation

Prospective Student's Birth Certificate (Students must be enrolled under the name registered on Birth Certificate)

Evidence of address for Principal Place of Residence in catchment (refer following page)

- ⇒ Photo Identification for the Parent/Guardian
- ⇒ A passport and a current VISA or Citizenship certificate for students not born in Australia
- ⇒ Any legal documentation/court orders relevant to the student or family circumstances
- ⇒ Please lodge completed applications including required supporting documentation at the Administration office in person.

Once applications have been confirmed as eligible and complete, the Administration Officer will contact

Enrolment Interview

you to confirm an appointment with the Deputy Principal for an enrolment interview.

This interview will cover a number of important aspects about learning at Morayfield State School before your child commences in class. Students should attend with their parent/guardian.

Should you have any questions regarding the enrolment process, please contact the Administration Office on 5431 6222 or email office@morayfieldss.eq.edu.au



Proof of Residency

Morayfield State School enacts an Enrolment Management Plan which considers enrolment only for students residing within the boundaries of our school catchment area.

To satisfy requirements of enrolment you are required to provide evidence identifying your residential address. This should be supplied as

One document from Category A

PLUS

One document from Category B

Category A

One document from the list below

- ⇒ Recent Unconditional Contract of Sale
- ⇒ Recent Rates Notice
- ⇒ Change of Address Notification for Qld Driver's
- ⇒ Current Signed Lease Agreement

Category B

One document from the list below

- ⇒ Queensland Driver's Licence (current)
- ⇒
- ⇒ Licence
- ⇒ Utilities Connection notice of invoice
- ⇒ Centrelink Correspondence
- ⇒ Australian Tax Office Correspondence
- ⇒ Family Assistance correspondence
- ⇒ Internet/Phone provider correspondence
- ⇒ Bank correspondence
- ⇒ Department of Human Services advice
- ⇒ Health/Home/Contents Insurance
- ⇒ correspondence
- ⇒ Department of Human Services advice
- ⇒ Health/Home/Contents Insurance
- ⇒ Correspondence
- ⇒ Statutory Declaration signed by JP

Where a document from Category A cannot be supplied (i.e. prospective student has recently arrived to the new address or resides with other relatives/friends) further identification will be requested and approval of application remains at Principal's discretion. Please contact Administration Office for further



Morayfield State School

Education (General Provisions) Act 2006 Section 155(1) Approved form SEF – 1 V8

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

Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name		Preferred given names	
Gender*	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth*	____/____/____
Copy of birth certificate available to show school staff*	<input type="checkbox"/> Yes <input type="checkbox"/> No	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. 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. For international students approved for enrolment by EQI, a passport or visa will be acceptable.	
For prospective mature age students, proof of identity supplied and copied*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Prospective mature age students must provide photographic identification which proves their identity: <ul style="list-style-type: none">• current driver's licence; or• adult proof of age card; or• current passport.	

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 st Phone contact number*	Work/home/mobile	Work/home/mobile
2 nd Phone contact number*	Work/home/mobile	Work/home/mobile
3 rd 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?

☐ Yes ☐ 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 st phone contact number*	Work/home/mobile	Work/home/mobile
2 nd phone contact number*	Work/home/mobile	Work/home/mobile
3 rd phone contact number*	Work/home/mobile	Work/home/mobile

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, for the purposes of 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			

Parental occupation groups for use with parent/carer 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

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 - Thalassaemia
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.



Introduction to the State School Consent Form (attached) for Morayfield 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 a 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 following.

The State School Consent Form may, at your discretion, provide consent for personal information and 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: <https://morayfieldss.eq.edu.au/>
- Facebook: www.facebook.com/Morayfield-State-School
- YouTube: N/A
- Instagram: N/A
- Twitter: N/A
- Other: N/A
- Local newspaper
- School newsletter (also published on school website)
- 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

Who to contact

To return a consent, express a limited consent or withdraw consent, please contact Morayfield State School Office.

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

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- Parent/carer to complete
- Mature/independent students may complete on their own behalf (if under 18 a witness is required).

(a) Full name of individual:

(b) Date of birth:

(c) Name of school:

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

☐ Full Name ☒ First Name ☐ No Name ☐ Other Name

*Please note, if no selection is made, only the individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

- (a) Personal information that may identify the person in section 1:
- ▶ Name (as indicated in section 1) ▶ Image/photograph ▶ School name
 - ▶ Recording (voices and/or video) ▶ Year level
- (b) Materials created by the person in section 1:
- ▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image
 - ▶ Software ▶ Music score ▶ Dramatic work

3 APPROVED PURPOSE

If consent is given in section 8 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.
- (b) Further identified activities not listed in the form and letter for the above timeframe: Written approval will be sought prior to any event.

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. 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.



This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff with regard to the education of students enrolled at Morayfield State School.

Responsibility of student to:

- Attend school regularly, 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 direction from the teachers and Principal
- Abide by the school rules, meet homework requirements and wear correct school uniform
- Respect the school environment

Responsibility of parents to:

- Attend open evenings for parents
- Let the school know if there are any problems that may affect your child's ability to learn
- Inform school of reason for any absence
- Treat school staff with respect and tolerance
- Support the authority and discipline of the school enabling your child to achieve maturity, self discipline and self control
- Abide by school's policy regarding access to school grounds before, during and after school hours
- Advise Principal if your child is in the care of the state or you are the carer of a child in the care of the state
- Inform school if your child's living arrangements change and provide details of new home address and phone number

Responsibility of school to:

- Develop each individual student's talent as fully as possible
- Inform parents and carers regularly about how their children are progressing
- 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
- Take reasonable steps to ensure the safety, happiness and self-confidence of all students
- Be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community
- 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 of the school's insurance arrangements and accident 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; religious instructions
- Ensure that the parent is aware of the school's record-keeping policy including the creation of a transfer note should the student enrol at another school
- 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
- Consult parents on any major issues affecting students
- Treat students and parents with respect and tolerance



Student Code of Conduct

Rationale	School beliefs about behaviour and learning
<p>At <i>Morayfield State School</i> we believe that children learn best in a supportive environment that caters for their individual needs.</p> <p>Supportive School Environment includes:</p> <ul style="list-style-type: none"> • Supportive Structure • Quality Curriculum • Effective Teaching • Positive Outcomes <p>We want our learners to be:</p> <ul style="list-style-type: none"> • Happy confident self-managed individuals; • Socially responsible citizens 	<p>Staff and students at Morayfield State School have the right to work to their potential, free from disruption, abuse or threat in a safe and supportive environment.</p> <p>To enable this productive learning to occur, we believe different learning styles and abilities must be catered for and appropriate behaviours need to be taught, modelled, encouraged and developed.</p> <p>To facilitate this, a set of rules has been developed for students at our school. Ultimately, each individual must be responsible for his/her own actions.</p>
Processes for facilitating standards of positive behaviour and responding to unacceptable behaviour	Consequences for unacceptable behaviour
<p>There are three levels of responses to student's behaviour. These are proactive to reactive in nature.</p> <ol style="list-style-type: none"> 1. Whole-School Behaviour Support (100% of students) 2. Targeted Behaviour Support (approximately 10 - 15%) 3. Intensive Behaviour Support (approximately 2 - 5%) 	<p>The network of student support</p> <p>A team approach would include the involvement of school administrators, staff, students, parents and members of the wider community and personnel from other agencies.</p> <ul style="list-style-type: none"> • School Based Services • District and other E.Q. Services • Community Services <p>Consideration of Individual Circumstances</p> <p>Factors that may be taken into account when viewing a particular students' behaviour could be:</p> <ul style="list-style-type: none"> • Previous behaviour record • Severity of the incident • Amount of reliable evidence • Degree of provocation • Intent of the action • Honesty and perceived level of genuine remorse



I accept the rules and regulations of Morayfield state School, Morayfield as stated in the school policies that have been explained to me as follows:

- ☐ Student Code of Conduct
- ☐ Student dress Code
- ☐ Homework Policy
- ☐ School Charges for Extra Curricular Activities
- ☐ Student Usage of Internet, Intranet and Extranet
- ☐ Absences
- ☐ School Excursions/Incursions
- ☐ Complaints Management
- ☐ Department Insurance Arrangements and Accident Cover for Students
- ☐ Consent to use Copyright Material, Image, Recording or Name
- ☐ Appropriate use of mobile telephones and other electronic equipment by students

I acknowledge that information about the school's current programs and services has been explained to me.

Student Signature:

Parent/Carer Signature:

On behalf of Morayfield State School:

Date:

Medical Details

MORAYFIELD STATE SCHOOL



Medical Conditions: (Please select as appropriate)

☐ My child **does not have** any known medical conditions

☐ My child **has** the following known medical conditions (Please provide Current Medical Action Plans/ supporting documentation from your doctor where required.)

Please refer to the Education Queensland Standardised Medical Condition Category List on reverse when completing this section.

Medical Condition 1:	
Medical Condition Category: (Please use list of Medical Condition categories provided)	
Symptoms: (Include specific medical condition name if known and any symptoms school should look for)	
Management: (Include any special instructions the school should follow with regard to this conditions)	

Medical Condition 2:	
Medical Condition Category: (Please use list of Medical Condition categories provided)	
Symptoms: (Include specific medical condition name if known and any symptoms school should look for)	
Management: (Include any special instructions the school should follow with regard to this conditions)	

Medical Condition 2:	
Medical Condition Category: (Please use list of Medical Condition categories provided)	
Symptoms: (Include specific medical condition name if known and any symptoms school should look for)	
Management: (Include any special instructions the school should follow with regard to this conditions)	



Education Queensland Standardised Medical Condition Category List	
Acquired brain injury	Diabetes—type one
Allergies/Sensitivities	Diabetes—type two
Anaphylaxis	Ear/hearing disorders p Otitis Media 9middle ear infection)
Airway/lung/breathing—Oxygen required (continuously /periodically)	Ear/hearing disorders—Hearing loss
Airway/lung/breathing—Tracheostomy	Epilepsy—Seizure
Airway/lung/breathing—Other	Eye/vision disorders
Artificial feeding—Gastrostomy device (tube or button)	Endocrine disorder—Adrenal hypoplasia, pituitary, thyroid
Artificial feeding—Nasogastric tube	Heart/cardiac conditions—Heart valve disorders
Artificial feeding—Jejunostomy tube	Heart/cardiac conditions—Heart genetic malformations
Artificial feeding—Other	Heart/cardiac conditions—other
Asthma	Mental Health—Depression
Attention –deficit/Hyperactivity disorder (ADHD)	Mental Health—Anxiety
Bladder and bowel—Urinary wetting, incontinence	Mental Health—Oppositional disorder
Bladder and bowel—Faecal soiling, constipation, incontinence	Mental Health—Other
Bladder and bowel—Catheterisation (continuous, clean intermittent)	Muscle/bone/musculoskeletal disorders—spasticity (Baclofen Pump)
Bladder and bowel—Stoma site, urostomy, Mitrofanoff, MACE, Chair	Muscle/bone/musculoskeletal disorders—Other
Bladder and bowel—Other	Skin Disorders—eczema
Blood disorders—Haemophilia	Skin Disorders—psoriasis
Blood disorders—Thalassaemia	Swallow/dysphagia—requiring modified foods
Blood disorders—Other	Swallowing/dysphagia—requiring artificial feeding
Cancer-oncology	Transfer & positioning difficulties
Coeliac disease	Travel/motion sickness
Cystic Fibrosis	Other

Medication:

Does your child have any regular prescribed medication (long term only)? ☐ Yes ☐ No

(If yes and the medication needs to be administered during school hours, a separate medication form will need to be completed. This form is available from the Administration Office)

Name of medication	1.
	2.
	3.
	4.

Physical:

Does your child have any area of concern in physical development the school should know about? ☐ Yes ☐ No

(If yes, please provide details below. Attach a separate sheet if necessary with your child's name clearly marked)

Eyes:	Ears:
Speech:	Physical Difficulties:
Motor– Coordination/Balance:	Other
Restrictions on Student Activities (e.g. swimming, sport, camps etc.)	

Student Profile

MORAYFIELD STATE SCHOOL



Student Details: To be completed by Parent/Guardian

Surname:		First Name:		DOB:	
Previous			Current		
School:			Start Date		
State, Country:			MSS Year Level:		
Year Level:			Class Teacher:		
Is English a second language for your child? Yes/No If yes, main language spoken:					
Does your child identify as Aboriginal or Torres Strait Islander? Yes/No					
Please provide comment on any relevant concerns/information which may indicate further support required.					
Has your child previously been enrolled in any of the following programs? If so, please provide relevant details.					
<input type="checkbox"/> Early Childhood Development Program (ECDP)			<input type="checkbox"/> Managing Young Children Program (MYCP)		
<input type="checkbox"/> Special School enrolment					
Has your child been involved in any of these school-based programs? If so, please tick and provide details					
<input type="checkbox"/> Gifted and Talented					
<input type="checkbox"/> Learning Support					
<input type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/> Oral Language <input type="checkbox"/> Mathematics <input type="checkbox"/> Other (Please note) _____					
<input type="checkbox"/> Behaviour Support			<input type="checkbox"/> Social & Emotional Well-being		
Has Your Child been identified as requiring extra assistance through state-wide testing or NAPLAN:					
<input type="checkbox"/> Year 3 NAPLAN			<input type="checkbox"/> Year 5 NAPLAN		
Has your child been identified, verified or diagnosed with:					
<input type="checkbox"/> Speech/Language Impairment			<input type="checkbox"/> Hearing Impairment		
<input type="checkbox"/> Vision Impairment			<input type="checkbox"/> Physical Impairment		
<input type="checkbox"/> Intellectual Disability			<input type="checkbox"/> Autism Spectrum Disorder (ASD)		
<input type="checkbox"/> Multiple Disabilities or Dual Diagnosis			<input type="checkbox"/> Global Developmental Delays		
<input type="checkbox"/> Other					
Has your child received consultations with:					
<input type="checkbox"/> Paediatrician		<input type="checkbox"/> Report attached		<input type="checkbox"/> Speech & Language Pathologist <input type="checkbox"/> Report attached	
<input type="checkbox"/> Occupational therapist		<input type="checkbox"/> Report attached		<input type="checkbox"/> Psychologist <input type="checkbox"/> Report attached	
<input type="checkbox"/> School Guidance Officer		<input type="checkbox"/> Report attached		<input type="checkbox"/> Child Youth Mental Health <input type="checkbox"/> Report attached	
<input type="checkbox"/> Behavioural Specialist		<input type="checkbox"/> Report attached			
Please provide details of your child's previous testing:					
Hearing	Date undertaken:		Comments:		
Vision	Date undertaken:				
Other	Date undertaken:				
Parent/ Carer Name:			Parent/Carer Signature:		



Office Use Only

Comments for Distribution:

Distribute Copy to:

- ☐ Class Teacher
- ☐ Learning Support
- ☐ SEP
- ☐ ESL
- ☐ Guidance Officer



Instructions for Parents*/Carers/Legal Guardians

1. Please read sections A and B carefully. If there are any points you would like to discuss with the school, let the school office know as soon as possible.
2. Discuss the cybersafety rules with your child.
3. Sign the use agreement form.

Important terms used in this document:

- (a) * The term '**parent**' used throughout this document also refers to legal guardians and carers.
- (b) The abbreviation '**ICT**' in this document refers to the term "information and communication technologies".
- (c) '**Cybersafety**' refers to the safe use of the internet and ICT equipment/devices, including mobile phones.
- (d) '**School ICT**' refers to the school's computer network, Internet access facilities, computers and other school ICT equipment/devices as outline in (e) below.
- (e) The term '**ICT equipment/devices**' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs) storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams) all types of mobile hones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar technologies as they come into use.
- (f) "**Objectionable**" in this agreement means material that deals with matters such as sex, cruelty or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

This Use Agreement is based on the NetSafe® Cybersafety Use Agreement for Primary/Intermediate Students Template © NetSafe—The Internet Safety Group Incorporated—January 2007

Section A—Introduction

The measures to ensure cybersafety practices at Morayfield State School outlined in this document are based on our core values.

The school computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching & learning programs at Morayfield State School and to the effective operation of the school.

Our school has rigorous cybersafety practices in place for all school staff and students.

The overall goal of Morayfield State School in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the schoole, and legislative and professional obligations. This responsible use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

All students will be issued with a use agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment/devices.

The school computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment.

The Department of Education and Training monitors traffic and material sent and received using the school ICT network. The Department of Education and Training uses filtering and/or monitoring software to restrict access to certain sites and data, including email.

The school regularly audits its computer network, Internet access facilities, computers and other school ICT equipment/devices.



Section B—Rules to keep students cybersafe

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules.

1. I cannot use school ICT equipment until my parent(s) and I have signed my use agreement form and the form has been returned to the school
2. I can only use the computers and other school ICT equipment for my schoolwork and learning.
3. If I am unsure whether I am allowed to do something involving ICT I will ask a teacher.
4. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name or password.
5. I will not tell anyone else my password.
6. I will only go online or access the Internet to complete my classroom learning tasks.
7. I understand that I must not, at any time, use the Internet, email iPads, mobile phones or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a 'joke'.
8. While at school I will not:
 - Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing; or
 - Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at Morayfield State School.
9. If I access any website or email that is violent, mean or rude or things I know are not acceptable at our school on any ICT, I will:
 - Not show others, and
 - Inform a teacher immediately
10. I understand that I must not download or copy any files such as music, videos, games or programs without the permission of a teacher. This is to ensure Morayfield State School complies with Australian copyright laws.
11. Personal ICT equipment can only be used at school after approval from a teacher. This includes ICT such as iPads, mobile phones, iPods, games, cameras. If I do bring these items to school I must hand them in the Administration Office (mobile phone especially) before school. I understand that Morayfield State School will not be responsible for the loss or damage to any privately owned ICT device at school.
12. I will not connect any device, such as a USB drive to school ICT to run or install any software, without a teacher's permission. This includes all wireless technologies.
13. The school cybersafety rules apply to any ICT brought to school including mobile phones.
14. I will ask my teacher's permission before giving out and DoE personal information online, such as my first name and school email address.
15. I will not use a device from home or from school to communicate inappropriately with other students during school time.
16. I will not provide personal information online which includes:
 - Full Name
 - Address
 - Private Email address
 - Phone numbers



17. I will respect all school ICT and will treat all ICT equipment/devices with care. This includes:
- Not intentionally disrupting the smooth running of any school ICT systems
 - Not attempting to hack or gain unauthorised access to any system
 - Following all school cybersafety rules, and not joining in if other students choose to be irresponsible
 - Reporting any breakages/damage to a staff member.
18. I understand that if I break these rules, the school may need to inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs to any equipment that is wilfully damaged.



Internet Access Agreement

STUDENT AGREEMENT

I understand that the Internet can connect me to much useful information stored on computers around the world.

While I have access to the Internet:

I will use it only for educational purposes.

I will copy only materials that may be *legally* copied and only with teacher approval.

I will not look for anything that is illegal, dangerous or offensive. If I accidentally come across something that is illegal, dangerous or offensive, I will:

Clear any offensive pictures or information from my screen; and

Immediately, quietly, inform my teacher.

I will not reveal home addresses or phone numbers – mine or anyone else's.

I will not use the Internet to send messages that are offensive, threatening or that constitutes harassment.

I will not play computer games or simulations.

I understand that if the school decides I have broken these rules appropriate action will be taken. This may include loss of my Internet access for some time.

Student Name: _____ **Signature:** _____ **Date:** _____

PARENT AGREEMENT

I understand that the Internet can provide students with valuable learning experiences.

I also understand that it gives access to information on computers around the world, and that the school cannot control what is on those computers; and that a very 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 finally upon responsible use of students.

I believe my child understands this responsibility, and I hereby give my permission for him / her to access the Internet under school rules.

I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time.

Signature: _____ **Date:** _____

Parent/Carer Name

