



Enrolment Application

Welcome to Thangool State School. We hope that by choosing our school, you gain every satisfaction with what State Education can offer to preparatory and primary school students.

The contents of this pack, provide a brief response to most questions parents have when their children enrol at Thangool State School and fulfil the legal requirements for enrolment at our School. By making yourself familiar with these contents, you will be helping your child settle in at Thangool.

We aim to assist each child to achieve in a caring and secure environment. We will also use our professional experience to provide an education to suit your child.

We place the interests of your child first and will always be fair and honest with you.

If you require any more information, we would be delighted to meet you at a mutually convenient time. We will do everything we can to help you.

What to bring to enrol your child at Thangool School

- Enrolment Application Form
- Enrolment Agreement
- Birth Certificate
- School Consent Form
- School Network Agreement
- School Third Party Network Agreement

We look forward to working with you and your family and hope you find your association with Thangool School rewarding and fulfilling.

Best wishes,

Fiona Byrne
Principal

School Office Use Only

- Birth Certificate Sighted/Recorded
- Completed and signed Enrolment Form
- Completed and signed Enrolment Agreement
- Completed and signed School Consent Form
- Completed and signed School Network Agreement
- Completed and signed School Third Party Network Agreement
- Entered into One School



Thangool State School

PO Box 5, Thangool Qld 4716 • Ph: 4990 0333

Email: principal@thangoolss.eq.edu.au

Student's Name: _____

Enrolment Agreement – Thangool State School

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Thangool 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 directions from the teacher, teacher aides, administration staff and principal
- abide by school rules, meet homework requirements and wear school's 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 my 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 my 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.

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 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.

I accept the rules and regulations of the Thangool State School as stated in the school policies that have been provided to me as follows:

These are separate documents:

- Responsible Behaviour Plan for Students
- Student usage of internet, intranet and extranet
- Consent to use Copyright Material, Image, Recording or Name

Prospectus (contained within)

- Student Dress Code
- Homework Policy
- School Charges and voluntary contributions
- Absences
- School Excursions
- Complaints management
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students

Emergency Procedures

Should your child become seriously ill, or receive a severe injury at school, it is school policy to phone the ambulance and the parents (if possible). If medical treatment is required, and if parents have not been contacted, we will send the child to Biloela Hospital by ambulance.

SMS Messages

We currently use SMS messages to advise parents if their child is absent from school and the school has not been advised of the reason for their absence. In the event of an emergency(eg flood, natural disaster or evacuation), we currently use a bulk text message to notify all parents. Please ensure that we have the correct phone numbers at all times.

Email Address:

The school contacts parents by email when necessary. It is a useful tool for quick and easy communication between parents and teachers. Please provide an email address we may contact you on.

Email: _____

Dual Mail Out:

In some cases parents may not reside at the same residential address as their children. In this circumstance the school is happy to send a "dual mail out". If you would like another parent/guardian (living at a different address) to receive information the schools mail out please complete the section below.

Student Name (s) and Year Level: _____

Parent Name: _____

Address: _____

Email Address: _____

Please tick

- Reports Newsletter All correspondence All communications

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 Thangool State School:
.....

Parent/Carer Name:
.....



MEDIA CONSENT

Introduction to the State School Consent Form (attached) for Thangool State School

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

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

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

Your child's student materials:

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

Purpose of the consent

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

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

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

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

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

Voluntary

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

Consent may be limited or withdrawn

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

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

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

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

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

Media sources used

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

- School website: <https://thangoolss.eq.edu.au/>
- Facebook: <https://www.facebook.com/ThangoolStateSchool/>
- YouTube: N/A
- Instagram: N/A
- Twitter: N/A
- LinkedIn: N/A
- Other: QSchools app, promotional material
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

Duration

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

Who to contact

To return a consent, express a limited consent or withdraw consent please contact Enrolments Officer admin@thangoolss.eq.edu.au, 07 49900333.

The Enrolment Officer 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 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
 - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
 - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
 - Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
 - the school's newsletter and/or website;
 - social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
 - year books/annuals;
 - promotional/advertising materials; and
 - presentations and displays.

4 TIMEFRAME FOR CONSENT

School representative to complete.

(a) Timeframe of consent: duration of enrolment.

(b) Further identified activities not listed in the form and letter for the above timeframe: N/A

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.





Thangool State School

PO Box 5, Thangool Qld 4716 • Ph: 4990 0333

Email: principal@thangoolss.eq.edu.au

22/02/2021

Introduction to the Online Services Consent Form for Thangool State School

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education network.

Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games, online collaboration and communication tools, web-based publishing and design tools, learning management systems, and file storage and collaboration services.

This letter is to inform you about the third party online services used in our school and how your child's information, including personal information and works, may be recorded, used, disclosed, and published to the services (if you provide your consent for this to occur).

The Online Services Consent Form is a record of the consent provided.

About the online services

After evaluation, the principal has deemed specific third party online services appropriate for school use. These online services are listed on the consent form.

Third party online service providers are external to the school, and the services may be hosted onshore in Australia or offshore outside of Australia. Data that is entered into offshore services may not be subject to Australian privacy laws. When considering whether to provide your consent, we encourage you to read the information provided about each online service, including the *terms of use* and *privacy policy*, which outline how information and works will be used and under what circumstances they may be shared.

Student information

The consent collected by the form covers both student personal information (e.g. name, date of birth) and school-based information (e.g., student username, email, year level) as outlined on the form.

Where permitted by the service provider, de-identified information will be used and/or efforts will be made to limit the amount of personal information disclosed and stored within online services (e.g., when registering accounts, only mandatory information will be disclosed).

Student works

Works might include materials such as student projects, assignments, portfolios, images, video or audio. Where student works will be created within, stored or published to the online service (in some cases, published information or works will be viewable by the public), this will be indicated in 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Parent information

Where your personal information (e.g. parent email, name, contact details) will be disclosed to the online service, this will be indicated in the 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Purpose of the consent

Third party online services are used for various purposes. The purpose of use for each service is outlined in Section 5 of the Online Services Consent Form. For example, teachers may use online services with students to support curriculum delivery, complete learning activities and assessment, facilitate class collaboration, and create and publish class work (e.g. projects, assignments, portfolios).

The Online Services Consent Form records your consent for your child to register accounts, use, and, where specified, publish their work to these services. The form also collects your consent for school staff to collect, store, and transmit information to online services in order to manage school operations and communicate with parents and students.

It should be noted that, in some instances, the school may be required or authorised by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent.

Voluntary consent provision

It is not compulsory to provide consent. If your consent is not given, this will not adversely affect any learning opportunities provided by the school to your child.

Consent may be limited or withdrawn

You can withdraw your consent at any time by notifying 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.

You may also limit your consent by providing consent for some, but not all, online services listed on the form.

Requests to limit consent in relation to how the 'Information covered by this consent form' and the 'Approved purpose' (Section 2 and 3 of the form) are applied to a specific service, will be treated as "do not consent", as the school cannot guarantee correct implementation of individual requests.

Due to the nature of the internet, it may not be possible for all copies of information (including images and student works that have already been disclosed or published) to be deleted or restricted from use if you request it. The school may remove content that is under its direct control, however, information and works that have already been disclosed and published cannot be deleted, and the school is under no obligation to communicate changes to your child's consent circumstances to online service providers.

Duration of consent

The consent applies for the period of time specified on the form. You may review and update your consent at any time by notifying the school in writing (by email or letter).

There may be circumstances where the school issues a new consent form to seek additional consent e.g. in the event that new online services are identified for use.

Who to contact

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact **Fiona Byrne, Principal, Thangool State School on (07)49 900 333**.

Online Services Consent Form

Privacy Notice

The Department of Education is collecting the personal information on this form in order to obtain consent regarding the use of online services. This information and completed form will be stored securely. Personal information collected on this form may also be used by or disclosed to third parties by the Department 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, please contact your student's school in the first instance.

This form is to be completed by:

- Parent/carer*;
- Student over 18 years; or
- Student with independent status.

(*Note: Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent.)

1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

a) Full name of student _____

2. INFORMATION COVERED BY THIS CONSENT FORM

a) The consent collected by the form covers the following student personal information (identifying attributes):

- Student name (first name and/or last name)
- Sex/Gender
- Date of Birth, age, year of birth

AND the following school-based information (generally, non-identifying attributes*):

- Student school username
- Student school email
- Student ID number
- School
- Year Group
- Class
- Teacher
- Country

*In cases where registration and/or use requires a combination of school-based information (non-identifying) and personal information, or a combination of school-based information, the school-based information may become identifiable.

b) If an online service records, uses, discloses and/or publishes student works, parent information or additional student information (such as photographs of students), not listed above (Section 2a.), the school will specify it as part of the *additional consent requirements* on the form. Examples may include:

- Student assessment
- Student projects, assignment, portfolios
- Student image, video, and/or audio recording
- Sensitive information (e.g., medical, wellbeing)
- Name and/or contact details (e.g. email, mobile phone number) of student's parent

3. APPROVED PURPOSE

This form records your consent for the recording, use, disclosure and publication of the information listed in item 2 above, and any information or student works listed under the 'additional consent requirements', and to transfer this information and works within Australia and outside of Australia (in the case of offshore services) to the online service providers for the following purposes:

- For your child to register an account for the online services



- For your child to use the online services in accordance with each service's *terms of use* and *privacy policy* (including service provider use of the information in accordance with their *terms of use* and *privacy policy*)
- For the school to:
 - administer and plan for the provision of appropriate education, training and support services to students,
 - assist the school and departmental staff to manage school operations and communicate with parents and students.

4. TIMEFRAME FOR CONSENT

The consent granted by this form is for the duration of the student's current phase of learning (i.e. Years P-3, 4-6, 7-9 and 10-12). Consent is obtained upon enrolment and renewed when students move into a new phase of learning (e.g. minimum every four years).

5. CONSENT FOR ONLINE SERVICES

For each online service listed below, please indicate your choice to **give consent** or **not give consent** for the information outlined in Section 2 to be disclosed to the online service in accordance with the purpose outlined in Section 3, and for the timeframe specified in Section 4.

Service name:	IXL	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://au.ixl.com/				
Purpose of use:	English and Maths				
Terms of use:	https://au.ixl.com/termsofservice				
Privacy policy:	https://au.ixl.com/privacypolicy/				

	Class DOJO		Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.classdojo.com/en-				
Purpose of use:	Behaviour Reward Management				
Terms of Use:	https://www.classdojo.com/en-gb/terms/				
Privacy Policy	https://www.classdojo.com/en-gb/privacy/				

	ABCYA		Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.abcya.com/				
Purpose of use:	Maths and English and games				
Terms of Use:	https://www.abcya.com/terms/				
Privacy Policy	https://www.abcya.com/privacy				

	EPIC		Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.getepic.com/				
Purpose of use:	Reading				
Terms of Use:	https://www.getepic.com/tos				
Privacy Policy	https://www.getepic.com/privacy-educators				



	Typing		Offshore	<input type="checkbox"/>	<input type="checkbox"/>
Url:	https://www.typing.com/			I give consent	I do not give consent
Purpose of use:	Touch Typing Development				
Terms of Use:	https://www.typing.com/termsofservice				
Privacy Policy	https://www.typing.com/privacypolicy				

6. CONSENT AND AGREEMENT

Person giving consent – I am (tick the applicable box):

- parent/carer of the person identified in Section 1
- the person identified in Section 1 (if student is over 18 years or has independent status)

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 for the information outlined in Section 2 and any additional consent requirements outlined in Section 5 to be disclosed to the online services in accordance with the purpose outlined in Section 3 and for the timeframe specified in Section 4.

Print name of student: _____

Print name of consenter: _____

Signature or mark of _____

consenter:

Date: ____/____/____

Signature or mark of student*: _____

Date: ____/____/____

**Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent*

SPECIAL CIRCUMSTANCES

The section below must be completed, if the form is:

A) required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent **and/or:**

B) when the person giving consent is an independent student under the age of 18.

➔ **WITNESS - for consent from an independent student or where the explanatory letter and the form were read**

I have witnessed the signature or mark of an independent student, or the accurate reading of the explanatory letter and the Online Services Consent Form was completed in accordance with the instruction of the person giving consent. The person giving consent has had the opportunity to ask questions. I confirm that the person giving consent have given consent freely and I submit 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 aloud the explanatory letter and the Online Services Consent Form to the person giving consent, and to the best of my ability made sure that the person understands that the following will be done:

- The identified information will be used in accordance with the Online Services Consent Form
- The school will cease using the information from the date that the school receives a written withdrawal of consent.



I confirm that the person giving consent was given an opportunity to ask questions about the explanatory letter and Online Services Consent Form, and all questions asked by the person giving consent have been answered correctly and to the best of my ability. I confirm that the person giving consent 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 person giving consent.

Print name and role of person taking the consent: _____

Signature of person taking the consent: _____

Date: ____ / ____ / ____



Internet - Guidelines for Student Use...(Part 1)

Proper Use of the Internet

1. Stick to your school work.

- Only use the Internet for doing activities a teacher sets you. Do not use it for personal activity.
- Focus on the task at hand to avoid wasting time and other resources by becoming distracted by the wide variety of materials available.

2. Keep passwords secret.

- Do not tell **anyone** your password. If they find out, tell us quickly so we can change it. Keep a hidden record of it at home (**not school**) in case you forget it. Choose an eight character password that you will remember. (Your password needs to contain alphabetical, numerical and non-alpha-numerical characters e.g. abc1234&).
- Never log on using somebody else's name and password. This could lead to losing your Internet privileges.

3. Don't download files without asking.

- We pay for everything you look at or download, so **don't download** large files like **music** or **programs**. If you're not sure, ask us first.

4. Use the right email.

- Students can use WebMail, which is an email system the school provides. This can be accessed by typing webmail.eq.edu.au in the URL address bar. To use this email you will need to log in. Students are **not allowed** to use **Hotmail**, **Yahoo Mail** or **other public email systems**.
- Outlook – is a school based email program and can be accessed by the icon on the desktop.

Good Manners

When you publish on the Internet, other people can't see you. If you are not careful they might be offended by what you write, even though you didn't mean to be rude. Here are some important rules to follow:

1. Be polite.

- When we talk to people, we use words like please, thankyou, sorry and so on. Use them in email as well to show you are well mannered. Don't send insulting messages - even if you are angry. Everything you send reflects on you and your school.

2. Don't SHOUT at people.

- In email, using all capitals is considering SHOUTING! Just use capital letters the way you should in your handwriting.

3. Spelling, punctuation, grammar...

- If you leave lots of mistakes in your writing, you are telling the person you are writing to that you don't care enough to send them a well-written message. Make the effort, even it you do it on paper before you get to the computer.



Internet - Guidelines for Student Use...(Part 2)

Unsafe material

We try our best to keep you safe from stuff you shouldn't see. Sometimes, though, you might come across something that is illegal, dangerous or offensive. If you do, there are three things you must do:

1. Clear it off the screen.

- Turn off the Monitor with the button on the bottom of the screen frame.  Do this right away!

2. Tell the teacher.

- Do this quickly and quietly. We don't want other people to have to look at it.

3. If it upsets you, talk to us about it - Not to other students.

- We don't want a big deal made about it, and they don't need to know. But if you are upset by what you saw, you should talk to your parents and your teacher.

4. Inappropriate material...

- You will be banned from using the Internet if inappropriate material is accessed i.e. Lose your Internet privileges.

Staying Safe

When you send stuff on the Internet, it is possible for other people to see it. These people are often strangers. There are some important things you should do to keep yourself and others safe:

1. Keep your personal details to yourself...

- Don't give your full name, phone number or address to anyone. Even if you know them, someone else might see the information and use it to hurt you. Only ever use your first name.

2. Keep other people's personal details secret...

- Don't give anyone else's details over the Internet. You have to keep other people safe too.

3. Internet Chat Rooms....

- Don't engage in an Internet Relay Chat unless the session is authorised by a teacher.

Preventing Viruses

Some files carry viruses that can damage our computers. There are three rules you must remember:

1. Don't get or use programs off the Internet...

- Don't download or open any programs from the internet.

2. Don't open attachments...

- Don't open any file that comes with an email message. Ask your teacher to check it for you.

3. Don't run programs from home...

- You aren't allowed to run any programs from home on school computers - **ever!** The only programs you can use are those that are listed in the START menu.



ICT - Guidelines for Student Use...(Part 3)

Privacy and Security

- Teacher permission is required before students load flash drives into any workstation.
- At no time are students to access or use another student's home directory or files. Students must not tamper with, delete, modify, or access files not belonging to them.
- Download of software for games or access streaming media such as sounds, music or videos is not permitted.
- Teachers, parents and officials have the right to access and inspect the contents of student files and emails at anytime. Random audits of student files will be carried out regularly. Students found to be violating this policy or any law will receive the appropriate consequences.

Unauthorised Computer Access

- Accessing any unauthorised section of the computer system is illegal. Students attempting to access unauthorised sections of the school computer system will be dealt with severely. There will be no exceptions to this rule.

Printing

- Permission must be obtained from your teacher before a print job is completed. Printing is for school purposes only eg. Schoolwork, Assignments etc. Colour printing will only be possible via your teacher who will authorise this using a specific log in code.



Student Internet Access Agreement

This document sets out the privileges and responsibilities associated with student Internet access. Before a student is allowed to access the Internet services of the school, the agreement must be read and signed by the student and the parent or guardian. For more information about how the Internet is used, parents should also read The Internet - Guidelines for Parents.

Student

When I'm using Thangool State School's computer network and accessing the Internet and email system, I will follow school rules about:

- proper use of the Internet
- good online manners
- unsafe materials
- staying safe on the Internet
- preventing viruses
- privacy and security
- unauthorised computer access
- printing
- These are in The Internet - Guidelines for Students , which I have read (or had read to me)

I understand that:

- others might see what I send on the Internet
- I should not send or put anything rude or inappropriate on the Internet
- if the school decides I have broken these rules, appropriate action will be taken as mentioned in the Consequences for mis-use of ICT resources
- my user home directory may be accessed by parent, teachers and officials

_____ / ____ / ____
 Student's name (printed) Student's signature Date

Parent/Guardian

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; 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 by students.

I believe that _____ understands this responsibility, and I hereby give my permission
(PRINT NAME OF STUDENT)

for him/her to access the Internet under the 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.

_____ / ____ / ____
 Parent or Guardian's name (printed) Parent or Guardian's signature Date

NB - Tear off this page and send it back to school. Keep the other pages for future reference.



Internet - Guidelines for Parents

This document sets out the benefits, issues and responsibilities associated with student Internet access. Questions regarding the agreement can be directed to the Principal, System Administrator, Class Teacher or Technology Teacher.

Benefits - Why use the Internet?

Access to services provided through the Internet will enable Thangool State School to enhance teaching and learning, to support its staff in carrying out their duties, and provide another medium for supplying information to the public.

The Internet provides both information sources and communication with peers or experts. Staff and students may find information, and engage in discussions with others as part of educational activities.

Teachers and students can also use internet-based collaborative learning projects to provide an audience for creative works and as a platform for learning higher order thinking and process skills.

The information provided through the Internet can be the most up to date and relevant available in some areas.

Issues - Where do we need to be careful?

Organisation - Unlike the information in a good encyclopaedia, the information on the Internet is not well selected, nor well organised. Time can be wasted both by fruitless searches and by distractions from the task at hand, so we need to make sure student use is well directed and that they get help finding what they need.

Appropriateness - A small proportion of the information may be illegal, dangerous or offensive. Inappropriate use of the Internet could leave us open to legal action for breach of copyright, harassment or other issues. We need to have clear guidelines for students, and effective protective measures.

Protection - Privacy is not assured in the use of Internet services. Internet traffic can be intercepted and read by both system staff and complete strangers alike. Students need to understand this, and to learn protective behaviours.

Viruses - Programs and application files (such as word processing documents) arriving through the Internet often carry computer viruses. We need to protect ourselves with antivirus software and preventative practices.

Waste - Computer and network resources can be slowed or stopped by users receiving very large files or large numbers of files. Unnecessary Internet activity can impose large expense on the school. We need clear rules and guidelines for limiting this expense and waste.

Responsibilities of Students

Organisation - We give student's access to the Internet for learning. They need to stick to the task their teacher gives them. Students should make good use of instructions, directions sheets and other resources so they don't waste time.

Appropriateness - Students should stay away from material that is illegal, dangerous or offensive. They should be polite in all writing. They should follow the guidelines the teacher gives them about good manners on the Internet.



Protection - Even though students might have a password on their accounts, other people can sometimes see what they publish. Some of those people may be strangers. Students must not give personal details of any person over the Internet or publish anything that is rude or inappropriate.

Viruses - There are two ways machines can get infected. One is by running programs and the other is by opening infected attachments. Students may not open any attachment without the approval of their teacher. Students may not run any software except that owned and installed by the school.

Waste - The school has to pay for everything students look at on the Internet, so they shouldn't waste resources by sending or downloading large files. The same also applies with printing of their projects and work. Students must obtain permission to print after they have checked and proof read their documents, and may not print in colour unless authorisation has been provided by their teacher.



Thangool State School

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Email: principal@thangoolss.eq.edu.au

PREP ENROLMENT FORM

GENERAL INFORMATION

Child's name in full: _____

Other children in order of age: 1. _____
2. _____
3. _____
4. _____
5. _____

Other members of household: _____

MEDICAL INFORMATION

Child's birth weight: _____

Term of pregnancy: _____ weeks

Were there any problems at birth? Eg. forceps, caesarean, cord around neck...

Is your child under any medical treatment at present? If so please state.

Has your child had any serious illness, accidents, operations or hospitalisations?

Does your child have any allergies, food intolerances?

Are your child's immunisations up to date/ Exemption? _____

Has your child had any speech, hearing or eyesight tests?

Comment on any results/problems your child may have or currently suffers with?

Hearing: _____ Report attached _____ Dr. _____

Eyesight: _____ Report attached _____ Dr. _____

Speech: _____ Report attached _____ Dr. _____

Has your child received a diagnosis from a paediatrician? _____

Report attached _____ Dr _____

Can your child independently go to the toilet? _____

At what age did your child start to:

Crawl: _____

Walk: _____

Be understood by others: _____

Does your child speak another language? _____

How many hours does your child sleep at night? _____

Do they sleep through? _____

Do they sleep through the day? _____

CHILD'S SOCIAL EXPERIENCES

How do you describe your child's social behaviour with other children?

What other adults is your child used to being with beside yourself?

How does your child react to unfamiliar adults?

What experiences has your child had away from you for a while and how do they cope?

Have there been any changes in your family recently, eg. births, deaths, shift in location

Did your child go to Playgroup? _____

Name of Playgroup _____

Kindergarten or Childcare? _____

Full time/Part time (how many hours/week) _____

Name of Facility _____

Name of Teacher _____

CHILD'S PLAY ACTIVITIES AT HOME

How does your child spend most of their time?

What kinds of things interest them?

Do they stay close to you? _____

Is your child energetic? _____

Does your child have much space to play? _____

Are there any objects to which they are particularly attached? _____

Does your child play well alone? _____

Does your child seek attention when playing? _____

Does your child ask for stories to be read? _____

What is your child's favourite book? _____

Does your child regularly watch television? _____

Main program/s watched? _____

Does your child have access to a computer/ipad? _____

PARENT'S EXPECTATIONS AND COMMENTS

How do you expect your child will react to starting the Preparatory year?

Are there any ways in which you think the Prep year will help your child?

What are you and your partner's current/previous occupations?

Do you or your partner have any hobbies or talents, eg. singing, carpentry, book keeping,

Would you be interested in assisting in the Prep program?

How did you find out about Thangool State School? _____

Are you considering sending your child on to Thangool State Primary School? _____

Further Comments

BANDAIDS (please tick)

I give permission for staff to apply bandaids to my child.

I do not give permission for staff to apply bandaids to my child and understand that I will be notified by the school to dress any wounds whether obvious or sympathetic.

Signed _____ Date _____

PERMISSION TO PARTICIPATE

Please indicate below whether you wish your child to participate in the following activities throughout the year. If we do not receive this form, we will assume that you would like to participate in all activities and discussions.

FAMILY NAME: _____

Yes

No

Comments

Birthday Celebrations

Easter -

Receiving an Easter gift

Religious traditions (Jesus, the cross)

Secular traditions (Bunny, eggs)

Art/Craft/Music/Movement and Games

ANZAC Day/Remembrance Day

Mother's Day

Father's Day

Special Days (eg. Harmony Day, NAIDOC)

Christmas -

Receiving a Christmas gift

Religious traditions (Jesus, The Nativity)

Secular traditions (Santa, Christmas Trees)

Art/Craft/ Music/Movement and Games

Signed _____ Date _____

Child's Name: _____ DOB: _____

Please complete this information below:

My child can recognise their name.	Yes	No	Unsure
My child can write their name.	Yes	No	Unsure
My child can say the alphabet.	Yes	No	Unsure
My child recognises letters of the alphabet.	All	Some	None
My child can read a book.	Makes up a story based on pictures.	Retells the story from memory.	Reads simple and familiar words.
My child can write.	Wiggly line writing.	Using random alphabet letters.	Familiar words.
My child can count to	5	10	10+
My child can recognise colours.	Yes	Some	None
My child can recognise shapes.	Yes	Some	None
My child has pencil control.	Yes	No	Unsure
My child has scissor control.	Yes	No	Unsure